

# Editorial Norms for Isonomia (monographic issues)

## I. Language and format of contributions

Contributions may be submitted in English or in Italian. The documents should be submitted in *both* **RTF** and **PDF** format.

## II. General rules and layout

Layout standards:

- **page margins:** left and right: 4 cm; top and bottom: 5 cm.
- **spacing:** single line (1 pt);
- **Font:** Times New Roman (for Windows) or Times (for Mac).

These entries must be specified at the top of the front page, on separate lines, and following the order:

- **Main title:** Times New Roman font (size 16 pt), bold, centered; paragraph spacing: 60 pt above, 24 pt below. (The title, without subtitle, should also be reported in the header field - see the stylesheet);
- **Subtitle** (if any): (under the title, no spacing above), Times New Roman font (size 14 pt), bold, followed by a 24 pt paragraph spacing;
- **Author's name and surname:** Times New Roman font (size 12 pt), normal, centered; preceded by a paragraph spacing of 24 pt;
- **University affiliation:** Times New Roman font (size 12 pt), normal, centered;
- **E-mail:** Times New Roman font (size 12 pt), normal, followed by a 60 pt paragraph spacing.

### ***Titles***

Each chapter and section should have a title. Its format is: Times New Roman font (size 12 pt), bold, left-justified, upper and lower case, paragraph spacing: 24 pt above and 12 below.

### ***Main text***

The font to be used for the main text is Times New Roman (size 12 pt), justified; first line indent: 0.75 cm (except the first paragraph below the title).

### ***Numbering***

Numbering of chapter and section, follows this system: 1., 1.1., 1.1.1., etc.

## **Footnotes**

Notes should be placed in the footer, Times New Roman, 10 pt, single line spacing. Reference to each note must be expressed progressively using Arabic numerals (except notes in a title or author's name, which will be marked with asterisks), in superscript, before any punctuation, and after any closing quotation mark or parenthesis. The reference to notes goes out of punctuation marks.

## **Header**

**Even pages:** title of the book, Times New Roman font (size 10 pt), italic, left-justified (the margins are the same as the main text). **Odd Pages:** author's surname (if there are multiple authors, the surnames are separated by a comma), colon (:), main title (without subtitle), Times New Roman font (size 10 pt), italic, right-justified (the margins are the same as the main text).

## **Italics**

The italic typeface is used to emphasize a word or phrase which the author intends to confer a particular meaning (possibly technical). The italic typeface is also used for words belonging to languages different from the main language used for the paper. So normal typeface should be used to emphasize a words within a phrase in italics.

The italic typeface is also used for names of genera and species, variables in mathematics and physics, prefixes in chemical compounds (e.g. *cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t-Bu*, *tert-butyl*).

All the titles (books, chapters, etc.) mentioned in the text are in italics.

## **Figures: resolution of the illustrations**

In order to obtain the best printing quality it is recommended to use images in high resolution (300 dpi for photographs and images in color, 1200 dpi for drawings consisting of simple lines; vector graphic files containing text should incorporate the font). You can also use MS Office files. If the images are provided separately from the document, they must be renamed according the following criteria: author's name, "Fig", progressive number (e.g. Miller-Fig1.jpg).

## **Figures: numbering and captions**

Times New Roman font (size 10 pt), normal, justified, single line spacing, indented 1 cm left and right. Reference to figures should be indicated in full in the main text (e.g. "Figure 1") and abbreviated (e.g. "fig. 1") in the footnotes. Figures should be numbered progressively with reference to the number of the section in which they are placed (e.g. Fig 1.1). The parts of the figures should be indicated with lowercase letters (a, b, c, etc.). Each figure must have a short caption describing what the figure shows and identifying its significant elements. To make reading graphs easier, add a short description. Each caption will be preceded by a reference in bold (e.g. **Fig. X.Y**). No punctuation should be put after the figure number, nor at the end of the caption. For materials taken from other publications, quote the source by indicating the reference at the end of the caption. (Include the captions in the text file, not in the file attached.)

## **Tables**

Times New Roman font (size 10 pt), normal, justified, single line spacing, indented 1 cm left and right. Reference to tables should be indicated in full in the main text (e.g.

“table 1”) and abbreviated (e.g. “tab. 1”) in the footnotes. Tables should be numbered progressively with reference to the number of the section in which they are placed (e.g. Table 1.1). Each table must have a title. Do not use the space bar to separate columns and do not use Excel to create tables. If a cell is to remain blank, place a short dash (-) in it.

