

# STRATEGIC LEADERSHIP JOURNAL

## Editorial Standards (Desiderata for authors)

### Summary:

1. General information; 2. Texts format; 3. Illustrations format; 4. Standards for text, notes and captions; 4.1. General indications; 4.2. Use of upper and lower case letters and italics; 4.3. Use of inverted commas in the text and footnotes; 4.4. Citing and Transcribing Documents; 5. Editorial Standards for Bibliographic References in Footnotes and Bibliographies; 5.1. Citation of monographs; 5.2. Citation of works with multiple authors or collective works; 5.3. Citation of articles in journals; 5.4. Citation of articles or chapters in collective works or conference proceedings; 5.5. Citing entries in lexicons, encyclopaedias or dictionaries; 5.6. Frequent quotations by the author; 5.7. Citation of archival sources and various manuscripts; 5.8. Citation of units of measurement, numbers, dates, geographical coordinates; 6. Final notes.

### 1. GENERAL INFORMATION

Contributions submitted for publication in the *Strategic Leadership Journal* must be original, unpublished and must not be in the process of being published or evaluated elsewhere.

Compliance with these editorial rules is an indispensable condition for the acceptance of texts.

All papers may be written in Italian or English and must always be accompanied by an *abstract* in Italian and English of a maximum of 500 characters. It is the authors' responsibility to ensure that the contribution does not contain syntax and/or typing errors.

### 2. TEXT FORMAT

The contribution must be in *Word* or *Pages* format, *Times New Roman* font, 12 dpi size for the text and 10 dpi for the notes (it will be the responsibility of the editors to transform this font into one more suitable for printing). Line spacing 1.5. Page margins: 2 cm for all margins.

The text may be subdivided into chapters and their titles must always be indicated in high and low characters.

The contribution must be between 7 and 15 pages. Each folder is understood to consist of 1800 characters, excluding spaces.

### 3. ILLUSTRATIONS FORMAT

The illustrations, drawings and photographs (in b/w or colour), must be provided by the authors in a separate folder, with relevant caption, separated from the text and with a minimum resolution of 300 dpi. Otherwise they will not be taken into consideration.

Images must be free of *copyright* and the source must be clearly indicated. The authors assume full responsibility that there are no *copyright* restrictions on publication. The file name must indicate the reference number and must be accompanied by a caption.

Technical drawings in orthogonal projection must have a graphic metric scale and, in the case of plans, orientation. Folded tables are not envisaged.

## 4. STANDARDS FOR TEXT, NOTES AND CAPTIONS

### 4.1 General Information

Paragraphs should be set with a simple line break, without an indentation in the text. Bold should never be used.

Notes must be numbered consecutively and must be indicated in the text by Arabic numerals in superscript, before punctuation.

Reference to the figures in the text will be indicated in round brackets and, inside, by the indication in italics: (*fig.1*).

The captions, in italics and without an end point, must be descriptive in nature and sufficiently explanatory of the image to which they refer. They must also be provided in a separate file, again in *Word* or *Pages* format.

For illustrations taken from other publications, the caption must include the abbreviated bibliographic indication in round brackets, as specified below. For illustrations taken from images held in collections or archival fonds, all data necessary for their identification must be explicitly stated in the caption in the order specified below. If the image is protected by reproduction rights, authorisation for its use must be attached.

Examples:

*Fig.1 - Taranto Mar piccolo. Nave Vittorio Veneto at anchor, July 1986 (photo by the A.).*

*Fig.2 - The title page of the first part of Thaon di Revel's war diary 1915-1918 (USMM, Archives, RB, b.493, fasc.1).*

*Fig.3 - Venice, S. Andrea, seaplane station. King Victor Emmanuel III and Vice Admiral Paolo Thaon di Revel visiting, 1917 (USMM, Photo Library, Album 66.5).*

*Fig.4 - The theatre of the 1914-1918 war in the Adriatic. The performance in 1961 (from FIORAVANZO 1961, p.181).*

### 4.2 Use of uppercase, lowercase and italics

Names of ships, aircraft and vehicles must be in high and low type and in italics (e.g. *Vittorio Veneto*, *Montecuccoli*, etc.). In the case of text in italics, the same names must be in the round.

