

K. **Guidelines for Manuscript submission**

1. Layout guidelines

Essays and Readings submissions will be selected by call and evaluated by a peer-review procedure. Texts should not exceed 30-40,000 characters for Essays, and min. 15,000 max. 25,000 characters for Readings (including spaces and footnotes). Page size should be 30 lines, with a total of 2000 characters.

The text should be written using Garamond 12, and laid out using a line-spacing of 1.5 cm and formatted with 2 cm left and right margins, 2,5 cm up, 3,5 cm down. The entire text should be justified. If it is necessary to interrupt a line, do not manually enter any indentation or spacing at the beginning of the next paragraph.

2. Title

(centred)

Name and Surname of the author (Garamond 13)

Bold Type (Garamond 16)

ABSTRACT: in English (max. 500 characters, Garamond 8, line-spacing 1,5, leaving a line between title and abstract, two lines between abstract epigraph or text)

Keywords: 5 (Garamond 8)

Epigraphs to be written in *italics*, Garamond 12, specifying full name (Roman Type) and surname of the author

Paragraphs should be numbered and titled using Roman and Bold Type:

1. Antigone lotta (Garamond 12)

One line before and after the title of the paragraph should be left. In the case in which the title of the paragraph is laid out after the title of the text (at the beginning of the article) two lines should be left, and always a line after.

3. Notes, Quotations, Index, References

- **TITLES** of books, films, paintings and plays etc. must be written in *italics*. The use of italics can also be used to emphasize specific terms. The titles of journals and reviews must be cited in «quotation marks».
- **FOOTNOTES** must be written at the foot of the page and not at the end of the text, using Garamond 10, single line-spacing, justified, and should be listed in increasing numerical order (1,2,3).
The footnote number must always be internal to the punctuation and in superscript.

QUOTATIONS - If shorter than three lines, quotations must be written in “quotation marks”, but if longer than three lines they should be written without quotation marks “...” In a typeface one point smaller than that used for the rest of the text, and separated from the main text by 1

line, both at the top and bottom, and without indentation. Instead, if there are quotations included within other quotations shorter than three lines, they will be in single quotes ‘...’ in double quotes “...”: ex: “She said ‘I’m done’ and she leaves”,

- If terms in a translated or emphasized sense are used into quotations shorter than three lines, they will be in single quote ‘...’: ex., "reject the prejudice that makes love, hatred and anger of the 'internal realities' accessible to a single witness ", otherwise, as mentioned, they will go in double quotes
- **REFERENCES** should be cited in the text as follows: **(Author, year of publication) or Author (year of publication)**; if the page number/s is/are required, **(Author, year, p.) or (Author, year, pp. ...-...)**.

First case example: (Agamben,1995)

Second case example: (Agamben, 1995, p. 12) (Agamben 1995, pp. 15-16)

When there is more than one author, the authors’ names should be separated by a comma if there are only two, or by adding “*et al.*” in *italics* after the first author’s name, if there are more than two.

Third case example: (Deleuze, Guattari, 1972) (Deleuze, Guattari 1972, pp. 120-121)

Fourth case example: (Easterday *et al.*, 1977).

The date indicated within brackets must refer to the original edition of the work, even when the pages cited by the writer belong to the translated edition.

Any apparent contradictions between the original edition and the pages cited in brackets will be overcome in the general bibliographical references, in which will be indicated the consulted edition (original or translated). If the author cites the translated version, it is always needed making follow the references of the consulted version by the references of the original version.

Example of quotation in the text:

Precisely this real (instinctual) nature of the phantasmic object can make Kafka say that the ghosts of the letters are therefore real spirits, that "they not only have the sheet over their head" (Kafka, 2015, p.196). → the page in this case is that of the Italian translation of 2015, edition consulted by the author.

Example of reference at the end of the article, in the general bibliography

Kafka, F., 2015, *Lettere a Milena*, translated by Ervino Porcar, Milano, Mondadori; ed. or. 1952, *Briefe an Milena*, Frankfurt a. M., S. Fischer.

Reference should be cited in the language of the writer. In the absence of translated version, the author will use the form: (my translation)

When the writer makes successive reference to or cites the same source, it is only necessary to cite Author, date the first time, while for successive references it is only necessary to cite the page number. If successive references are taken from the same page as a previously cited one, it is sufficient to write the abbreviation (ib).

If more than one work published by the same author and in the same year is cited, the bibliographical reference to each work must be followed by the letters (a,b,c,)

Example:

Adelman, H., 2002a, *Canadian Borders and Immigration Post 9/11*, in «International Migration Review», 36, 1, pp.15-28

-2002b, *Refugees and Border Security Post-September 11*, in «Refugee», 20, 4, pp.5-14.

References in the text must also use these same indications (Adelman, 2002b, p.7)

- **BIBLIOGRAPHICAL REFERENCES** must be listed alphabetically (A-Z) following this order
- **Bibliography** (bold type, 12, right- aligned)
- Leaving four lines between text and bibliography
- Leaving one line after bibliography
- Leaving one line between each reference

author (authors), year of publication, title of the article, place of publication, publishing house

Lipsky, M., 1980, *Street-level bureaucracy: Dilemmas of individuals in public services*, New York, Russell Sage Foundation Publications

As previously mentioned, works must be cited in the original edition. If a translated version of the work is used, the quotation from the original edition will be followed by the expression “trad.ing” and bibliographical data, but without repeating the Surname and Name of the author.

Example:

Agamben, G., 1995, *Homo sacer. Il potere sovrano e la nuda vita*, Torino, Bollati Boringhieri; trad. ing. 1998, *Homo Sacer: Sovereign Power and Bare Life*, Stanford, Stanford University Press

References in the text:

(Agamben, 1995, pp. 23)

Citing articles in journals:

Articles must be cited in this order - Author, year of publication, *title of the article* (in italics), in «title of review», Vol., n., pp.

Example:

Bourgois, P.,1998, *The moral economy of Homeless Heroin Addicts: Confronting Ethnography, HIV Risks and Everyday Violence in S. Francisco Shooting Gallery*, in «Substance use & misuse», ii, 33, pp. 2323-2351.

Citing essays from collections:

Essays must be cited in this order - Surname, Initials (name/s), year of publication, title of the article (in *italics*), in Surname and Initials (name/s) (edited by/eds), title of the volume (*italics*), place of publication, publishing house, pp.

Example:

Hellio, E., 2014, *We don't have women in boxes: Changing seasonal mobility of female farmworkers between Marocco and Andalusia*, in Gertel J., Sippel S.R. (eds) *Seasonal Workers in Mediterranean Agriculture. The Social cost of Eating Fresh*, London, Routledge pp. 141-157.