



GRUPPO RICERCA SARTRE

Studi sartriani

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Publishing rules

GENERAL RECOMMENDATIONS

Authors are requested to scrupulously follow the editorial (graphic and editorial) regulations below, adapting texts and images to what is prescribed therein.

HOW TO DELIVER THE MATERIAL

The author is invited to provide the editors with the material relating to the work he/she intends to publish in accordance with the following indications (they can write an email to the co-director of the journal: russo.maria@hsr.it):

- the text must be a final and complete draft; it should be sent as a Word document (.doc or .docx) that is in simple A4 format - any notes accompanying the text should be footnotes rather than endnotes (and in sequential order);

- images (including tables and/or graphs) must be sent as separate files. It should be noted that only images of good quality (not blurred, not grainy, etc.) and with a resolution of at least 300 dpi (pixels/inch) in .tif, .tiff, .jpg, or .jpeg format will be accepted;

- each contribution must be accompanied by:

- a double title, both in English and in the language of the article;
- a single abstract in English that is no more than twenty lines and is composed of 500-700 characters;

- a maximum of six keywords in English (all in capital letters separated by semicolons).

PROOFREADING

Only one round of proofreading is allowed. It will be conducted in digital .pdf format and according to the timeframe and manner that is indicated by the Editors. It will correct typos and/or errors of spelling and grammar and will not change the size (number of characters) of the texts already sent.

At the end of the correction and revision, the editors will ask the authors for a 'stamp of approval', after which no further changes or corrections will be possible.

EDITORIAL CRITERIA

- Delivered texts must be complete and with consecutively numbered pages;

- notes must be indicated with cross-reference numbers within the text. Numbers are to be placed in superscript before punctuation [example: book¹.] and after the superscripts [example: «book¹»];

- each paragraph should be indented against the margin of the text;

- use the following space bar guidelines:

- a single space between words;
- no space between words and punctuation [example:] [example?];
- a single space after punctuation [example; example];
- no spaces after hyphens [example-example], corporal [«example»] and round brackets [(example)];
- no spaces between the apostrophe and the word [l'example];
- no spaces for initials of names [BC, AD, K.H. Karl];
- never insert two or more consecutive blank spaces;

- avoid signs or symbols that are not strictly necessary for the economy of the text;

- use italics only for foreign words or words referring to particular technical and/or scientific terms [e.g.: *dispositio*]; common terms should be in normal font [e.g.: computer]. NB: Do not use italics for the proper names of foreign associations that have no equivalent in Italian [example: Royal Society, British Museum, École Pratique des Hautes Études, etc.];

- do not use underlining or boldface in the body of the text or in the notes;
- the titles of books, films, newspapers, websites, parts of a text (introduction, preface, afterword, chapter/essay titles), etc., should be in italics and should be given exactly as in the original;
- accented letters must be used correctly;
- guillemets (« ») are used for:
 - direct speech;
 - citations within guillemets («...») – even for languages other than that of the essay, provided that they do not exceed three lines (in which case the quotation should be indented in a ‘hanging’ format, written in smaller characters, and not placed within quotation marks);
 - journal titles (see also bibliographic citations);
- for words used with meanings other than the usual meaning (an emphasised meaning) use single quotation marks (‘example’);
- double quotation marks (“example”) may only be used within a citation [example: «citation with “citation” within»];
- use a hyphen (-) for places of publication (Pisa-Rome), for compound names or surnames [example: JOHN POPE-NENNESSY], in the citation of years (1947-1978), and in compound words;
- use an en dash (–) (preceded and followed by a space) for spellings.

