MANUSCRIPT FORMATTING GUIDE

1. Format for texts: MICROSOFT WORD.

Texts can be written in English, German, French or Italian. They should not exceed the 35.000 characters.

We prefer the use of common fonts (such as times, courier, helvetica, garamond…), 12-point for the text, 11-point for quotations, 10-point for footnotes, single-spaced.

2. QUOTATIONS

Use GUILLEMETS «…» for short quotations (max. 3-4 lines) within the text;

Long quotations should be indented and separated from the main text by a space above and below. They should not be set within quotation marks.

For a quotation within a quotation use double quote "…".

ELLIPSES […]: Omit ellipses at the beginning of quotations; they should also be omitted from the end of quotations, unless the sentence is deliberately incomplete. Use ellipses to indicate that material is missing within the quotation. Use three points in square brackets.

Punctuation marks (except exclamation and question marks within the quotation) should be placed AFTER the quote marks.

 - Use SIMPLE QUOTE '…' to emphasize a word.

- Italics: Italics must be used for the following:

> Titles of published books, though not the Koran, the Bible or the books of the Bible; essays, long poems, plays, films, operas, etc.

> Foreign words or phrases in an English sentence.

- Use double quote "…" for titles of periodicals.

3. REFERENCES:

References are each numbered, ordered sequentially as they appear in the text.

When cited in the text, reference numbers are superscript, not in brackets. They should be placed AFTER the interpunction mark:

He remarked: «This charge of "fraudulent conversion" will never stick».[1]

4. FOOTNOTES:

Volumes:

Name Last Name, *Title*, [x voll.], Publisher, City Year, [vol. I, II...], p…:

Hans-Georg Gadamer, *L'eredità dell'Europa*, Einaudi, Torino 1991, pp. 17-18.

Antonio Gramsci, *Lettere 1908-1926*, ed. by A. A. Santucci, Einaudi, Torino 1992, pp. 454-455.

- Essays within a volume:

Name Last Name, *Title of the essay*, in Name Last Name (ed. by), *Title*,[x voll.], Publisher, City Year, [vol. I, II...], p…:

Luca Gentili, *Antonio Labriola e la sinistra italiana*, in Luigi Punzo (a cura di), *Antonio Labriola filosofo e politico*, Guerini, Milano 1996, pp. 49-73.

- Essays within a periodical:

Name Last Name, *Title of the essay*, in «Periodical's Name», Number/Year's Issues (Year), p.

Aldo Zanardo, *Metodo storico e motivi realistici nel giovane Labriola*, in «Rivista storica del socialismo», 7-8 (1959), pp. 12-13.

- Web-References:

Ex.:

Alessandra Schininà, *Das Bild der Sirene in der modernen Literatur*, in "TRANS.Internet-Zeitschrift für Kulturwissenschaften" (2006), n. 16,

<http:// //www.inst.at/trans/16Nr/06_8/ schinina16.htm> (16/02/2011).

5. USE OF Ivi, *Ibidem* and cit.:

- The abbreviated term Ivi (round) can be used to refer to a single work cited in the preceding note; if the page reference is also the same, use *Ibidem* (italic). It can also be used within a single note where there are successive references to the same work.

Use cit. (round) when a volume has already been cited in a preceding footnote:

Name Last Name, *Title*, cit., p.

Hans-Georg Gadamer, *L'eredità dell'Europa*, cit., pp. 17-18.

"Links" is a peer-review magazine.