

Format for writing the essays

In short

0. Fixed Parameters

- Line-spacing fixed, 0.46 cm.
- First line: 0.5 cm.
- Spaces before and after text: zero.
- Before and after the titles and the body of the paragraph there should be only one space.
- The format uses just a single font: Georgia, size 10 (if you don't have this font you can use another font you like).
- Never use **bold** (except where indicated) nor the underscore (use *italic* instead) nor ALL CAPITAL.
- If you don't know how to use style sheets, ignore them.

1. Title, subtitle, author, epigraphs

- The title of the essay should be in **bold**, size 16.
- Any subtitle in **bold** and size 12 .
- The signature, or name of the author, in *italic* and size 9.
- The quotation or epigraph, if any, should be in regular and size 9.

2. Titles of paragraphs

Font Georgia, size 10, **bold**.

3. Text of the article, or paragraph format

Font Georgia, size 10, regular (*italics* when needed).

4. Subsections

Font Georgia, size 10, *italic*.

5. Quotations separated from the text

Font Georgia, size 9, regular.

6. Captions

Font Georgia, size 9, *italic*.

7. Images

The images should be inserted in the text as shown in the file <Format-Ocula-LEGGIMI.pdf>. If this is still difficult to do (as we imagine ...), you can insert the images at the bottom of the file before the bibliography. In the template file <Format-Ocula-SCRIVIMI.doc> you can find a sample page: you can just replace the existing images with your images and add the caption. However, it is always recommended that you insert in the text the reference to the image, including it in parentheses (fig. #). In this way, the editors will be able to put the images in the desired positions if they move somewhere else or if it is necessary to send them separately.

8. Bibliography

Font Georgia, size 9, regular / *italic* (see examples):

Panetti, Frank
1993 *Signs, hints and clues. An Anthropologic Approach*, London, PublisherName.

Grisseni, Giovanni
1994 *Verso il futuro. Tra psicologia e antropoanalisi*, "Utopie", 5, 1994, pp. 44-65.

Fettini, Luigi
1994 *Designing Communication*, in VV.AA. *The Design of Soul*, Proceedings of the meeting "Design and Drawing", Vicenza, PublisherName, pp. 35-46.

Ciambelli, Giacomo
1995 "The Inventive Pencil", in Grisseni G. and Biscotti A. (editors), *Design and Technology*, Cambridge, PublisherName.

Farina, Davide; Lieviti, Enrico; Salacqua, Giorgio
1995 *Ripensare la comunicazione*, Napoli, NomeEditore.

Madia, Girolamo et al.
1995 *La scatola dei sogni di vetro. Sulla nuova televisione*, Bologna, NomeEditore.

Grisseni, Giovanni; Biscotti, Antonio (editors)
1995 *Design and Technology*, Cambridge, PublisherName.

Fruenti, Umberto
1995 "Visual", in *Piccola enciclopedia della pubblicità*, vol. xxiii, Torino, NomeEditore.

For information and advice:

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