

EDITORIAL GUIDELINES FOR AUTHORS

Manuscripts may be submitted in Italian, English, French, German, or Spanish, with a maximum length of:

- 40,000 characters (including notes and spaces) for articles;
- 20,000 characters (including notes and spaces) for reviews.

Manuscripts must be submitted electronically (Word for Mac or Windows format) to the Editorial Board of the Journal at the following address: editorial@exetasis.net.

Contributions selected by the Journal's Editorial Board will undergo a Double-Blind Peer Review process.

The Journal does not provide authors with paper proofs for correction; authors will receive the text file exclusively in electronic format.

1. ARTICLES

Each article must be accompanied by:

1. an abstract in English with a maximum length of 1,000 characters (including spaces);
2. five keywords, also in English;
3. a brief bio-bibliographical profile of the author in English, with a maximum length of 700 characters (including spaces).

Articles must be divided into numbered sections using Arabic numerals (in italics: 1, 2, 3, etc.), with subsection titles also in italics.

It is the author's responsibility to format the file according to the following guidelines. Manuscripts that do not comply with the editorial standards will be returned to the author, who will be required to make the necessary corrections; failure to do so may result in exclusion from publication.

- Page format: A4
- Margins: 2.5 cm on all sides
- Line spacing: single

The page must begin with the title in italics, 16-point font. Any subtitle should appear on the following line.

This should be followed by one blank line (12-point font).

The author's first and last name should then appear in regular typeface, 14-point font.

This should be followed by two blank lines (12-point font).

The abstract in English should follow, in italics.

Then insert one blank line (12-point font).

The keywords should follow in the following format:

Keywords (in regular typeface): 5 keywords in English (in italics), each beginning with a capital letter, separated by commas and followed by a full stop. If titles of works are used as keywords, they should appear in regular typeface. Commas and the final full stop should be italicized.

After two blank lines (12-point font), the main body of the text should begin, divided into numbered sections. Section titles must be in italics and always preceded by two blank lines and followed by one blank line.

The main text should be in 12-point font. The first line of each paragraph should be indented by 0.5 cm (except for the opening paragraph of each section, which should not be indented).

Block quotations within the text should appear in 11-point font and be preceded and followed by one blank line (12-point font), with both left and right indentation set at 0.5 cm.

Footnotes should be in 10-point font, with a first-line indentation of 0.5 cm.

Books should be cited as follows:

1. Author's first and last name (the first name must always be written in full the first time it appears; from the second occurrence onward, only the surname should be used. If the author has multiple first names, only the first should be written in full, while subsequent names should be indicated by initials only). In the case of multiple authors, names should be separated by commas (never by the conjunction *e/and/und/et/y*).
2. Title in italics.
3. Where applicable, the total number of volumes or tomes comprising the work.
4. Publisher.
5. Place of publication (in the original language: London, Milano, München, etc.), followed by a space and not by a comma.
6. Year of publication, with the edition number in superscript when it is not the first edition.
7. Volume (vol.) or tome (t.) indicated in Roman numerals.
8. Page (p.) or pages (pp.) (in German: S.); page ranges must always be specified in full (e.g. 3–6; 445–8), avoiding expressions such as “and following”.

Elements 5–9 and 15–21 must be separated by commas.

If the text is a translation, the original title must be indicated, followed only by the year of the first edition in parentheses; then add: “Italian/Spanish/English/German/French translation edited by” [name of translator/editor], and continue according to the guidelines above.

Chapters in books should be cited as follows:

1. Author's first and last name (the first name must always be written in full the first time it appears; from the second occurrence onward, only the surname should be used. If the author has multiple first names, only the first should be written in full, while subsequent names should be indicated by initials

only). In the case of multiple authors, names should be separated by commas (never by the conjunction e/and/etc.).

2. Title in italics, followed by a comma and the word “in”.
3. *Id.* (when the author of the book and the chapter is the same); otherwise, the first and last name of the editor/editors of the volume in which the chapter appears, followed by:
 - (*a cura di*) for Italian texts,
 - (*ed. by / eds. by*) for English texts,
 - (*hrsg. von*) for German texts,
 - (*ed.*) for Spanish texts,
 - (*éd.*) for French texts.
4. Title of the book in italics.
5. Publisher.
6. Place of publication (in the original language: London, Milano, München, etc.), followed by a space and not by a comma.
7. Year of publication, with the edition number in superscript when it is not the first edition.
8. Volume (*vol.*) or tome (*t.*) in Roman numerals.
9. Page range of the entire chapter (only at first citation), indicating both the opening and closing page numbers; this indication should be followed by a colon.
10. Cited page(s): *p.* or *pp.* (in German: *S.*).

Elements 7–9 and 12–15 must be separated by commas.

Articles should be cited as follows:

1. Author’s first and last name (the first name must always be written in full the first time it appears; if the author has multiple first names, only the first should be written in full, while subsequent names should be indicated by initials only). In the case of multiple authors, names should be separated by commas, never by the conjunction e/and/etc.
2. Title in italics.
3. Title of the journal enclosed in angle quotation marks: «...».
4. Any series indication in Roman numerals, preceded by *S.* / *N.S.* (*Series* / *New Series*).
5. Volume or issue number in Arabic numerals.
6. Year of publication in parentheses.
7. Issue number, where applicable.
8. Page range of the entire article (only at first citation), indicating both the opening and closing page numbers; this indication should be followed by a colon.
9. Specific cited page(s): *p.* / *pp.*

Elements 6–8 and 12–15 must be separated by commas.

2. REVIEWS

Reviews do not require abstracts, keywords, or footnotes. The review must open with the complete bibliographical details of the reviewed book in the following order: author's first name (written in full) and surname, title of the volume (in italics), any editors' or translators' first names (written in full) and surnames, place of publication, publisher, year of publication, and total number of pages of the volume.

This bibliographical reference should be followed, after one blank line, by the full first and last name of the author of the review.

Quotations must be incorporated into the body of the text within angle quotation marks («...»). If the quotation is taken from the reviewed book, it is sufficient to provide the page number in parentheses. Any other bibliographical references should likewise be incorporated into the body of the text, but enclosed in square brackets.

Please note: the space allotted to reviews consists solely of the main body of the text. Reviews must therefore not include additional titles, sections, footnotes, or block quotations set outside the main text.

3. TYPEFACES, USE OF QUOTATION MARKS, AND ABBREVIATIONS

The standard typeface is regular roman type (Times or Times New Roman, 12-point font). Italics should be used for the titles of works, articles, collected volumes, etc., as well as for foreign words in their original spelling that have not entered common usage.

Quotations from scholarly texts and journal titles must be enclosed within angle quotation marks («...»).

For quotations within quotations, double quotation marks should be used inside the angle quotation marks («... "..."...»).

When a quotation exceeds four lines, it should be formatted as a block quotation in smaller type (Times New Roman, 11-point font), separated by a blank line both before and after the quoted passage.

The choice of whether or not to translate quotations taken from texts in other languages is left to the author, but it must be applied consistently throughout the entire essay. The source of the translation must always be indicated; if the translation is the author's own, this should be specified after the full stop with the phrase: "Translation mine/ours."

Abbreviations

app. = appendix

art. = article

cit. = cited

see = reference to

etc. = et cetera

e.g. = for example

ed., eds. = editor(s)

Ibid. = to indicate the same volume or article and the same page(s) indicated in the footnote which is immediately preceding

Id./Ead. = Idem/Eadem

p., pp. = page(s)

vol., vols. = volume(s)

passim = when the quotation occurs frequently