EDITORIAL CRITERIA

*Metábasis Editorial Staff invites the authors to submit their articles edited according to the following editorial criteria and to send files in **.doc** or **.docx** format.*

PAGE LAYOUT:

dimensions: A4 (standard format)
margins:

top: 4,8 cm	left: 2 cm
bottom: 3 cm	right: 2 cm

FRONT PAGE:
the front page of the article must contain the following information, in order of succession, with the respective layout criteria:

Title
Bold, font: Times New Roman, font size: 14 pt, left-aligned.

Name, surname
Font: Times New Roman, font size: 12 pt, left-aligned.

University/Study Centre
Font: Times New Roman, font size: 12 pt, left-aligned.

Abstract
insert a summary (max 10 lines), edited according to the following editorial criteria:
- Font: Times New Roman, font size: 11 pt.;
- Paragraph:
  - ➢ alignment: justified;
  - ➢ outline level: body text
  - ➢ no indentation (left and right: 0 cm);
  - ➢ spacing:

before: 12 pt	after: 0 pt
line spacing: 1,5 lines	

Keywords
insert max 5 keywords, separated by a comma; follow the abstract's layout.

Page break character
insert page break character as page separator

BODY TEXT:

- Font: Times New Roman; Font size: 12 pt.
- Paragraph:
  - alignment: justified;
  - outline level: body text
  - no indentation (left and right: 0 cm);
  - spacing:
    - before: 0 pt   after: 0 pt
    - line spacing: 1,5 lines
  - line and page breaks (pagination): widow/orphan control

PARAGRAPHS' TITLES:
start a new paragraph pressing "Enter" once, then select the paragraph's title line and set 18 pt as line spacing. Insert the new paragraph's text, leaving just a space below the title.
Therefore, format the paragraph's title according to the following editorial criteria:

- Title is bold;
- Font: Times New Roman; font size: 12 pt;
- Paragraph:
  - left-justified;
  - no indentation (left and right: 0 cm);
  - spacing:
    - before: 0 pt   after: 0 pt
    - line spacing: 18 pt

QUOTES:

- Font: Times New Roman; font size: 12 pt;
- Paragraph:
  - alignment: justified;
  - Indentation:
    - left: 1,2 cm   right: 1,2 cm
    - special: none
  - spacing:
    - before: 21,6 pt   after: 21,6 pt
    - line spacing: 1,5 righe
  - line and page breaks (pagination): widow/orphan control

FOOTNOTES:
use automatic footnote and endnote numbering, so keep automatic numbering.

- Font: Times New Roman, font size: 10 pt;
- Paragraph:
  - alignment: justified;
  - no indentation (left and right: 0 cm);
  - spacing:
    - before: 0 pt   after 5 pt
    - line spacing: single
  - line and page breaks (pagination): widow/orphan control

OTHER EDITORIAL CRITERIA:

- Hyphens and dashed:
  - only use hyphens (-) with no space on either side to link words in order to create adjectival expressions (well-known facts). Do not use hyphens if the resulting expression has a predicative function (the facts are well known).
  - use long dashes (—) with a space on either side to enclose parenthetical sentences or singly to denote a break in the sentence.
- Quotation marks: directional double quotation marks («…») are used to insert short quotations, always followed by a footnote. In other cases, use high quotation marks ("..."). Insert single quotation marks ('...') just for a citation within another quotation.
- 'p.' or 'pp.' should be inserted before the page number(s).
  Insert a space between p. and the page number. Eg. p. 72 (not p.72);
- f. and ff.;
- op. cit.;
- cfr.;
- etc.;
- vol. and voll.;
- no. and nos.;
- [N.d.A.] and [N.d.T.].

FOOTNOTE OR ENDNOTE REFERENCES:

- The information should be given in the following order:
  author's forename(s) should precede surname(s) and should be reduced to initials,
  surname(s) not in capslock/ uppercase,
  full title in italics,
  publisher,
  city and year of publication,
  page (p.) or pages (pp.) reference.
  [Eg.: M. Bianchi, *La filosofia della citazione*, Einaudi, Torino 1990, p. 53.]

- Editor and translator:
  The names of editors etc. should be treated in the same way as those of authors (as set out above) with regard to forenames and number to be given; they should follow the title and be preceded by the abbreviated forms 'ed. by', 'trans. by', 'rev. by'.
  [Eg.: M. Bianchi, *The philosophy of quotation*, J. Vrin, Paris 1998, p. 34; trans by F. Rossi, *La filosofia della citazione*, Cortina, Milano 1998, p. 25.]

- Co-authors:
  insert a comma among authors' surnames
  [Eg.: M. Bianchi – T. Rossi – C. Verdi, *La filosofia della citazione*, Einaudi, Torino 1990, p. 53.]; If there are more than 3 co-authors, use the acronym AA.VV. before the title.

- Miscellaneous volume: insert author, title of the essay in italics, the indication "in" followed by the curator of the collection with the formula (edited by), followed by the title of the volume in italics, name of the publisher, city and year, reference page (p.) or pages (pp.).
  [Eg.: M. Bianchi, *La filosofia della citazione*, in F. Brambilla (a cura di), *Mille modi per scrivere una citazione*, Mondadori, Milano 1999, p. 89.]

- Essays and articles cited by journals: author, title in italics, the indication "in" followed by the name of the journal head in quotation marks («»), possible order number / year, reference pages (pp.) or page (p.).
  [Eg.: M. Bianchi, *La filosofia della citazione*, in «Rivista delle citazioni», 1/2013, pp. 32-35.];

- Classic texts: author, title, book, chapter, paragraph, possible lines separated by commas without typographical indications (reference to a specific edition is recommended);

- *Ivi* (in italics): to quote the same text of the immediately preceding note, followed by a comma and the indication of the reference page;

- *Ibidem* (in italics): to quote the same page as the immediately preceding note.
  [Eg.   [1] M. Bianchi, *La filosofia della citazione*, Einaudi, Torino 1990, p. 71.
  [2] *Ivi*, p. 72.
  [3] *Ibidem*.]

- To quote a title already included in a previous note:
  author, title in italics, cit., reference page (p.) or pages (p.).
  [Eg.: M. Bianchi, *La filosofia della citazione*, cit., p. 112]

- Editions: if the edition used is other than the first, this should be stated in the form '2nd edn', '5th edn', 'rev. edn'.