Author Guidelines: Oral Archives Journal

Registration and login are required to submit papers to Oral Archives Journal and to check the status of current submissions. Registration and submission are done through the Oral Archives Journal website which can be accessed at: https://riviste.fupress.net/index.php/oar

Requirements

All new submissions will be assessed against their originality before being sent out for review. All papers should be fully original. This means that there should be no overlap in text already published in other outlets, even if from the same authors.
Authors should note that manuscripts deemed to contain plagiarism will be desk rejected, with the editors of Oral Archives Journal reserving the right to notify the supervisors of authors whose work is plagiarized.

Technical requirements

Before it is assigned to an editor, each new manuscript is screened by Oral Archives Journal's technical staff to assure that it complies with submission requirements. The technical expectations are:

- Submission includes all the expected files, including Cover Letter, Title Page File, Manuscript File
- Title Page File contains all the following elements in this order: Title, Authors, Abstract, Keywords, Corresponding Author, Acknowledgements, Funding, and a suggested short running title
- Manuscript File contains all the following elements in this order: Title, Abstract, Keywords, Main text, References, Appendix (if needed)
- Authors (Name in full and Surname) informations include Affiliation, Affiliation Country, Email, and ORCID
- Abstract is no longer than 150 words
- Keywords are up to five words
- All references mentioned in the Reference List are cited in the text, and vice versa
- References are provided in the journal's style
- Referee suggestions and contact details provided, based on journal requirements

Submissions that do not adhere to these requirements may be returned to authors

Preparing Your Paper for Anonymous Review

As a step toward avoiding bias in the review process, the journal makes every effort to review papers without communicating the author's identity to the reviewers. To this end, please ensure that the Manuscript File does not contain information that communicates your identity to the anonymous reviewers. We will be unable to begin the review process until we feel that this has been suitably accomplished.
Generic references to 'I' or 'me' (or other first-person pronouns) are permitted, unless they appear in conjunction with evidence that would lead the reader to infer to whom the pronoun refers.

Language

Manuscripts should be submitted in one of the following languages: Italian, English, German, French, and Spanish. If the language chosen is not your first one, please ensure that your manuscript will be edited for language before submitting it. This is not a mandatory step but may help to ensure that the academic content of your paper is fully understood by journal editors and reviewers.

Types of Contribution

Oral Archives Journal publishes Articles and Interviews, organised in different sections. Submitted manuscripts should be no longer than 45,000 characters. Please note: the word count for all article types includes abstract, tables, figures, appendices, footnotes, funding, acknowledgements, and references. Longer articles may be occasionally accepted but they must be motivated at the submission in the cover letter to the Editor.

Format

Manuscripts should be submitted in DOCX or RTF document file typed in Times New Roman font-size 12, single-spaced, justified text, no indentations are required; page format should be A4 in size (21×29,7 cm) with about 2.5 cm margins on all sides. Words should not be interrupted at the end of a line.
Texts of manuscripts are usually published in order of Introduction, Material and Methods, Results, Discussion, Acknowledgements, Fundings, and References.
Employs italics, rather than underlining. Preferably do not use bold text.
Figures, and tables are placed within the text at the appropriate points, rather than at the end.

The Manuscript File will start with the title of the paper, followed by an abstract of no more than 150 words. The abstract should provide a clear summary of the objectives, the theoretical background, the methodology employed, main results and their implications. Below the abstract also provides up to five keywords (lowercase and comma separated) that identify the major aspects of the manuscript.
The word "Abstract" must be written in bold, followed by a point and by the remnant text. The term "Keywords", must be written in bold, and followed by a colon and then the keywords, separated from each other by commas.

A separate Title Page File should include the title, authors (Name in full and Surname) including Affiliation, Affiliation Country, Email, and ORCID, abstract, keywords, and a suggested short running title; the corresponding author should be clearly indicated on this file, with all details for correspondence. General acknowledgements, funding sources and other similar information should also appear on the Title Page File.

Structure of the Manuscript

Sections

Manuscripts should be divided into sections, each numbered and with section heading (for example 1., 1.1., 2., 2.1., …). Please, try not to use more than three grades of headings (for example, 1.1.1., 1.1.2., …).

