

## EDITORIAL GUIDELINES

### JOURNAL ARTICLES

**Article length:** max 50,000 characters (including spaces)

**File:** doc; docx

**Page:** A5 (14,8 cm x 21 cm)

**Layout:** - Head: 2 cm    - Foot: 1,5 cm    - Left: 2 cm    - Right: 2 cm

#### Header and page numbers:

First page: without header.

Header: Arial 9, not capital letters.

Flag: Different First Page; Different Odd & Even Pages; Show Document Text (Function 'Link to Previous' should be not activated).

Top: 1,25 cm; Bottom: 1,25 cm; Left: 2 cm; Right: 2cm

Page Numbers: Arial 9, header.

First page of the section: without page number.

Even number: on the left.

Odd number: on the right.

#### Title and Author/s:

- Title: Arial 12, Capital letters
- Author/s: Garamond 12

Type the title of the article, leave a single space, type the name of the author. Before the author's name, type 'by' (eng: 'by'; it: 'di'; de: 'von'; fr: 'par').

By more than one author, the name of the first author is followed by 'and' (it: 'e'; de: 'und'; fr: 'et'); for articles of three authors, the first name is followed by comma, the second name is followed by 'and' (it: 'e'; de: 'und'; fr: 'et').

Leave a double space, type the abstract.

**Abstract:** max 1500 characters with spaces

- Garamond 11, Line spacing exactly: 13 pt.
- Abstract: italics. Before the abstract's content, type '**Abstract.**' (bold, italics).
- Language: English (even if the articles are written in different languages).

Leave a single space, type the keywords.

#### Keywords: 5

- Keywords: Garamond 11, Line spacing exactly: 13 pt.
- Keywords: italics.
- Between keywords: semicolon.
- No full stop after the last keyword.

Leave a double space, type the paragraphs.

#### Paragraphs:

Title: no indent, Garamond 12, italics, introduced by a progressive number (in roman) followed by a full stop (no paragraph symbol '§'! no full stop after the end of the title!).

Type the title of the paragraph, leave a space, start the paragraph.

Type the title of the second paragraph leaving a double space between the body of the first paragraph and the beginning of the second paragraph.

### Subparagraph:

In case of subparagraph, type the title of the subparagraph leaving a single space between the body of the main paragraph and the beginning of the subparagraph. Title of the subparagraph: indent: 0,75, Garamond 12, italics, introduced by the number of the paragraph (roman, followed by a full stop), followed by a progressive number (in roman) without full stop (no alphabetical letter! no paragraph symbol ‘§’! no full stop after the end of the title!). Type the title of the subparagraph, leave a space, start the subparagraph.

### Body of the text

Character: Garamond 12

Paragraph:

- Justified text
- First line indent: 0,75
- Line spacing exactly: 13 pt

Example:

#### TITLE OF THE ARTICLE

[space]

by Author

[space]

[space]

**Abstract.** *Body of the text. Body of the text. Body of the text. Body of the text. Body of the text.*

[space]

**Keywords.** *Keywords; Keywords; Keywords; Keywords; Keywords*

[space]

[space]

1. *Title of the first paragraph*

[space]

Body of the text. Body of the text. Body of the text. Body of the text. Body of the text. Body of the text. Body of the text. Body of the text. Body of the text. Body of the text.

[space]

[space]

2. *Title of the second paragraph*

[space]

Body of the text

[space]

2.1 Subparagraph to the second paragraph

[space]

Body of the text

### Footnotes:

Character: Garamond 10

Paragraph:

- Justified text
- No first line indent
- Line spacing exactly: 11 pt

Footnotes must be linked to the text by a superscripted number. The number in apex (in roman, not italics!) should be placed in the body of the text before punctuation and, in the case, after quotation mark (ex. »<sup>12</sup>,).

In the footnotes, between the number of the footnote and the text of the footnote, leave a single space (not in apex!) (ex. <sup>12</sup> Footnote).

### Quotations and Quotation marks:

- Long quotes must be included in the text (generally, more than 3 lines): in quotation style (see below).
- Short quotes included in the body or in footnotes: «...» (short quotes are: 1) (short) complete sentences; 2) specific terms in philosophical language (es. Heidegger's «being in the world»).
- Emphasis on words/expressions and quotes within quotes: single quotation marks (‘’).
- Author's intervention within the quotations: square brackets (for: author's specifications/comments; text-ellipsis '[...]'; foreign terms, in italics). If it is not an author's intervention, try to limit the use of square brackets in footnotes, especially within round brackets (if possible, convert them in comma, dash, or round brackets).

