

# Pólemos

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*materiali di filosofia e critica sociale*

Donzelli editore

## Editorial Guidelines

### 1. Submission.

Articles should be submitted to the journal electronically by sending the following documents: A.) a single file in .doc or compatible format; the file should contain all the material pertaining to the article (title, abstract, keywords, text, tables, illustrations, etc.); B.) a file with the authors' metadata (full name, affiliation, email address, postal address, phone number).

### 2. Text Outline.

The text of each paper should include, in this order: A.) title of the article in Italian, non-italics, centred, followed by the authors' name, non-italics and centred (starting a new line); B.) text of the article, possibly organized according to the standard canons of the type of article in question; C.) abstract (or summary, for monographs) in English, followed by the Italian version (*italics*), sufficiently long and detailed in order to allow the understanding of the core of the article; D.) 3 to 6 keywords in both Italian and English. Tables, graphs and/or pictures should respect the dimensions of the target volume (see below, no. 4). The text should specify where tables, graphs and photos ought to be indicatively placed. Abbreviations, to be used without excess and in accordance with international standards, should be defined in full the first time they are used. Abbreviations should never be used in the summary (monographs) and abstract (articles).

### 3. Page Layout.

Please use formatting for an A4 page (cm 297x210). Margins should be set as follows: top 2 cm; bottom 2 cm; left and right 2 cm.

### 4. Fonts.

Please use fonts as follows: A.) main text: Times New Roman, 11,5 pt, justified, multiple line spacing at 0,9, indent of 0,5 cm in the first line (footnotes: Times New Roman, 9,5 pt, justified, no line spacing, indent of 0,5 cm in the first line); B.) title of the contribution: Times New Roman, 11,5 pt, non-italics, centred, followed by the authors' name, non-italics and centred (starting a new line); C.) paragraph headings: Times New Roman, 11,5 pt, italics, centred (no full stop), preceded by an Arabic numeral with full stop (e.g. 1. *Privatisations*); D.) subparagraphs: Times New Roman, 11,5 pt, left-aligned without numbering; E.) underline: not allowed; F.) capital letters: the use of capital letters in words or phrases should be avoided (except for the title); G.) italics: italics should be used for words in foreign languages which are not commonly used, and also to highlight short words or phrases in order to give them particular emphasis. Two lines space should be left between the paragraph heading and the text preceding it, and one line after the heading. One line space should be left between the subparagraph heading and the text preceding it, and one line after the heading. Monographs only: in the general index, chapters and paragraphs should be included, but not sub-paragraphs.

### 5. Bibliography references.

Please indicate bibliographic information relating to the citations in footnote, as follows:

– Citation of a volume (please do not use “See” or any other indication before the author’s name): initials of the author’s first name then surname of the author (non-italics), followed by a comma title of the volume or of the essay collected in a volume (in this latter case followed by “in”) in italics, followed by a comma, place of publication and year (not separated by punctuation marks), followed by the pages (Examples: p. 30, pp. 30-1, pp. 30-2, please do not use any abbreviation). Please indicate the publisher only if the publisher of all the titles cited is known (in this case placing it before the place and date of publication followed by a comma), volume (in Roman numerals), tome, part, page.

– When citing a previously cited work, do not use «op. cit.» but indicate the author’s surname and the first three or four words of the title, followed by cit. (Example: Heidegger, *The Fundamental Concepts* cit.).

– Citation of books and conference proceedings:

A.) author: initials of the name and surname (non-italics), followed by a comma;

B.) if the authors are more than three: precede the title of the work with the abbreviation Aa. Vv. Despite a plurality of authors, in case of one or more editors of the anthology, only the latter should be mentioned:

• Example: D. Davidson e J. Hintikka (eds.), *Words and Objections*, Reidel, Dordrecht 1969.

C.) Title: always italic, followed by comma.

