

Authors' guidelines for editing of papers submitted to CEIW

These guidelines are aimed at helping authors edit their papers prior to submission to CEIW. The guidelines are as detailed as possible, however authors are invited to contact the Editors for any specific issue not mentioned in these guidelines.

Important hints:

- 1) **It is a compulsory requirement of CEIW that all authors comply with these guidelines with thoroughness and submit their papers according to the required standard. Slack editing could result in poor or even negative overall evaluation of the papers.**
- 2) **Authors should erase their names and all those references (in text, notes and list of references) that could conduct to their identification. The identity of the author must also be erased from the technical details of the file (from save file options provided by MS Office).**
- 3) **The spelling used will be British English.**

Typing, font, and page layout:

- Papers should be submitted in readable format composed in MS-Word.
- Margins in cm: 2 (right), 2 (left) 2 (above), and 3 (below).
- Text is justified.
- The font allowed is "Times new Roman": 12 (for text-body) and 10 (for long quotations), all double-spaced.
- The title appears on the first page, first line, justified, font 12, bold. The title is not underlined. Titles of books quoted in titles are in italics. Example:
The importance of ethics in Aristotle's *Rhetoric*
- Each paragraph's first line (except the first paragraph and those following block-quotations) is indented by 0,5 cm.
- Insert number of pages below and centred. Do not insert any heading.
- Please use endnotes (no footnotes), single spaced, "Times New Roman", font 10, justified.
- Use – dash to hyphenate sentences; - dash to write composed terms.
- Note numbers (Arabic and progressive) appear after the punctuation; if appearing after a short quotation, they appear after punctuation and quotation marks. Example:
"There's nothing new under the Sun."¹
- Italics are used to write foreign words and titles; no bold, underlined or capitalized font is to be used to highlight words or sentences (unless if to reproduce a quoted text that appears so).
- To highlight words or expressions use " " double quotation marks (but without abusing); never use ' ' single quotation marks.
- Abbreviations (etc., e.g., viz., and similar) may be used. Acronyms may be used without explicative note when they are immediately understandable (NATO, WWI, USAF, and so on), otherwise add a note with the extended form. The use of acronyms should not in any case result too invasive or hinder the reader.
- Numbers can appear in the text both in Arabic and Latin format.
- Dates follow this format: 23rd October 2002; 1st September 1939; 10th June 1860.

Quotations

- Quotations shorter than 4 lines appear in the text between " " quotation marks.

3 authors: (Surname, Surname & Surname, *Title: 29-30*).

4 or plus authors: (Surname and others, *Title: xli*).

List of references / Bibliography

- To format the bibliography (in which ONLY quoted sources must appear, hang-indented by 0,5 cm) follow these examples:

1. Single authored book:

Surname, Name. *Title. Subtitle*. City: Publisher, year of publication.

Surname, Name. *Title. Subtitle*. 4th ed. City: Publisher, yyyy.

Surname, Name. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher, yyyy. Vol. 3.

Surname, Name. *Title. Subtitle*. 3rd Ed. Translated by Name Surname. City: Publisher, yyyy.

Surname, Name. *Title. Subtitle*. 3 vols. Edited by Name Surname. City: Publisher, yyyy.
Vol. 1.

Title. Subtitle. Edited by Name Surname. City: Publisher, yyyy.

2. Co-authored book:

Surname, Name and Name Surname. *Title. Subtitle*. City: Publisher, yyyy.

Surname, Name and Name Surname. *Title. Subtitle*. 4th ed. City: Publisher, yyyy.

Surname, Name and Name Surname. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher, yyyy.
Vol. 3.

3. Edited and co-edited book:

Surname, Name (ed.). *Title. Subtitle*. City: Publisher, yyyy.

Surname, Name and Name Surname (eds.). *Title. Subtitle*. 4th ed. City: Publisher, yyyy.

Surname, Name and Name Surname. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher, yyyy.
Vol. 3.

4. Article, chapter, introduction or other text in a book:

Surname, Name. *Title. Subtitle*. In *Title. Subtitle*. Ed. by Name Surname, Name Surname & Name Surname. City: Publisher, yyyy. 40-67.

Surname, Name and Name Surname. *Title. Subtitle*. In *Title. Subtitle*. Ed. by Name Surname and others. 2 vols. City: Publisher, yyyy. Vol. 1, 20-32.

Surname, Name. *Preface*. In Name Surname. *Title. Subtitle*. Translated by Name Surname. City: Publisher, yyyy. iv-xi.

5. Article in a journal

Surname, Name. *Title. Subtitle*. «Journal Title», 56, 3 (yyyy): 30-45.

Surname, Name and Name Surname. *Title. Subtitle*. «Journal Title» (Special Issue: *Title*, edited by Name Surname), 4 (yyyy): 2-26.

6. Article in an online journal:

Surname, Name. *Title. Subtitle*. «Journal Title», www.address.xxx (accessed on dd/mm/yyyy).

7. Article in a newspaper/magazine:

Surname, Name. *Title. Subtitle*. «Newspaper/Magazine Title», dd/mm/yyyy: 2-3.

Surname, Name. *Interview with Name Surname*. «Newspaper/Magazine Title», dd/mm/yyyy: 4.

8. Website

Surname, Name, *Title. Subtitle*. www.website.xxx (accessed on dd/mm/yyyy).
Title. Subtitle. www.website.xxx (accessed on dd/mm/yyyy).

9. Video

Surname, Name (director). *Title. Subtitle*. Production, yyyy. DVD/VHS

10. Dissertation

Surname, Name, *Title. Subtitle*. Doctoral dissertation. City: Institution, yyyy.

General hints for preparing the bibliography:

1. Do not abbreviate references (Oxford University Press instead of Oxford Univ. Press, or OUP);
2. Do not abbreviate names;
3. Insert all significant bibliographical information as appropriate;
4. ALWAYS insert first and last page numbers of texts included in other publications (articles in books, articles in journals, etc.).

Images

Images can be inserted in the papers under the condition that the authors provide personally to settle all copyright-related issues. When a paper containing images protected by copyright is submitted, the authors will obligatorily accompany the text with a written statement confirming that the authors have received explicit permission to use the images from their lawful owners and that CEIW and its Editors are not liable for publishing the images in question. CEIW and its Editors will not accept to publish images for which such disclaimer is not provided.

Images can be pasted in the text (or in boxes as appropriate) and should be accompanied by detailed captions.

Acknowledgements are also due in endnotes.