### Quotation style (for lengthy quotations – generally, more than 3 lines):

Leave one space (Garamond 12) before and after the body of the quotation. No quotation mark is needed.

Character: Garamond 11

Paragraph:

- Justified text
- Indentation left: 1 cm
- Indentation right: 1 cm
- No first line indent
- Line spacing exactly: 11 pt

Author's intervention within the lengthy quotations: square brackets (for: author's specifications/comments; text-ellipsis '[...]'; foreign terms, in italics).

### Italic type:

Italic type is used for:

- Foreign terms, not in common use (included Latin and Ancient Greek transliterations). If you specify a foreign term out of a quotation, put the term in round brackets.
- Works' titles (books, articles in journals, articles in edited volumes); when a title includes words in italics, those words are roman (es. *Genesis and Structure of Hegel's Phenomenology of Spirit*).

Avoid underlined, **bold**, ALL CAPS passages, and different fonts.

### Full stops and spaces:

After a full stop, type always a space.

Also in specific cases:

- If you abbreviate an author's first name (es. W. Benjamin)
- In the footnotes, after 'p.' ('p.' for single page or 'pp.' for multiple pages; deu: 'S.' for both single and multiple pages; fr: 'p.' for both single and multiple pages).

Exception:

- If you abbreviate a double or triple first name, type the space only after the last letter (es. G.W.F. Hegel)

Every footnote ends with a full stop.

Type a space also: after a right bracket and a closing quotation mark; before and after a dash (‘ – ’).

Do not type a space: before and after a hyphen, which joins words (‘an art-philosophical view’) or indicates the reference to the pages (‘pp. 121-123’); after a left bracket and an opening quotation mark; before a right bracket and a closing quotation mark.

Ex.:

Thus Kant begins the A-preface to the *Critique* with the resulting tension between reason's interest and the limits of our knowledge:

[space]

Human reason has the peculiar fate in one species of its cognitions that it is burdened with questions which it cannot dismiss, since they are given to it as problems by the nature of reason itself, but which it also cannot answer, since they transcend every capacity of human reason.

[space]

Our attempts to answer these questions cannot be conclusive.

## REFERENCE GUIDE

- **Complete titles of all cited books/articles are required.** Titles of books or articles should be in italics; the first word of the title is capitalized, the title written exactly as it appears on the front page of the work cited, ending with a comma.
- The **city, publisher, and date** of publication are required for books cited. The main elements in the reference (e.g. author or editor, title of article, title of book, in the case translator, publishing location, publisher, date) are separated with a comma.
- **Author/s:** type the initial of the first name, followed by surname. Authors with middle names should be quoted with the initials without space: G.W.F. Hegel, *Phänomenologie des Geistes*. For works by more than one author, the name of the first author is followed by 'and' (ita: 'e'; deu: 'und'; fra: 'et'); for volumes of three authors, the first name is followed by comma, the second name is followed by 'and' (ita: 'e'; deu: 'und'; fra: 'et'). (es. G.S. Kirk, J.E. Raven and M. Schofield); for more of three, you can use: 'et al.'. For the articles in Italian, do not use the abbreviation 'AA. VV.'.
- **Journal articles:** journal titles are roman and in guillemets, «...» (ex.: «European Journal of Philosophy»). Volume numbers are in roman numerals and issue numbers in Arabic. Type the number of the issue in round brackets, followed by a comma and the date of publication, the pages of the article, and the page quoted. Do not use 'in' before the journal's title.

Type: A. Author, *Title*, «Journal», XXIX (2), Date, Pages, Page/s.

Footnote example: T. Pinkard, *Virtues, Morality, and Sittlichkeit: From Maxims to Practices*, «European Journal of Philosophy», VII (2), 1999, pp. 217-239, p. 218.

- **Books:**

Type: A. Author, *Title*, Publishing Location, Publisher, Year, Page/s.

Footnote example: E. Bréhier, *Chrysippe et l'Ancien Stoïcisme*, Paris, Presses Universitaires de France, 1951, p. 35.

- **Edited Volumes:**

Type: Editor/s (ed./s), *Title*, Publishing Location, Publisher, Year, Page/s.

Edited Volumes in: English: '(ed.)' (more than an editor: '(eds.)'); Italian: '(a cura di)'; German: '(Hrsg.)'; French: '(éd.)' (more than an editor: '(éds.)').