Personal names should be in upper and lower case letters (e.g. Thaon di Revel, Sirianni), public or honorary ranks and offices and ecclesiastical or noble titles in capital letters (Admiral, General, Honourable, Ambassador, Cardinal, Mayor, Prefect, etc.).

Acronyms must be in all high characters and without punctuation (UN, NATO).

Public bodies, public and private institutions or similar must be indicated in full and not in dotted form (e.g. Ministry of Defence, not Min. Dife.).

**Foreign languages:** for expressions or a few words in the text in foreign languages (or Latin) that are not in current use, italics must be used. Quotations of entire passages in the text must be in double inverted commas (“...”) and in the round. In the case of foreign or obsolete languages that are not immediately comprehensible (Latin, Greek, Russian, Chinese, etc.) a translation is required, which must be in footnotes and in square brackets [...].

### 4.3 Use of inverted commas in text and footnotes

If the author quotes passages in Italian from other printed works or manuscripts, these must be enclosed in French inverted commas («...»); if another quotation is to be inserted within a quotation, double inverted commas (“...”) are used.

High double inverted commas are also used for the Italian translation of an old term that is difficult to interpret, slang or foreign language: in these cases, the translated word is put in brackets [e.g. *scanning* (“scansione”)].

Single inverted commas (‘...’) are mainly used for figurative expressions, slang and the like. However, the possibility of replacing such expressions with others that are more linear and do not require the use of inverted commas should always be considered.

French inverted commas («...») are also used for the citation of periodicals (see bibliographic rules below).

When typing the text, correct accents must be used in both Italian and foreign or obsolete words (*perché* and not *perchè*, *poiché* and not *poichè*, *affinché* and not *affinchè*, *poté* and not *potè*, *cioè* and not *cioé*). Care should also be taken to write *È* (voice of the verb “essere”) and not *E'* at the beginning of sentences.

#### 4.4 Citing and transcribing documents

In the transcription and critical edition of the texts, uniform criteria must be adopted for the reader's ease of reading and comprehension. Lower and upper case letters, accents and punctuation must therefore be reduced to modern usage; obvious misprints or *calamitous slips* must be corrected.

There are a few cases where it is deemed necessary to correct the original texts:

*The u* must be distinguished from the *v* and the *ph* reduced to *f*.

The & should be reduced to *et* and the latter to *e* in front of a consonant.

The article *gl'* should be completed in *gli* in front of all vowels except *i*; the final double *i* or *ij* should be contracted into *i* (e.g.: *atri* and not *atrii*).

All abbreviations that can make the text difficult to read should be dissolved (e.g.: *m.*= messer or master; *VSL*= Your Most Illustrious Lordship; *SAR*= Your Royal Highness, *Ecc.* = Excellency, etc.). Articular prepositions and conjunctions must be joined (e.g. *co'l* will become *col*, *de gli* will be *degli*, etc.).

In the transcription of an archive document or a passage of philological interest, square brackets indicate additions of interpretation; three dots in the text, a piece removed; three dots in round brackets, a word misunderstood or faults and abrasions in the document (asterisks in round brackets can also be used, with an explanatory note); a lower-case letter in round brackets, the note in a document.

Summing up:

[ ] author's interpretation;

[...] a part was removed;

(...) word not understood, breakdowns, abrasions;

(\*) word not understood, faults, abrasions (with reference to the explanatory note);

(a) note in the document.

Suspension dots in a quotation may therefore be inserted, but without brackets; those at the beginning and end of the quotation must be omitted if the sentence makes sense both in the author's interpolation and in relation to the original document. Otherwise, dots should be inserted only at the beginning, at the end of the passage, or both.

In the appendices, where appropriate, the individual parts of the documents (letters, reports, etc.) must be numbered with Arabic numerals.

The archival or bibliographical citation from which the document is taken will be placed at the beginning of the text; for its composition, the same rules used for compiling the notes will be followed.

