

Authors' guidelines

These guidelines are aimed at helping authors edit their papers prior to submission to CEIWJ. 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 CEIWJ 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 proposals.**
- 2) **Authors should remove their names and all references from acknowledgements, text, notes, and bibliography that could reveal their identities. The identity of the authors must also be removed from the metadata of the file (using save file options).**
- 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: 3 (right), 3 (left) 3 (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 16. Titles of books quoted in titles are in italics. Example:

The Importance of Ethics in Aristotle's *Rhetoric*

- Headings and subheading can be formatted as follows, font 12, bold:
 1. **Heading**
 - 1.2 **Subheading**
 2. **Heading**
 - 2.1 **Subheading**
- 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

- Surname, Name. 2000b. *Title. Subtitle*. City: Publisher.
- Surname, Name. YYYY. *Title. Subtitle*. 4th ed. City: Publisher.
- Surname, Name. YYYY. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher. Vol. 3.
- Surname, Name. YYYY. *Title. Subtitle*. 3rd Ed. Translated by Name Surname. City: Publisher.
- Surname, Name. YYYY. *Title. Subtitle*. 3 vols. Edited by Name Surname. City: Publisher. Vol. 1.
- 2. Co-authored book (in alphabetic order author-title):**
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. City: Publisher.
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. 4th ed. City: Publisher.
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher. Vol. 3.
- 3. Edited and co-edited book (in alphabetic order author-title):**
- Surname, Name (ed.). YYYY. *Title. Subtitle*. City: Publisher.
- Surname, Name and Name Surname (eds.). YYYY. *Title. Subtitle*. 4th ed. City: Publisher.
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. 4th ed. 4 vols. City: Publisher. Vol. 3.
- 4. Article, chapter, introduction or other text in a book (in alphabetic order author-title):**
- Surname, Name. YYYY. *Title. Subtitle*. In *Title. Subtitle*. Ed. by Name Surname, Name Surname & Name Surname. City: Publisher, YYYY. 40-67.
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. In *Title. Subtitle*. Ed. by Name Surname and others. 2 vols. City: Publisher, YYYY. Vol. 1, 20-32.
- Surname, Name. YYYY. *Preface*. In Name Surname. *Title. Subtitle*. Translated by Name Surname. City: Publisher, YYYY. iv-xi.
- 5. Article in a journal (in alphabetic order author-title):**
- Surname, Name. YYYY. *Title. Subtitle*. «Journal Title», 56, 3: 30-45.
- Surname, Name and Name Surname. YYYY. *Title. Subtitle*. «Journal Title» (Special Issue: *Title*, edited by Name Surname), 4: 2-26.
- 6. Article in an online journal (in alphabetic order author-title):**
- Surname, Name. YYYY. *Title. Subtitle*. «Journal Title», www.address.xxx (accessed on dd/mm/yyyy).
- 7. Article in a newspaper/magazine (in alphabetic order author-title):**
- Surname, Name. YYYY. *Title. Subtitle*. «Newspaper/Magazine Title», dd/mm: 2-3.
- Surname, Name. YYYY. *Interview with Name Surname*. «Newspaper/Magazine Title», dd/mm: 4.
- 8. Web (in alphabetic order author-title):**

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

9. Video (in alphabetic order author-title):

Surname, Name (director). YYYY. *Title. Subtitle.* Production.

10. Dissertation (in alphabetic order author-title):

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

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 evidence that all copyright-related issues are settled. 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 CEIWJ and its Editors are not liable for publishing the images in question.** The CEIWJ and its Editors will not accept to publish images for which such evidence is not provided.

Images can be pasted in the text (or in boxes as appropriate) or sent separately and should be accompanied by detailed captions. Acknowledgements are also due in endnotes.