Notes

Notes, numbered consecutively, should be presented as footnotes at the end of the page in which they are inserted. Please restrict the notes to the minimum necessary.

Tables and Figures

Tables (submitted in editable format) and figures should be placed in the body of the manuscript and should be numbered consecutively.
The corresponding caption should be placed directly above the table and below the figure. Labels ("Figure 1."; "Table 1.") and any captions should be included. Captions are punctuated and capitalized as sentences.
A caption is a brief illustrative comment placed under an image, document, figure, table, photograph, etc. which fulfills two purposes: it exactly describes the content, and it outlines the license for use. Therefore, it goes without saying that for all types of content it is necessary to correctly cite the source and specify whether the content is free from rights or covered by copyright. Usually, the same subject who grants the disclaimer also provides the correct caption to be inserted to clarify the copyright attributes.
In the text, tables and figures should be mentioned with the appropriate label, not abbreviated and with only the initial letter capitalised (e.g. "the results are given in Table 1"; "as shown in Figure 1").
Try to limit the size of tables and figures according to page dimension. Figure size and quality should be 8 cm (1 column) or 17 cm (2 column) width, at least 300 dpi, better higher, as TIFF, EPS, PDF or JPG format files.

Numerals and Statistics

Numbers of 10 or larger should be typed as Arabic numerals except at the beginning of a sentence. Numbers one to nine should always be spelled out unless they precede units of measurement (e.g., 5 mm), are designators (e.g., experiment 3), or are separated by a figure dash (e.g., 5-7 individuals). The 24-hour clock is used to indicate times of day (e.g., 19:00 h); dates should be given by day, month, year in this order (e.g., 5 July 2002). Decimals should

not be naked (e.g., 0.5). Mathematical or statistical variables should never be italicised, and the exact probability value of the test (e.g., P = 0.018) should be given.

Try to use only essential mathematical notations; equations (submitted in editable format) should be included in text and numbered consecutively.

Bibliographical References

Authors are responsible for the completeness and accuracy of their bibliography and citations. Please cross-check your citations against your bibliography; our copyeditors and Firenze University Press's typesetters often run across inconsistencies or incompleteness. In this case, you will be asked to fix the problem. This slows down production, and in the end saves you no time. Please go ahead and double-check your references now.

OAr adopts the Author-Date system, as outlined in the Chicago Manual of Style. See the 17th edition of the *Chicago Manual of Style*, but be sure to follow the specifications below. Be sure that the References include page numbers for all articles in journals and edited volumes.

In-text citations

In-text citations should only include the author/editor's name and the year, without the use of punctuation. When referencing a specific passage within a book, it is suggested to include the single page or the starting and ending pages after a comma.

(Anders 2010)

(Wiesinger 1983, 834)

(Casper 2002, 107–9)

When citing two authors, their names should be separated by 'and'. When citing three or more authors, their names should be separated by commas, with 'and' only before the last author's name. If there are more than three authors, it is preferable to cite only the name of the first one, followed by 'et al.'.

(Chambers and Trudgill 1998, 13)

(Klausmann, Kunze, and Schramble 1993, 60–73)

(Eichingen et al. 2009)

Multiple authors can be cited consecutively. It is up to the authors to select a specific organization criterion for their reference lists and follow it throughout their work – which can be by type, date, order of appearance in the text, or relevance of the source. In this case, the citations are separated by a semicolon.

(Ségui 1971; Goebl 1982; Nerbonne, Heeringa, and Kleiweg 1999)

If multiple works by the same author are cited, it is necessary to follow the chronological order. The author's name should be reported once at the beginning of the list and multiple

dates should be separated by simple commas. If two works were published in the same year, the chronological order will be indicated by alphabetical symbols.

(Kleivig 2004, 2007)

(Nerbonne 1998a, 1998b)

When citing reprints or particular editions, the date of the original publication can be indicated within square brackets. Note that these should be converted to round brackets in the reference list (see below).

(Maitland [1898] 1998)

The use of the abbreviation Ibid. to refer to the last citation in the text is discouraged; authors are encouraged, in this case, to repeat the citation.

