

Norms for Articles Submitted to the *Tulliana Gazette*

A. Norms concerning format

1. Articles must be submitted in electronic form; articles submitted in hard copy will not be considered.
2. Articles must be submitted as e-mail attachments to the address contributiongazette@tulliana.eu, which may be found, along with relevant instructions, by hitting the link *Acta Tulliana* in the left-hand column of the home-page www.tulliana.eu.
3. Articles must be written in a commonly used font, such as *Times New Roman*, which does not present special problems for conversion.
4. The size of the font should be 12 point; the author's formatting (italics, boldface, underlining) may be edited in conformity with the style sheet of the journal.
5. Titles and subtitles may be provided for articles, but the editors reserve the right to modify them if they are too long or unclear.
6. Photographs and images may be sent as attachments: please use mid-level definition (200-300 points) in jpg. format. Each photograph should be accompanied by a description and caption.
7. Articles must be of 1000 to 2000 characters (one or two columns) in length, with the number of characters indicated in the accompanying e-mail message. Submissions longer than 2000 characters will be returned to sender for revision.
8. If the author wishes to submit an article longer than 2000 characters, it may be done in the following manner: a) In the *Gazette of the Acta Tulliana* there will be a notice containing text and image in accord with the norms indicated in 6 and 7; b) The longer text will be included under the heading "Documents / Articles" in the site *Tulliana*. In this case, the editors will provide a link between the two texts.
9. Contributions may be submitted in Italian, French, or English: three identical versions of the text in the three languages will be published. Authors may of course submit their article along with their own translation into one or both of the other languages.
10. The editors reserve the right to request the sender to reduce a submission from 2000 to 1000 characters.
11. Contributions must be signed.
12. Responsibility for the content and form of articles, as well as for the content and suitability of any image, resides with the author of the contribution, and secondarily with the sender of the message; failing this, French copyright law obtains.
13. The journal may be downloaded freely in pdf. form and sent as an attachment to anyone who requests it. According to the terms of Licence n°3 Creative Commons, neither texts nor the journal may be modified or used for commercial purposes: SIAC reserves the right to prosecute anyone who makes improper use of the publication.
14. The article may be cited in the following form:
Author, Title, *Gazette Tulliana*, year, number, internet address.

B. Basic norms

Articles and reviews will be evaluated by the Advisory Committee and the editors. Although the *Gazette* is not an academic journal and is intended to serve as an instrument of open communication, it is necessary the contributors respect common practices: courtesy, ethics, and the accuracy of the information communicated.