File Format
All texts are to be submitted in word.docx (and not doc.) file format.
Filename: Surname_text.docx (e.g. Smith_text.docx)

Name Surname

Title Please format with **Maximum Capitalisation** (14 pt, **bold**), so all words are capitalised (with the exception of articles and prepositions).

Abstract
**An Abstract** of 200 words maximum (= 1,112 characters without spaces and 1,310 characters with spaces) should be written in a single paragraph preceding the keywords and the main text.

Keywords
Please include up to 6 one-word **keywords**, written in **bold** and separated by commas only.

Text: 25,000 characters spaces included including footnotes and references. The *manuscript* should be typewritten with footnotes, references, tables and captions on separate pages. Please use font Times New Roman, size 12, double space, limit the text to two levels at most (Sections and Sub sections) and do not number them. Figures should be referred to within the text, in bold *(Fig. 1)* or *(Figs. 1–2, 5)*.
Images: 2 maximum with a resolution of at least 300 dpi or 3000 pixels each and in .jpg or .tiff format. Photo: **Surname_Fig_number.jpg** (e.g. Smith_Fig_1.jpg)


**CAPTIONS**

Figure number. Artists First Name, Artists Last Name, Title of work, Year in which work was produced. Medium. Source: Author's First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher's Name, Date of Publication), page number(s).

Or

Figure number. Artists First Name, Artists Last Name, Title of work, Year in which work was produced. Medium. Courtesy of … .

All tables and figures (photos) should also be sent as separate documents in .tiff or .jpeg format. Filename:

Surname_Table_number (e.g. Smith_Table_1.jpeg)
Surname_Fig_number (e.g. Smith_Fig_1.jpeg)

**REFERENCING or Footnotes**

**Book**


**Article in book**

Article in conference proceedings

Subsequent reference are shortened
Bongiovanni, “Emma Strada,” 94–95
Novello and Marchis, “Emma Strada,” 1051.

Article in magazine:

Documents from archives

Name Surname
Affiliation
CV 600 characters
E-mail: ………………………

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Each author has to provide a written permission for publication of any documents, photographs or other archival sources obtained from copy-right holders (public/private institutions or owners), allowing the materials to be published in the conference-workshop e-book. All images will be published in locked format so that they won’t allow any further use for other purposes then this publication.
Symposium 2018
International Conference | Women’s Creativity since the Modern Movement (1918-2018): Toward a New Perception and Reception
13th–16th June 2018, Turin, Italy
www.momowo.eu

Guidelines for editing the Full Paper

Grammar and spelling

Please use UK spelling.

PUNCTUATION AND FORMATTING

Parentheses are used throughout; square brackets are used only to enclose parenthetical material already in parentheses and to enclose an author’s comment within a quote, e.g. [sic], [emphasis added].

Quotation marks: use single quotation marks, with double quotation marks within quoted material. Spelling and punctuation in quoted texts should not be altered. If they are obviously incorrect, insert [sic].

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full stop (or other punctuation) follows the reference for the quote, e.g. ‘… is the most decisive and important’.

Lengthy quotes (over 40 words) should indented (on both sides) and without quotation marks.

Upper and lower case: For specific titles use initial caps, for generic titles use lower case:

1. Institutions, movements, denominations, political parties:
   - the Roman Catholic Church / he has catholic tastes
   - they were Bolsheviks / bolshevism, communism
2. Titles, ranks:
   the President (referring to a particular one) / the Spanish Foreign Minister
   a president / several government ministers

3. Geographical names:
   Capitalize politically defined or geographically named places, use lower case in all other
   instances.
   the West, the East / western values, eastern culture
   South Africa / the south of Scotland