Reference list

The bibliographical list of cited references must be headed "References" and placed on a new page after the main text (i.e., insert a page break before the list of references). The list must be ordered alphabetically. Please do not divide the reference list into subsections ordered by source type. In the case of works by the same author, they must be listed in chronological order. Chicago uses the headline style capitalization for English references. For titles expressed in non-Roman-alphabetical systems, a romanized version should be reported first and immediately followed by the original graphemic rendition. Below are the specific cases related to the type of cited work.

Books

The order of information to be provided for citing entire books is *Author(s)-Year-Title-Place-Publisher*. Last name and first name of the author/authors must be provided in full.

Lepsius, Carl R. 1855. *Das allgemeine linguistische Alphabet. Grundsätze der Übertragung*. Berlin: Hertz.

Trudgill, Peter. 1990. *The Dialects of England*. Oxford: Blackwell.

Tanaka, Yuki. 2023. "*Nihon no rekishi to bunka. 日本の歴史と文化.*" Tokyo: Sakura Publishing House.

In the case of unpublished works, the year should be replaced with 'n.d.' (no date).

Smith, John. n.d. *The Impact of Technology on Education*.

If a book is also available online, it is possible to include the link at the end of the bibliographic citation.

Labov, William. 2006. *The Atlas of North American English*. The Hague: Mouton. Also available at https://www. bookstore.com/the-atlas-of-north-american-english.

When citing a chapter in an edited book, the chapter title is to be enclosed in quotation marks, followed by the editor's details and the title of the volume.

> Williams, Angie, Peter Garrett, and Nikolas Coupland. 1999. "Dialect Levelling: Change and Continuity in Milton Keynes, Reading and Hull". In *Handbook of Perceptual Dialectology*, edited by Dennis Preston, 369–83. Amsterdam: Benjamins.

In some cases, you may want to cite the collection as a whole instead. Please note that abbreviations like 'ed.' or 'eds.' are not needed in in-text citations.

> D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

> Foulkes, Paul, and Gerard Docherty, eds. 1999. *Urban Voices: Accent Studies in the British Isles*. London: Arnold.

Translated books and PhD dissertations

The information regarding the translation should appear after the title.

> Baron-Cohen, Simon. 2012. *La scienza del male. L'empatia e le origini della crudeltà*. Translated by Gianbruno Guerriero. Milan: Raffaello Cortina.

In order to cite a PhD dissertation, please adhere to the following example:

> Vande Kamp, Mark E. 2002. "Auditory implicit association tests." PhD diss. University of Washington.

Reprint and forthcoming editions

When citing a reprint or modern edition in the author-date system, it's common to include the original date of publication in parentheses before the current publication date.

> Weinreich, Uriel. (1953) 1979. *Languages in Contact: Findings and Problems*. The Hague: Mouton.

In the case of forthcoming books, it is possible to use the term 'forthcoming' instead of the year.

> Schwartz, Evelyn. Forthcoming. *Capturing History: A Guide to Oral Archives Journal*. New York: Oxford University Press.

Note that, in in-text citations, Forthcoming should be preceded by a comma (e.g., Schwartz, forthcoming).

Journal articles

When citing journal articles, it is necessary to include the starting and ending pages of the article. If available, including the DOI is strongly recommended. The order of information to

be included in the citation of journal articles is *Author(s)-Year-Title-Journal-Volume-Issue-Page(s)*.

Preston, Dennis R. 1986. "Five Visions of America." *Language in Society*, 15(2): 221–40.

Jeaco, Stephen. 2021. "Concordance Line Sorting in The Prime Machine." *International Journal of Corpus Linguistics*, 26(2): 284–97. https://doi.org/10.1075/ijcl.18056.jea.

Zhang, Wei. 2019. "Zhōngguó Wénhuà de Yǐngxiǎnlì. 中国文化的影响力." *Chinese Studies Quarterly*, 34(2): 45-59.

Multiple authors

When there are multiple authors, authors other than the first one should be listed in the form of first name-last name.

