GUIDELINES FOR AUTHORS

1. GENERAL INFORMATION

Please read this information carefully while preparing your paper for submission. Please remember to add an abstract in English (500-700 characters), some keywords (no more than five), and your brief profile (300-500 characters).

1.1 FONT
The main text should be typed in Times New Roman, font size 12, with 1.5-line spacing.
Footnotes and quotations should be typed in Times New Roman, font size 10.

1.2 HEADING
The heading of the article is centered and follows this model:

<div align="center">

Title
FIRST NAME LAST NAME
Affiliation
email address

</div>

1.3 PARAGRAPHS
If you introduce paragraphs in your text, please write the title of the paragraph in *italics* (no dot at the end):

    1.1. *Title of the paragraph*
    1.2. *Title of the paragraph*

2. TEXT FORMATTING

2.1 FONT
Please don't use **bold** (except for the title of the article) or <u>underline</u>. *Italics* are only used for book or film titles, foreign words, and to highlight a particular term or concept.

2.2 CITATION STYLE

Short quotations in the text should be put in high, double quotation marks: "…".

For quotations that are more than four lines of prose or three lines of verse, place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented 1 cm from the left margin, and use font size 10.

If you need to let out a part of text, put dots in brackets: […]

When citing a scientific work, the quotation should be in the same language of the paper.

When citing a literary work, we put the quotation in the text in its original language, while the translation should be put in a footnote.

2.3 EXTRA SPACING BETWEEN WORDS

Check for extra spaces between words. Apply "Find and Replace" function to remove them. After displaying the "Find and Replace" dialog, push the space bar twice; in the place for "replace with", just put in a single spacebar, then push "Replace all".

2.4 PUNCTUATION

Punctuation should be placed <u>OUTSIDE</u> parentheses, quotation marks, hyphens and other points.

To set apart parenthetical phrases in a sentence, use the En dash [–], not the Em dash [—].

The hyphen [-] is only used for word division [e.g.: check-in]

If a sentence ends with an abbreviation [cit., etc.], the period used for the abbreviation also serves as the period for the sentence.

2.5 PARENTHESES

To provide additional information, always use the parentheses ( ). The brackets [ ] are only used for:

1) insertion of editorial material inside quotations;

2) parenthetical within parenthetical: if parentheses are required within parentheses;

2) adding the name of the author within the quotation.

In the case of texts of a philological nature, the editor's interpolations or conjectures should be indicated with angled brackets < >.

2.6 FOOTNOTES

Include notes at the foot of the page with progressive numbering.

Ibidem is the term used to provide a reference for a source that was cited in the preceding footnote.

Footnote calls occur <u>before</u> punctuation, e.g.:

comma: Eco[12],

parenthesis: Eco)[12],

etc.

Please check that the footnote calls following a text in italics are not in italics themselves: *Eco*[12], and <u>NOT</u> *Eco[12]*

2.7 SPACING

Never use tabs.

Never put a space after the apostrophe.

Always use single space after punctuation, abbreviations included [e.g.: p. 52 and not p.52]

Never put more than one space between two words.

2.8 QUOTATION MARKS

Never use single quotation marks ' '. To open and close short quotations, use double quotation marks (" ").

3. BIBLIOGRAPHY AND FOOTNOTES

Put the bibliographical references in the footnotes and do not apply the Harvard author-date citation system. Do not put the bibliographical references at the end of the article.

3.1 BOOKS

- Author First Initial Last Name, *Title of the Book. Subtitle* (if any), Publisher, Place Year, Page(s). For example:

  H. Dziechcińska, *O staropolskich dziennikach podróży*, Instytut Badań Literackich PAN, Warszawa 1991, pp. 53-56

- For edited books:
  Editor(s) First Initial Last Name (ed. / eds.), *Title of the Book. Subtitle* (if any), Publisher, Place Year, Page(s). For example:

  J. Black, G. Cunningham, E. Robson (eds.), *The Literature of Ancient Sumer*, Oxford University Press, Oxford 2006

- When you refer to a book quoted earlier:
  Author Last Name, op. cit., Page(s) (if you quote <u>only one book</u> by the same author in the whole article). For example:

  Dziechcińska, op. cit., p. 108
  Black, Cunningham, Robson (eds.), op. cit., p. 23

- If you quote <u>more books by the same author</u>:
  Author Last Name, *Title of the Book (until the first noun)*, cit. (and <u>NOT</u> op. cit.), Page(s). For example:

  Dziechcińska, *O staropolskich dziennikach*, cit., p. 108
  Black, Cunningham, Robson (eds.), *The Literature*, cit., p. 23

3.2 BOOKS CHAPTERS

- Author First Initial Last Name, *Title of the Book Chapter*, in Author First Initial Last Name, *Title of the Book*, Publisher, Place Year, Page(s). For example:

  P. Brook, *Prefazione*, in J. Grotowski, *Per un teatro povero*, Bulzoni, Roma 1970, pp. 15-18

- If the author of the chapter is the same of the book, then use Id. or Ead. For example:
  E. De Filippo, *Uomo e galantuomo*, in Id., *Teatro. Cantata dei giorni pari*, Mondadori, Milano 2000, p. 158

3.3 JOURNAL ARTICLES

- Author First Initial Last Name, *Title of the article*, in "Name of the journal", Volume, Number, Year, Page(s). For example:

  G. Brogi Bercoff, *Niepublikowany wiersz Stefana Jaworskiego?*, in "Terminus", 2, 2004, pp. 53-64