It is considered useful - in some cases necessary - to insert an initial note after the citation where the characteristics of the document and the conventional signs adopted in the transcription are briefly described. However, it is always advisable to specify whether the transcription is complete or partial.

## 5. EDITORIAL RULES FOR BIBLIOGRAPHICAL REFERENCES IN A FOOTNOTE AND IN A BIBLIOGRAPHY

The bibliographical references given in the notes to the text must be compiled according to the following criteria.

## 5.1 Citation of monographs

First the surname, in capital letters, then the dotted name (e.g. TIZIO C.), then the title of the monograph (in italics) followed by the city of edition and the year (comma), then the pages (col./coll.).

Ex:

SANFELICE DI MONTEFORTE F., *La lezione strategica della Grande Guerra - Sogni e realtà*, Milan 2018, p.200.

CECCARELLI MOROLLI D., *Appunti di geopolitica*, Rome 2018, pp.1-2.

If the monograph is part of a scholarly series, the name of the latter is placed in inverted commas; e.g.: CECCARELLI MOROLLI D., *Il diritto dell'Impero Romano d'Oriente. Introduction to the sources and protagonists*, 'Kanonika' 21, Rome 2014, p. 12.

## 5.2 Citing works with several authors or collective works

Author(s), title in italics, volume or manuscript and number, city and year, pages. A '-' may be placed between the authors' surnames (if two or more). If there have been several editions, put the number of the most recent edition in superscript.

Ex:

CARILE A. - COSENTINO S., *Storia della marineria bizantina*, Bologna 2004, p.25.

LEFEBVRE D'OVIDIO A. - PESCATORE G. - TULLIO L., *Manuale di diritto della navigazione*, Milan 2016, p.55.

## 5.3 Citation of journal article

Author, title of the article (in italics), followed by 'in' preceding the title of the journal (in single inverted commas) volume, number year in brackets and pages.

Ex:

HALDON J. - BYRNE M., *A Possible Solution to the Problem of Greek Fire*, in 'Byzantinische Zeitschrift' 70 (1977), pp. 91-100.

CAFFIO F., *Troubled waters in the western Mediterranean: the Algerian proclamation of the exclusive economic zone*, in 'Rivista del diritto della Navigazione' 1 (2019), pp.209-218.

CECCARELLI MOROLLI D., *La Santa Sede e la Cina: da "prove tecniche" di dialogo a un accordo mirante l'armonia*, in 'Rivista Marittima' CLII (June 2019), pp. 36-40.

## 5.4 Citing articles or understandings in collective works or conference proceedings

Author, title of the article or essay in italics, followed by 'in' preceding the name of the editor or publisher of the volume (abbreviated to 'ed.' if one, 'eds' if more than one, or if editor 'edited by'), title of the work in italics, city with year of edition, pages.

Ex:

CIMBOLLI SPAGNESI P., *Dalla spiaggia di Nettuno. Difese dello Stato ecclesiastico in età moderna*, in CAPERNA M. (ed.), *Il forte di Nettuno. Storia, costruzione e restauri*, Rome 2006, pp. 71-86.

SANFELICE DI MONTEFORTE F., *Lo strumento navale*, in Aa. Vv., *Geopolitics of the Sea. Dieci interventi sugli interessi nazionali e il futuro marittimo dell'Italia*, Milan 2018, pp. 195-210.

MOROZZO DELLA ROCCA M. C. - TIBONI F. (eds.), *Proceedings of the 2nd National Conference. Cultura navale e marittima transire mare (22-23 September 2016)*, Florence 2017, p. 32.

### 5.5 Citing entries in lexicons, encyclopaedias and dictionaries

Author, *sub entry* abbreviated to s.v., title of entry in italics, followed by the title of the lexicon/dictionary/encyclopaedia (in italics), volume, city and year, then columns or pages.

Ex: s.v. *Americas: Exploration voyages*, in HATTENDORF J.B., *The Oxford Encyclopaedia of Maritime History*, vol. III, Oxford 2007, pp. 109-110.