Macchiarella, Ignazio and Emilio Tamburini. 2018. *Le voci ritrovate. Canti e narrazioni di prigionieri italiani della Grande Guerra negli archivi sonori di Berlino*. Udine: Nota.

Bucholtz, Mary, Nancy Bermudez, Victor Fung, Lisa Edwards, and Rosalva Vargas. 2007. "Hella Nor Cal or Totally So Cal?: The Perceptual Dialectology in California." *Journal of English Linguistics*, 35(4): 325–52. https://doi.org/10.1177/0075424207307780.

Datasets/archives and archived documents

In the citation of datasets/archives, the following formula should be adopted: *Author(s)-Year-Archive/Dataset Title-Version-Place-Publisher-Source-PID/DOI-URL*. Please note that not all information may be available simultaneously for the same work. In this case, authors are encouraged to leave the corresponding field blank (see examples below).

Authors are invited to prioritize the insertion of a PID or a DOI over a generic URL. If the archive/dataset or individual document is also accessible through a more generic web portal, you can specify it by adding 'Also available at URL' at the end of the entry.

Rossi, Marco. 2018. AB Archive. Version 2. Rome: Rome University. Distributed by Clarin VLO. Accessed March 3, 2024. https://hdl.handle.net/98765/abcdef. Also available at https://example.com/romeuniversity/ab-archive.

Cattoni, Roldano, Morena Danieli and Claudia Soria. 2001. ADAM Corpus. Distributed by Institute for Computational Linguistics "A. Zampolli", National Research Council, Pisa. Accessed March 3, 2024. http://hdl.handle.net/20.500.11752/ILC-999.

While for the citation of a single archived document, the order of information is as follows: *Author(s)-Year-Document Title-Archive/Dataset Title-Version-Place-Publisher-Source-PID/DOI-URL*. If the document or archive is unpublished, replace the indication of the year with the term 'n.d.' (no date).

Rossi, Marco. 2018. Interview with Piero Manzoni. AB Archive. Version 2. Rome: Rome University. Distributed by Clarin VLO. Accessed March 3, 2024. https://hdl.handle.net/98765/abcdef/mm. Also available at https://example.com/romeuniversity/ab-archive/mm.

Note that the reference list contains the date of archive/document publication, and not production. This latter information should be inserted in the text and not in the reference list.

Abbreviations

Weights and measures follow the International System of Units (SI), and such abbreviations should be used throughout the manuscript. Abbreviations used in AH without being defined at first usage include: x (mean), n (sample size), N (chromosome number, but see below for the use to refer to "north latitude"), no. (number), yr (year[s]), mo (month[s]), wk (week[s]), h (hour[s]), min (minute[s]), sec (second[s]), P (probability), df (degrees of freedom), SD (standard deviation), SE (standard error), NS (not significant), l (litre), kg (kilogramme), g (gramme), m (metre), cm (centimetre), mm (millimetre), μm (micron), °C (degrees Celsius), a.s.l. (above sea level; given as, e.g., 100 m a.s.l.), geographical coordinates (e.g., 15°25'N, 121°43'E). Other abbreviations can also be used, but define them at first usage. Sexes should be written as extended (male[s], female[s]) or abbreviated (M, MM, F, FF).

abbr.	abbreviated, -ion
ab init.	*ab initio*, from the beginning
abl.	ablative
abr. AC	abridged, abridgment After Christ
acc.	accusative
act. AD	active anno Domini (in the year of [our Lord])
add.	addendum
ad inf.	*ad infinitum*
ad init.	*ad initium*, at the beginning
ad int.	*ad interim*, in the intervening time
adj.	adjective
ad lib.	*ad libitum*, at will (often used without a period)
ad loc.	*ad locum*, at the place
adv.	adverb
aet. or aetat.	*aetatis*, aged
AFr.	Anglo-French
AN	Anglo-Norman
anon.	anonymous