### **Formulas and equations**

Simple formulas and equations, such as  $a^2+b^2=c^2$ , can be entered as normal text. For more complex formulas and equations please edit them by using the equation editor MS MathType or other similar applications. They will then be inserted into the document as an object. Use the same method to edit the whole formula or equation, not only a part of it.

Formulas and equations should be numbered progressively with reference to the number of the section in which they are placed. The number of each formula or equation should be indicated in parentheses to the right of it:

$$(a+b)^2 = a^2+2ab+b^2 \quad (3.1)$$

If a formula or equation is part of a sentence, it should be followed by a punctuation mark.

### **Quotations**

Quotations shorter than three lines should be placed in the main text, surrounded by **double quotation marks** (“...”).

Quotations longer than three lines should instead be placed in a new paragraph, separated from the previous and the following paragraph by a 12 pt spacing, without quotation marks, Times New Roman font (size 10 pt), normal, justified, single line spacing, indented 0.75 cm left and right. Possible omissions are indicated by ellipsis enclosed in square brackets: [...].

**Single quotes** (‘...’) serve for a quotation within a quotation or for words and phrases being enclosed in double quotation marks in the quoted text.

**Double quotation marks** (“...”) will also serve to indicate that a term is used in a special or unusual way, when this is useful to clarify a concept.

## **IV. References**

Bibliographical references are placed at the end of the work. In the main text and footnotes for each reference must be indicated the author's surname, the year of edition in parentheses, and, after the colon character, the number of page(s). For example:

Quine (1969: 112-5) and Rosch (1973: 17-30);

Miller & Smith (1994: 49-50);

Cfr. Borsari *et al.* (1999).

In case the reference is to a **translated edition**, this must be specified before the page number, maintaining the reference to the year of the original edition. For example:

Cf. Mannheim (1924: tr. 112-5) and Duchovny (1916: tr. 17-30);

Cf. Quine (1969: tr. 109-12) and Rosch (1973: tr. 20-2).

It is also possible to use a **system of abbreviations**. For example:

*Principia* (A.T., IX-2, 14, 23-3).

In the bibliography references must be reported in full, according to these criteria:

**Monographs:**

**Author's surname**, comma, **initials of his name**, **year** of the first edition (in brackets), comma, **title in italics**, comma, **place of publication**, comma, **publisher**. If the edition one refers to is not the first, the **number** and **year** of the edition being utilized and any relevant information should be indicated. The same information should be indicated for any reference to a translated edition. For example:

Mannheim, E. (1924), *Zu einer Theorie der politischen Gefühle*, Bonn, Zum Admiral Benbow (*Theory of political sentiments*, tr. by M. Smith, London, WUP, 1997).

Williamson, T. (2000), *Knowledge and its limits*, Oxford, Oxford University Press, 2<sup>nd</sup> ed. 2008.

**NOTE:** The first line of each item protrudes 0.75 cm; each entry is separated from the previous and the next by a 12 pt paragraph spacing. The terms in the title should have the initials in capital letters, except for articles and prepositions.

**For quotations through abbreviations:**

In case references are abbreviated, a **Table of abbreviations** should be reported at the beginning of the bibliography, indicating what each acronym or number refers to. For example, if the reference is:

*Principia* (A.T., IX-2, 14, 23-3)

the Table of abbreviations should report a caption similar to this:

AT refers to Descartes' *Œuvres*, critical edition edited by C. Adam & P. Tannery, Paris, Vrin, 1964 vol. X, p. 239-312.

**Essays in journals or in collective volumes:**

Author's surname, comma, initials of his name, year of the first edition (in brackets), comma, "Title of the essay or article" (in quotation marks), comma, 'in', Title of journal or volume (in italics), comma, year, comma, 'n.', number of issue, comma, 'pp.', number of pages. For example:

Duchovny, H. von (1916), "The state of the art on the art of the state", in *Politeia*, LIII, n. 3, pp. 12-68.

For texts that are taken from online journals, the URL of the journal must be indicated. For example:

Immerman, N. (2008), "Computability and complexity", *Stanford Encyclopedia of Philosophy*. On-line:  
<http://plato.stanford.edu/entries/computability/>

References should be listed alphabetically by author and chronologically for each author's works (using the signs: a, b, c..., immediately following the year's number, when different works by the same author are published in the same year).

**NOTE** *All bibliographical information must be indicated as described above.*

#### **V. Further information**

For further information please write an email to the editorial secretary:  
[massimosangoi@gmail.com](mailto:massimosangoi@gmail.com)