Footnote example: Herrmann-Sinai S. and L. Ziglioli (eds.), *Hegel's Philosophical Psychology*, London-New York, Routledge, 2016, p. 56.

- **Book Chapters:**

Type: C. Chapter's Author, *Chapter's title*, in *Edited Volume's Title*, ed. by Editor/s, Publishing Location, Publisher, Year, Pages, Page.

Edited Volumes in: English: '(ed. by)'; Italian: '(a cura di)'; German: '(hrsg. von)'; French: '(éd.)'.

Footnote example: A. Ferrarin, *Logic, Thinking and Language*, in *Von der Logik zur Sprache. Stuttgarter Hegel-Kongress 2005*, ed. by R. Bubner and G. Hindrichs, Stuttgart, Klett-Clotta, 2007, pp. 135-158, p. 147.

- **Translated Volumes:** if you use the translation of a volume, quote also the references to the original version in the footnote (if possible). After the reference to the original volume, type a semicolon, a space, ‘trans. by’ and the name of the translator (if present, the editor of the translation: type a comma, a space, then ‘ed. by’ and the editor’s name; see the edited volumes), then quote the translation of the volume (remember the reference to the page/s!).

Type: A. Author, *Title of the original version*, Publishing Location, Publisher, Year, Page; trans. by T. Translator, ed. by E. Editor, *Title of the translation*, Publishing Location, Publisher, Year, Page.

Translation to: English: ‘(Eng. trans. by)’; Italian: ‘(trad. it. di)’; German: ‘(übers. von)’; French: ‘(trad.)’.

Footnote example: M. Heidegger, *Die Grundbegriffe der Metaphysik. Welt – Endlichkeit – Einsamkeit, in Gesamtausgabe*, Bd. 29-30, hrsg. von F.-W. von Herrmann, Frankfurt a. M., Klostermann, 1983, p. 56; trad. it. di P. Coriando, a cura di C. Angelino, *Concetti fondamentali della metafisica. Mondo – finitezza – solitudine*, Genova, Il Melangolo, 1992, p. 61.

- **Abbreviations:** if you frequently quote a work, you can use an abbreviation. The abbreviation of a work is in italics. Ensure that the use of abbreviations is clear; if possible, quote commonly used abbreviations (ex. *Phänomenologie des Geistes* => *PhG*). Specify the used abbreviation at the beginning of the article in the footnotes or at the first mention of the volume you will abbreviate.
- **A further reference to an already quoted text:** should be quoted only with the last name of the author, short title of the book/article in italics, and the page quoted: Pinkard, *Virtues, Morality, and Sittlichkeit*, p. 219 and Bréhier, *Chrysippe*, p. 24. When a footnote refers to a work which has already been quoted in the previous footnote, then type ‘Ivi’ (deu: Ebenda; fra: *Ibidem*). The latin ‘*Ibidem*’ (in italics) is used instead when the quotation refers not only to the same book, but also to the same page of that book (deu: Ebenda).
- **A further reference to an already quoted author:** When a footnote refers to an author, which has already been quoted in the previous footnote, then type the latin: ‘Ead.’ (feminine; pl: ‘Eaed.’), ‘Id.’ (masculine; pl: ‘Iid.’).

Ex.

<sup>1</sup> E. Bréhier, *Chrysippe et l’Ancien Stoïcisme*, Paris, Presses Universitaires de France, 1951, p. 35.

<sup>2</sup> T. Pinkard, *Virtues, Morality, and Sittlichkeit: From Maxims to Practices*, «European Journal of Philosophy», VII (2), 1999, pp. 217-239, p. 218.

<sup>3</sup> Bréhier, *Chrysippe*, p. 37.

<sup>4</sup> Ivi, p. 39.

<sup>5</sup> *Ibidem*.

### List of abbreviations:

Ead./Eaed.:	eadem/eaedem, same author/s (feminine).
Ed./eds.:	one editor/more than one editor (ita: a cura di (one editor and more than one editor); deu: hrsg. von (one editor and more than one editor); fra: éd./éds. (one editor/more than one editor)).
ed. by:	edited by (ita: a cura di; deu: hrsg. von; fra: éd.).
et al.:	et alii, more than three authors.
Id./Iid.:	idem/iidem, same author/s (masculine).
Ivi:	same volume, different page (deu: Ebenda; fra: <i>Ibidem</i> ).
<i>Ibidem</i> :	same volume, same page (deu: Ebenda; fra: <i>Ibidem</i> ).