app.	appendix
arch.	archaic
art.	article
AS	Anglo-Saxon
b. BC	born; brother Before Christ
Bd.	*Band* (Ger.), volume
bib.	Bible, biblical
bibl.	*bibliotheca*, library
bibliog.	bibliography, -er, -ical
biog.	biography, -er, -ical
biol.	biology, -ist, -ical
bk.	book
c.	century; chapter (in law citations)
c. or cop.	copyright
ca. or c.	*circa*, about, approximately (*ca.* preferred for greater clarity)
Cantab.	*Cantabrigiensis*, of Cambridge
cet. par.	*ceteris paribus*, other things being equal
cf.	*confer*, compare ("see, by way of comparison"; should not be used when *see* alone is meant)
chap. or ch.	chapter
col.	color (best spelled out); column
colloq.	colloquial, -ly, -ism
comp.	compiler (pl. comps.), compiled by
compar.	comparative
con.	*contra*, against
conj.	conjunction; conjugation
cons.	consonant
constr.	construction
cont.	continued
contr.	contraction
corr.	corrected
cp.	compare (rarely used; *cf.* is far more common)
d.	died; daughter
Dan.	Danish

dat.	dative
def.	definite; definition
dept.	department
deriv.	derivative
d. h.	*das heißt* (or *das heisst*), namely (used only in German text; note the space between initials)
d. i.	*das ist*, that is (used only in German text; note the space between initials)
dial.	dialect
dict.	dictionary
dim.	diminutive
diss.	dissertation
dist.	district
div.	division; divorced
do.	ditto
dram. pers.	*dramatis personae*
Dr. u. Vrl.	*Druck und Verlag*, printer and publisher
DV	*Deo volente*, God willing; Douay Version
ea.	each
ed.	editor (pl. eds.), edition, edited by (never add *by* after *ed.*: either "ed. Jane Doe" or "edited by Jane Doe"; use *eds.* only after, never before, the names of two or more editors
EE	Early English
e.g.	*exempli gratia*, for example (not to be confused with *i.e.*)
ellipt.	elliptical, -ly
ency. or encyc.	encyclopedia
eng.	engineer, -ing
Eng.	English
engr.	engraved, -ing
enl.	enlarged
eq.	equation (pl. eqq. or eqs.)
esp.	especially
et al.	*et alii* (or *et alia*), and others (normally used of persons; no period after *et*)
etc.	*et cetera*, and so forth (normally used of things)
et seq.	*et sequentes*, and the following

ex.	example (pl. exx. or exs.)
f. or fem.	feminine; female
f.	*für* (Ger.), for
fasc.	fascicle
ff.	and following
fig.	figure
fl.	*floruit*, flourished (used with a date to indicate the productive years of a historical figure whose birth and death dates are unknown)
fol.	folio
Fr.	French
fr.	from
frag.	fragment
fut.	future
f.v.	*folio verso*, on the back of the page
Gael.	Gaelic
gen.	genitive; genus
geog.	geography, -er, -ical
geol.	geology, -ist, -ical
geom.	geometry, -ical
Ger. or G.	German
ger.	gerund
Gk.	Greek
hist.	history, -ian, -ical
HQ	headquarters
ibid.	*ibidem*, in the same place
id.	*idem*, the same
i.e.	*id est*, that is (not to be confused with *e.g.*)
IE	Indo-European
ill.	illustrated, -ion, -or
imp. or imper.	imperative
incl.	including
indef.	indefinite
indic.	indicative
inf.	*infra*, below (best spelled out)
infin.	infinitive

in pr.	*in principio*, in the beginning
inst.	instant (this month); institute, -ion
instr.	instrumental
interj.	interjection
intrans.	intransitive
introd. or intro.	introduction
irreg.	irregular
It.	Italian
L.	Latin; left (in stage directions)
l.	left; line (pl. ll., but best spelled out to avoid confusion with numerals 1 and 11)
lang.	language
Lat. or L.	Latin
lit.	literally
loc.	locative
loc. cit.	*loco citato*, in the place cited (best avoided)
loq.	*loquitur*, he or she speaks
m.	male; married; measure (pl. mm.)
m. or masc.	masculine
marg.	margin, -al
math.	mathematics, -ical
MHG	Middle High German
mimeo.	mimeograph, -ed
misc.	miscellaneous
MM	Maelzel's metronome
m.m.	*mutatis mutandis*, necessary changes being made
Mod.E.	Modern English
MS (pl. MSS)	*manuscriptum* (pl. *manuscripta*), manuscript
mus.	museum; music, -al
n.	*natus*, born; note, footnote (pl. nn.); noun
nat.	national; natural
NB, n.b.	*nota bene*, take careful note (capitals are illogical but often used for emphasis)
n.d.	no date; not determined
neg.	negative