D.) Publisher, city and date: in sequence, after author and title:

• Esempio: L. Tondo, *Compendio di psicologia*, Carocci, Roma 1999.

Lacking some information, please substitute n.p. (no place), n.d. (no date) [if drafted in Italian: s.l. (“senza luogo”) s.d. (“senza data”), respectively. For foreign texts (within a contribution drafted in Italian): as above, but indicate the Italian translation preceded by the name of the translator:

• Example: M Heidegger, *Vorträge und Aufsätze*, Neske, Pfullingen 1954; trad. it. di G. Vattimo, *Saggi e discorsi*, Mursia, Milano 1980.

Place citation of a chapter within a volume (but not an essay in collected writings, which should be cited using italics) between *guillemets* («»), indicating the pages at the end:

• Example: E. Cassirer, «Le scuole socratiche minori» in *Da Talete a Platone*, edited by G. A. De Toni, Laterza, Roma-Bari 1992, pp. 159-163.

– Citation of journals and periodicals:

A.) author (as above); B.) title (as above); C.) journal, among *guillemets* («»), non-italics, preceded by “in”;

D.) series, volume, in Roman numerals (these data may also be omitted); E.) Issue, year, page numbers (these data are mandatory):

• Example: M. Dummett, *The Significance of Quine’s Indeterminacy of Translation Thesis*, in «Synthese», No. 27, 1974, pp. 417-79.

– Abbreviations «op. cit.» or «art. cit.» can be used only when there is one work or article by the cited author; otherwise, the abbreviated title is followed by the abbreviation «cit.» non italics.

– Please use «Id.» or «Ead.» (respectively, Idem and Eadem) in order to indicate the author of a work cited in the immediately preceding note, or in the same note, too. They are always non italics.

– Please use «Ivi» (non italics) to refer to a different page from the same work cited in the immediately preceding note (es. Ivi, p. 23). Please use «Ibid.» (italics) to refer to the same page from the same work cited in the immediately preceding note (es. *Ibid.*).

## 6. Footnotes.

They should be numbered consecutively by chapter. Footnotes are placed after inverted commas or parentheses, if any, and always before punctuation marks (except where the sentence is closed by a question mark or exclamation mark).

## 7. Capital letters.

In order not to make the text heavy, a limited use of capital letters is recommended; however, public buildings, bodies, organisations and institutions should be capitalised (European Community, Republican Party, Ministry of the Interior). Small capitals replace capital letters in cases where whole words or uncommon acronyms would be capitalised. All ordinal numbers are also capitalised small, except for centuries, which are always capitalised.

## 8. Years and Centuries.

Years: 1980s, 1990s, **NOT** '80s, '90s. Centuries: Nineteenth century, Twentieth century, **NOT** '800, '900. But: '68 or Sixty-Eight.

## 9. Referral to texts.

To be used: See or (rarely) Cf.; **NOT** q.v.

## 10. Numbers.

300 000 and **NOT 300 thousand nor 300.000. 300,000**; 3000, **NOT 3.000, nor 3,000.**

## 11. Quotations.

For citations, please use *guillemets* («»); within a citation, use double inverted commas (“”). Please do not use straight double inverted commas. If double inverted commas are used, they should be written bold in the first processing of the text. Quotations longer than four or five lines should be separated from the main body of the text and put in a smaller font (10 pt). When working on the text in Word, remove the *guillemets* opening and closing the quotation, leave a line space between the text and the quotation, adding an indent of 0,5 cm, and indicate in bold “**CM**” before the quotation and at the end, to indicate to the formatter where the quotation opens and closes.

## 12. Dash.

If there are sentences between dashes, as an aside, the middle dash (–) should be used, not the hyphen (-).

## 13. Euphonic d (for texts drafted in Italian) and Foreign Words.

The euphonic *d* is used only in order to avoid the hiatus between equal vowels. So, not “ad un tratto”, but “a un tratto”; not “ed altri”, but “e altri”. Foreign words should be written in italics.