BIBLIOGRAPHICAL CITATIONS

Bibliographical references in the footnotes:

- in quotations of foreign titles:
 - - in English and German, all words except articles, short prepositions, and conjunctions are capitalised;
 - - in English, a colon should be placed between the title and subtitle;
- in Italian, the initial capital letter is only used for the first word (with the exception of specific requirements: proper nouns, etc.). A full stop must be placed between title and subtitle, unless otherwise indicated in the original title;
- if you must cite a work in a foreign translation (where the language of the original is not accessible and an Italian translation is not available) indicate the original edition [e.g. F. NYCE, *The Young Patrick*, tr. eng. by M. Jordan, Cambridge, Harvard University; orig. ed. *Le jeune Patrick*, Paris 1988];

- for in-text citations, everything that is not part of the citation (comments, explanations, etc.) should be placed in square brackets;
- if the quotation skips parts of the original text, it should be marked with [...], taking care to place punctuation marks before or after the brackets according to where they are found in the original text [e.g.: «At the entrance to the town, [...] an elegant building stood out».]. When the text exceeds three lines, the quotation should be isolated from the body of the immediately preceding and immediately following text and written in a smaller font

[example:

Mais, ce qui est intéressant dans ce livre, c'est que l'on discerne l'aspect positif et nécessaire de l'échec ou de la défaite vers le succès.

[...] les métamorphoses de la praxis sont dialectiques et font partie de la praxis, à titre de moments inévitables et vivants reliés par des relations d'intériorité: l'échec lui-même est intégré au mouvement, comme terme final, de la dialectique – et destruction de celle-ci –, de la manière même dont notre mort peut être dite un fait de notre vie. [...] La plupart du temps l'échec, illuminant le mouvement passé, nous découvre que nous avons déjà la certitude de faillir [...].

Bref, le thème de l'échec est ainsi omniprésent. Mais pourquoi cette obsession?];

- for citations in footnotes, use the following criteria:
 - initial of the first name with a period, followed by a space and then the author's full surname in SMALL CAPS: [example: M. ROSSI];
 - in all quotations by the same author that follow the first citation, write only the author's surname (using small capitals but without the first name);
 - for a double name, always indicate the initials of the two names without a space [example: G.L. ROSSI]. This rule also applies in the presence of any recurrence of double names, separated by commas [example: G.L. ROSSI, P.F. BIANCHI]. For editor(s), the name follows the words “edited by / ed. by” and remains in normal font [example: *La casa ideale*, exhibition catalogue, edited by O. Verdi, G.K. Bianchi, Rome 2012];
 - for more than two editors, the following should be used: *et al.* (= *et alii*) [example: G.L. ROSSI *et al.*, *La ricerca del vero sapere*, Einaudi, Turin 2000];

- when the phoneme of the initial of a name is represented by more than one character, it is necessary to include all the characters that compose it in the abbreviation [example: TH. for Thomas];
 - place the title of the work in italics, followed by the subtitle (if there is one) preceded by a full stop and also in italics [example: *The Enchanted House. Analysis and examples of ways of living in the countryside*];
 - if the title of another work is mentioned within a title, the second title uses capital initials, normal font, and no superscripts [example: *The Allegories of Gulliver's Travels*];
 - if the title is the main title of a work that has several tomes, it is followed by a comma and an indication of the volume number, which is in Roman numerals, uses normal capital letters, and is optionally preceded by t. (= tome) [example: *The Life of Paul II*, in *History of the Popes*, [...], t. II];
 - the indication of the volume (if there is one) should use a roman numeral in small capitals preceded by vol. [example: vol. IV];
 - the preface/translator (if there is one) should be given in normal font (like the editor) [example: *Preface* by L. Verdi; tr. by L. Verdi];
 - the name of the publisher, old editions, the printer, should be in normal font followed by a comma;
 - abbreviations of publishing houses should be in SMALL CAPS and without periods [example: UTET, SEI, etc.];
- indications of publishing houses and the like, must include:
- location of publisher in normal font (if the publishing house has several locations, indicate only the main one) followed by a space (no comma);
 - year of publication (followed by location):
 - if there are several years, indicate them in full and separated by a hyphen [example: 1998-2000];
 - if there are several editions and you wish to also indicate the first edition, place the latter in normal font, Arabic numerals, and followed by square brackets, e.g.: Meltemi, Roma 1988² [Mondadori, Milano 1980¹];
 - indicate the series to which the work belongs (if there is one) in round brackets and in guillemets («...»), followed by the comma and the serial number of the volume, using the Roman or Arabic number of the volume that is cited [example: («La poesia torinese - Testi e ricerche», 29), pp. 125-135];
 - page references [example: p. 10] / [example: pp. 10-21] should

always use full page numbers [example: pp. 215-218]; if the pages cited in the original are marked with Roman numerals, place them in small capitals [example: pp. III-XXI].