### 5.6 Frequent quotations by the author

Should a publication be cited more than once, choose the most comprehensible form of abbreviation of the title followed (in the round) by 'op. cit.', preceded by three full stops.

Ex:

CAFFIO F., *Glossary of the Law of the Sea. Law and geopolitics of maritime spaces*, in 'Rivista Marittima' 4 (2016 - monographic issue), Rome 2016

can be abbreviated as:

CAFFIO F., *Glossary of the Law of the Sea ...*, op. cit., p. 126.

HALDON J. - BYRNE M., *A Possible Solution to the Problem of Greek Fire*, in 'Byzantinische Zeitschrift' 70 (1977), pp. 91-100.

It can be abbreviated as:

HALDON J. - BYRNE M., *A Possible Solution...*, op. cit., p.92.

### 5.7 Citation of archival sources and various manuscripts

Archives and libraries must be cited with the acronyms by which they are generally known in the scientific community. These should be dissolved in the list of Abbreviations at the beginning of the bibliographic reference list.

Examples: AUSMM (Archivio dell'Ufficio storico della Marina Militare); ACS (Archivio centrale dello Stato); ASR (Archivio di Stato di Roma).

The indication may be made up with the local automobile abbreviation, if it may be subject to confusion or misinterpretation: ASMn (State Archives of Mantua), so as not to be confused with ASM (State Archives of Milan); ASTo (State Archives of Turin), so as not to be confused with ASTa (State Archives of Taranto); ASVe (State Archives of Venice), so as not to be confused with ASV (Vatican Secret Archives) and BAV (Vatican Apostolic Library).

The acronym of the archive must be in round capital letters and without punctuation and in italics the indication of the fund where the documents are kept.

Examples:

AUSMM, *Basic Collection (RB)*, b. 738, fasc. 4: 1917. *Eviction practice*: Thaon di Revel to Cito, from Venice, 14 July 1918, prot. no. 1563/c.

ISCAG, Documentary Archive, *Italian-Austrian War Fund, 1915-1918*, arm. 2, b. 157, fasc. 1, subf. 1.

ASR, *Ospedale di S. Spirito in Sassia*, register 48, cc. 1r-3r; ASR, *Notai del tribunale dell'Auditor Camerae*, notary *Dominicus Fontia*, vol. 3158, cc. 828r-832v.

BAV, *Vat. lat.* 8337, f. 18v.

ASN, *Instr. Misc.* 2701; *Reg. lat.* 122, ff. 4r-5v; *Reg. vat.* 26, f. 50r, n.9.

ACS, *Luigi Moretti Fund*, prog. 3717711v.

*Documenti Diplomatici Italiani (DDI)*, Quinta Serie, vol. VII, Rome Libreria dello Stato, 1992, doc. 57.

For notes following the first citation of the document (either from the archive or from its critical edition), the format is, e.g., the following: DDI, Fifth Series, vol. VII. doc. 88.

In the case of sequential notes with the first citation of the same source, the first is: *ibid.*, pp. 34-35; the following are always: *ibid.*, doc. 34, pp. 13-15.

## 5.8 Quotation of units of measurement, numbers, dates, geographical coordinates

Units must be indicated as follows, after the alphanumeric value (e.g. 234 kg, 400 m, etc.) and without punctuation:

kg kilograms

m metres

cm centimetres

mm mm

km kilometres

hp steam horses

t tonnes

M sea millet

Numbers expressing magnitudes (not dates or the like), when they are more than four digits long, must be written by interspersing the digits after the first thousand with a space (e.g.:

1 000 kg, 90 000 t, etc.).

Dates of events, drafting of documents, etc. must be written in full (e.g. 4 November 1918, 19 July 1943, etc.).

## 6. FINAL NOTE

Any special situations not provided for within these *Editorial Rules* will be handled by the Editorial Board with a view to optimising the work of the authors.

Contributions should be sent to the following functional address:

**[irad.usai@casd.difesa.it](mailto:irad.usai@casd.difesa.it)**