**Italics:**
Use italics for words from foreign languages. Examples:
*Coup d’état / vis-à-vis / Heimat / ...*

**Lists:** For numbered list please use (1), (2), (3) etc.

**ABBREVIATIONS**

**General**
1. Do not use abbreviations in the title of the paper, the abstract, keywords, running heads or in headings and subheadings
   within the paper, unless the full version is very long and clumsy or the abbreviation is better known than the full term.
   When in doubt, spell out.
2. Define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the
   abbreviation in parentheses. Use the abbreviation consistently thereafter, including at the start of sentences.
3. If abbreviations are used in a figure or table, they must all be defined in the legend even if they are also defined in the
   text.
4. Do not use abbreviations invented by the author of a paper for that paper – ideally, only conventional, generally-accepted
   abbreviations should be used.
5. Do not abbreviate single words (exceptions apply) or use two-letter abbreviations other than those listed below.
6. Abbreviations consisting of capital letters, and acronyms and contractions, should not take full points, e.g. USA, UK, MA,
   UN, WHO, PhD, NATO (or Nato), UNESCO (or Unesco), AD, BC
7. Unfamiliar abbreviations should always be written out in full when first mentioned, with the abbreviated form following in parentheses, e.g. “The Confederación Española de Derechas Autónomas (CEDA) was formed”. Thereafter use the abbreviation.

8. Contractions do not take a full point, e.g. Mr, St, Ltd, edn, or contracting degrees (Dr, DPhil, PhD, MSc). However, the following abbreviations take full points: No., Co., p., pp., Vol., Ch. (but use Vols and Chs), e.g., ed. (but use eds), et al., etc., i.e., cf., (note that this means ‘compare’ and not ‘see’), n.d.

9. No comma after e.g., i.e. or cf. Etc. is usually preceded by a comma in a list.

**Money**

1. For currency use the common symbol or abbreviation – £, US$, AUD$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms:

   a. The price of oil rose to US$25 per barrel.
   b. The US dollar was at an all-time low.
   c. £150m, not millions or mlns.

**Other units**

1. Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used. Always use figures with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.

   a. Do not mix spelt-out numbers and units: 6 cm not six cm.
   b. For measurement of area and volume units should be written in cm$^2$, m$^2$ or cm$^3$, m$^3$
   c. Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
   d. Abbreviations of units are the same for singular and plural (do not add an s) and they do not take a full point.
   e. Use SI units wherever possible.
   f. Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.

**Numbers**

1. Spell out numbers one to nine; for numerals 10 and over use figures.

   a. Use figures with percentages, with units, in statistical passages, in tables, etc. Numbers, however, should be spelt out at the beginning of a sentence or the sentence should be rewritten.
3. Spell out and hyphenate one-half, two-thirds, etc.

4. Do not use a comma in thousands but do use one in tens of thousands and above, e.g. 5643, 1298, 14,600, 342,885, 1,000,001.

5. Use the least number of numerals possible in pagination and in dates. e.g. 42–5, 2003–4, 1989–92, 0–1 (but 1909–1988 in parenthesis when years of birth and death of a person are given).

6. Use 10–14, 10–11 as these represent single words.

7. Decimal points are never raised off the line. Always include a zero before a point even for probability and correlations where the number is always less than one.

**Dates**

1. Write out dates as follows: 30 September 2003.

2. Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.

3. Spell out centuries and millennia in full, e.g. twentieth century.

**REFERENCING**

Please follow the Chicago Manual of Style (for humanities) notes ([http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)):

**Book**

**One author**

Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

[Note: The first footnote of a particular source includes all publication information, however subsequent footnotes are shortened.]


**Two authors**

Note Number. Author #1’s First and Last Names and Author #2’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

Four or more authors
Note Number. Author #1’s First and Last Names et al., *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).


Group/Organization as author
Note Number. Name of Group/Organization, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

2. United States Memorial Holocaust Museum, *Hidden History*, 44.

Editor, translator, or compiler instead of author
Note Number. Editor's First and Last Names, ed., *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

2. Lattimore (trans.), *The Iliad*, 93.

Book with an author and translator
Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, trans. First and Last Names of translator (Place of Publication: Publisher's Name, Date of Publication), page number(s).

[The first footnote of a particular source includes all publication information. However subsequent footnotes are shortened.]