SUCCESSIVE CITATIONS FROM THE SAME WORK

- If citing the work of an author already previously cited in full, write: author's surname (without the first name), title in italics followed by a comma in normal font, then cit. in normal font (NOT op. cit. or art. cit.) and the page [example: VERDI, *Angelo Sasso e la poesia*, cit., pp. 21-31];
- if the same author is cited twice or more in immediate succession, the following citations use ID. for a male author or EAD. for a female author (in small capital letters) as dotted abbreviations of IDEM/EADEM [example: note 7 = F. BIANCHI, *Museo archeologico*, Meltemi, Roma 1988 / note 8 = ID., *Statue etrusche*, Meltemi, Roma 1994];
- if the same author and the same work are cited in a later, contiguous note, indicate Ivi in italics [example: note 7 = F. BUFFON, *La rete bibliotecaria*, Agros, Firenze 1984, p. 54 / note 12 = Ivi, p. 58];
- if the same author and the same work are cited on the same page as the previous citation, indicate *Ibid.* in italics [example: footnote 7 = F. BUFFON, *La rete bibliotecaria*, Agros, Firenze 1984, p. 54 / footnote 20 = *Ibid.*].

PRACTICAL GUIDELINES

- For works by several authors, do not use AA.VV. but indicate the title of the volume and the name of the editor or first authors (if any) preceded by the expression 'edited by' not in brackets (see also 'Bibliographical Citations' above);
- *Introduction*, *Preface*, and *Review* should be in italics, 'translation of...' or 'tr. by...' should be in normal font;
- for any abbreviations of Arabic numerals when indicating years, use an apostrophe [example: the 40's].

Indicative examples:

- M. ROSSI (ed. by), *L'arte di Picasso*, Garzanti, Milan 1955;
- L. VERDI, *Analisi del comportamento umano*, vol. II, UTET, Turin 2001 («Biblioteca di Antropologia», XVII), pp. 561-578;

- F. BIANCHI, *Opera completa*, ed. by R. Viola, Ricciardi, Milan-Naples 1942 («La poesia torinese – Testi e ricerche», 29);
- W. BENJAMIN, *L'opera d'arte nell'epoca della sua riproducibilità tecnica*, in ID., *Opere*, cit., vol. I, t. III, p. 45 footnote 3;
- A. BANFI, *Vita dell'arte*, in ID., *Opere*, vol. V, Istituto Banfi, Reggio Emilia 1988, pp. 123-145.

CITATIONS FROM PERIODICALS

If the cited work appeared in a periodical, the citation begins with the name and surname of the author (or authors); it is followed by the title of the article in italics, then the word “in” followed by the title of the periodical, which should be written between guillemets (« »). This is followed by the issue number in Roman or Arabic numerals, and then the number, the date, and the page numbers (it is advisable to follow the typographical-editorial criteria of the periodical that is cited). [example: M. TORINESI, *A favore del cinema italiano*, in “La rivista del cinema”, IV, n. 8, 1989, pp. 151-161].

INTERNET CITATIONS

- Citations of sources found on the web should use the same precision as citations of paper sources. If possible, the citation should at least include a reference to the author, the title, the domain (i.e. the site, online journal, or portal containing the cited document), the URL in angular brackets, and then the expression “last accessed / dernier accès” followed by the date of access [example: <<http://www.uniroma3.it>>, last accessed: 10.10.2010; <<http://www.uniroma3.it>>, dernier accès: 10.10.2010].

- Always check that the URL is correct and still working when the article is delivered. URL addresses should be written in full, without omitting the protocol indicator (<http://>) and avoiding breaking them up (if necessary, put the heading before the address);

- site names within the text should be in normal font with a capital letter [example: Virgilio.it, Amazon.com, etc.).