neut.	neuter
no. (pl. nos.)	number
nom.	nominative
non obs.	*non obstante*, notwithstanding
non seq.	*non sequitur*, it does not follow
n.p.	no place; no publisher; no page
n.s.	new series
NS	New Style (dates)
ob.	*obiit*, died
obs.	obsolete
occas.	occasional, -ly
OE	Old English
OFr.	Old French
OHG	Old High German
ON	Old Norse
op. cit.	*opere citato*, in the work cited (best avoided)
o.s.	old series
OS	Old Style (dates)
Oxon.	*Oxoniensis*, of Oxford
p.	page (pl. pp.); past (also pa.)
para. or par.	paragraph
pass.	passive
pa. t.	past tense
path.	pathology, -ist, -ical
perf.	perfect
perh.	perhaps
pers.	person, -al
pers. comm.	personal communication
pl.	plate (best avoided); plural
posth.	posthumous, -ly
p.p.	past participle
ppl.	participle
PPS	*post postscriptum*, a later postscript
prep.	preposition

pres.	present
pron.	pronoun
pro tem.	*pro tempore*, for the time being (often used without a period)
prox.	*proximo*, next month
PS	*postscriptum*, postscript
pt.	part
pub.	publication, publisher, published by
QED	*quod erat demonstrandum*, which was to be demonstrated
quar. or quart.	quarter, -ly
q.v.	*quod vide*, which see (used only in a cross-reference *after* the term referred to; cf. *s.v.*)
R.	*rex*, king; *regina*, queen; right (in stage directions)
r.	right; recto; reigned
refl.	reflexive
repr.	reprint, -ed
rev.	review; revised, revised by, revision (never add *by* after *rev.*: either "rev. Jane Doe" or "revised by Jane Doe")
RIP	*requiescat in pace*, may he or she rest in peace
s.	son; substantive, -ival
s.a.	*sine anno*, without year; *sub anno*, under the year
sc.	scene; *scilicet*, namely; *sculpsit*, carved by
Sc. or Scot.	Scottish
s.d.	*sine die*, without setting a day for reconvening; stage direction
sd.	sound
sec.	section; *secundum*, according to
ser.	series
s.h.	speech heading
sing. or sg.	singular
s.l.	*sine loco*, without place (of publication)
s.n.	*sine nomine*, without name (of publisher)
sociol.	sociology, -ist, -ical
Sp.	Spanish
s.p.	speech prefix
st.	stanza
subj.	subject, -ive; subjunctive

subst. or s.	substantive, -al
sup.	*supra*, above
superl.	superlative
supp. or suppl.	supplement
s.v. (pl. s.vv.)	*sub verbo*, *sub voce*, under the word (used in a cross-reference *before* the term referred to; cf. *q.v.*)
syn.	synonym, -ous
t.	*tome* (Fr.), *tomo* (Sp.), volume
techn.	technical, -ly
theol.	theology, -ian, -ical
t.p.	title page
trans.	translated by, translator(s) (never add *by* after *trans.*: either "trans. Jane Doe" or "translated by Jane Doe"); transitive
treas.	treasurer
TS	typescript
ult.	*ultimatus*, ultimate, last; *ultimo*, last month
univ.	university
usw.	*und so weiter*, and so forth (equivalent to *etc.*; used only in German text)
ut sup.	*ut supra*, as above
v.	verse (pl. vv.); verso; versus; *vide*, see
v. or vb.	verb
v.i.	*verbum intransitivum*, intransitive verb; *vide infra*, see below
viz.	*videlicet*, namely
voc.	vocative
vol.	volume
vs. or v.	versus (in legal contexts use *v.*)
v.t.	*verbum transitivum*, transitive verb
yr.	year; your