Chapter or other part of a book

Note Number. Chapter Author’s First and Last Names, "Chapter Title/Entry Title," in *Title of Book: Subtitle of Book*, ed. First and Last Names (Place of Publication: Publisher’s Name, Date of Publication), page number(s).


2. Wiese, “‘The House,’” 103.

Electronic book (e-book)

Note Number. Author’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication), page number(s), DOI or URL.

[Note: The first footnote of a particular source includes all publication information, however subsequent footnotes are shortened.]


Journal article

Article in a printed journal

Note Number. Author’s First and Last Names, “Article Title,” *Title of Publication* Vol no, issue no (Date of Publication), page number(s).

[Notes If a journal is paginated consecutively across a volume or if the month or season appears within the year, the issue number may be omitted.]


**Popular magazine article**

Note Number. Author's First and Last Names, "Article Title." *Publication Name*, Date of Publication.


**Newspaper article on-line**

Note Number. Author's First and Last Names, "Article Title." *Publication Name*, Date of Publication, URL (access date).


3. Bramston, "Oldest ANZAC Cove Memorial Returns".

**Other**

**Thesis or dissertation**

Note Number. Author's First and Last Names, "Title of Thesis" (thesis type, Granting University, Year), page number(s), URL or database (with document reference number).
2. Amundin, “Click Repetition Rate Patterns,” 40.

Exhibition catalogue
Note Number. Author's First and Last Names or Name of Organisation (if available), Title of Catalogue. Edited by Editors First name and Last name (if available) (Place of Publication: Publisher's Name, Date of Publication - if available), The words 'Exhibition catalogue'.

2. Mary Cassat, 40.

Paper presented at a meeting or conference
Note Number. Author's First and Last Names, “Title of Paper” (paper presented at Meeting or Conference Title, Place of Meeting/Conference, Country, Date).

2. Doyle, “Howling Like Dogs.”

Website
Note Number. "Title of Webpage" Name of Website, URL (Date modified/accessed).

2. EPL, “Evanston Public Library Strategic Plan.”

Primary source document
Note Number. Authors First Name, Authors Last Name (if available), Title of document. Format. City: Publishing Company (if available), copyright date (if available), Document number (if available), page number(s) or folio number(s) (if available), Source, Collection.
Note: This rule goes also if citing the original letter or a scanned version from an archive.]


2. Tarkington.

**Electronic primary source document**

Note Number. Authors First Name, Authors Last Name (if available), Title of document. Format. City: Publishing Company (if available), copyright date (if available), Document number (if available), page number(s) or folio number(s), Source, Collection, modified/revised/accessed date, URL.


2. Orteig.

**Unpublished Interview**

Note Number. Interviewee's First and Last Names, interview by Interviewer's First and Last Names, (Location of interview, Date).

1. Erik Beyersdorf, Interview with Kurt Weil (Melbourne, October 21, 2012).

2. Beyersdorf, Interview.

**E-mail**

Note number. First and Last Name, Email correspondence (date).

1. Karl Smith, Email correspondence (October 22, 2012).

2. Smith, Email.
Work of Art (viewed in person)
Note Number. Artists First Name, Artists Last Name, “Title of work,” Year in which work of art was produced. Medium. Place the work of art was viewed.


Work of Art – Print
Note Number. Artists First Name, Artists Last Name, “Title of work,” Year in which work of art was produced. Medium. Source: Author's First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher's Name, Date of Publication), page number(s).

2. Monet, "Haystack at Sunset”.

Work of Art – Database
Note Number. Artists First Name, Artists Last Name, “Title of work,” Year in which work of art was produced. Medium. Source: "Title of Webpage (if one exists)” Name of Website, date last modified, date accessed, URL.


Image/Graph/Figure/Table
Note Number. Follow the rules for the source from which you obtained the image specified elsewhere in this guide for example book, website, journal, etc, then add the Image, Graph, Figure or Table Number.

2. Sobel, 89, table 5.6.