Typographic guidelines for authors

Contributors are kindly requested to respect the following guidelines when writing their proposals for the journal.

Submitting a proposal

Articles may be submitted to the journal any time throughout the year, or in compliance with the deadlines of a call for papers launched by the editors. Articles must be submitted by email to *Polythesis*' editorial board as an attachment (acceptable file formats include *.doc, *docx, *rtf, *odf). All references to the author must be removed from the text (see the section on the double-blind peer review on the journal website).

Metadata (title and subtitle, summary of maximum five lines, five keywords) are to be submitted in English in a separate file.

Typographic and bibliographic guidelines

1. <u>Font (recommended)</u>: Times New Roman, font size 12, line spacing 1,5, for the body of the text; Times New Roman, font size 11, line spacing 1, for off-set quotations; Times New Roman, font size 10, line spacing 1, for footnotes. The text should not be divided into syllables nor justified.

2. <u>Quotations:</u>

   For quotations shorter than three lines, double angle quotation marks «…» should be used. Longer quotations should be offset from the body of text, written in font size 11 and with 1 cm paragraph indent from the left margin. Omissions in the quotations should be identified by three suspension points within square brackets […].

3. <u>Quotations in other languages</u>

   Quotes in languages different from the one in which the article is written will be normally translated into the language of the article, in accordance with the indications below.

   a) Primary sources: the translation immediately follows the original quotation, within round brackets.

   b) Secondary sources: 1) if the translation is in the body of the text, the original quotation will be placed in a footnote, 2) if the original quotation is in the body of the text, its translation will be placed in a footnote.

4. <u>Use of quotation marks</u>

   « » (double angle quotation marks) for quotes shorter than three lines, for article or chapter titles (see quoting style and examples below), and for direct speech.

" " (double quotation marks) for quotations within quotations.

' ' (single quotation marks) for an uncommon use of a word or expression, and for literal translations of words.

5. <u>Other graphic conventions</u>

Footnote exponents are to be placed before punctuation marks (e.g. lyrics[12]; certain»[7].).

Use of *italics* is to be limited as much as possible (titles and subtitles of volumes, journal headings).

Punctuation marks always follow single and double quotation marks and should never be preceded by a space (e.g. «more than true».).

6. <u>Quotations and bibliography</u>

This journal adopts the author-date system. Therefore, bibliographical information must be placed in the body of the text as a short reference (Author/Editor Date, Page Number), which will be expanded in the complete «Bibliographical references» at the end of the contribution. We recommend to follow the examples below.

Books

<u>Bibliography</u>: Bédier, Joseph, 1893. *Les Fabliaux. Études de littérature populaire et d'histoire littéraire du Moyen Âge*, Paris, Champion.

<u>In-text</u>: (Bédier 1893, 36).

In case of multiple authors or editors, but less than or equal to three, they will be cited in the same order in which they appear in the bibliographical source, separated by a slash. In case of more than three authors or editors, only the first will be cited, followed by et al.:

<u>Bibliography</u>: Jourde, Pierre / Tortonese, Paolo, 1996. *Visages du double. Un thème littéraire*, Paris, Nathan.

<u>In-text</u>: (Jourde / Tortonese 1996).

<u>Bibliography</u>: Mickel, Emanuel J. et al. (ed.), 1977-1996. *The Old French Crusade Cycle*, Tuscaloosa, University of Alabama Press, 10 vol.

<u>In-text</u>: (Mickel et al. 1977-1996)

<u>Bibliography</u>: Mancini, Mario et al., 2014. *La letteratura francese medievale*, Roma, Carocci.

<u>In-text</u>: (Mancini et al. 2014)

In case of translations or new editions, it is possible to cite the year of the original edition in the bibliographical references.

<u>Bibliography</u>: Meletinsky, Eleazar M, [1976] 1998. *The poetics of myth*, transl. by Guy Lanoue and Alexandre Sadetsky, New York, Garland.

<u>In-text</u>: (Meletinsky [1976] 1998, 56).

Conference proceedings:

Bibliography: Gerard Verbeke / Joseph Ijsewijn (ed.), 1972. *The Late Middle Ages and the Dawn of Humanism Outside Italy*. Proceedings of the international conference (Louvain, May 11-13 1970), Leuven, Universiy Press / The Hague, Martinus Nijhoff.

In-text: (Verbeke / Ijsewijn 1972).

Chapters in collective books, journal articles, encyclopaedic entries, etc.

Bibliography: Lories, Danielle / Rizzerio, Laura, 2003. *De la phantasia à l'imagination,* Namur, Société des Études Classiques.

In-text: (Lories / Rizzerio 2003)

Bibliography: Follon, Jacques, 2003. «La notion de *Phantasia* chez Platon», in Lories / Rizzerio 2003, 1-14.

In-text : (Follon 2003)

Bibliography: Bonafin, Massimo, 1990. «I gabbi interpretati. Rassegna critica», *Lingua e letteratura* 7 (14/15), 195-210.

In-text: (Bonafin 1990)

Bibliography: Preda, Alice, 2016. «Temporal and spatial sentence connectives: evidence from Old Romanian», *Zeitschrift für romanische Philologie* 132 (2), 557-591. DOI: https://doi.org/10.1515/zrp-2016-0035.

In-text: (Preda 2016)

Bibliography: Labriola, Albert C., 1998. «Milton, John», in *Encyclopedia Britannica*. URL: https://www.britannica.com/biography/John-Milton (visited on August 20, 2018).

In-text: (Labriola 1998)

N.B.:

As for bibliographical cross-references in the body of the text, when a book or article is cited immediately before, ivi (roman) will be used, followed by the number of the page (e.g. ivi, 84), or *ibid*. (italics) if the page is the same as in the previous reference.