Author guidelines

Software

Please send a digital copy of the article in .doc format. Manuscripts may be prepared in Microsoft Word only.

Style

Please use Times New Roman size 12 font and 1.5 line spacing. Use footnotes, not endnotes (Times New Roman size 10 font, single-line spacing). The text of the article and the notes should be fully justified.
Pages should not be numbered.

Headings

Please limit the levels of headings to a maximum of three. All levels of heading should be consistently presented, their hierarchy clear and ranged left
Main section headings in the article should be left-justified, Times New Roman size 14, in bold font. Skip one line before and after the heading.
Secondary section headings in the article should be left-justified, Times New Roman size 12, in bold font.

Heading level 1 bold, size 14
Heading level 2 bold, size 12
Heading level 3 in italics, not bold, size 12
Please avoid the use of underlining
Please avoid numbering the headings.

Quotations

Up to three lines: quotations should be inserted within the main body of text between "double English quotation marks". Use single quotation marks within the quotation.
Footnote callouts are placed **after** punctuation marks.
Longer quotations (three lines and more) should be displayed separately from the main body of text: skip one line before and after and indent the block quote (still in Times New Roman 12, but single-spaced). Do not use quotation marks at the beginning and at the end of the block quotation.
If a passage has been omitted from the quote, use [...].
The source must always be given, preferably including the page number.

Footnotes and bibliographical references

Please give the complete references of books, chapters and journal articles in footnotes.

- For **a monograph**: FirstName LastName, *title in italics*, place of publication, publishing house, year, page number.

Michel Foucault, *The Order of Things: An Archeology of the Human Sciences*, London, Routledge, 2001, p. 65.

- For **articles**: FirstName LastName, "title of article between inverted commas", *title of journal in italics*, issue, number, year, page numbers.

Mario Praz, "Baroque in England", *Modern Philology*, 61, 3, Feb. 1964, p. 169-179.

- For articles published **online**: provide the URL and mention date of access (last accessed 1 January 2015).

For a work cited in the preceding footnote, same page: *Ibid*.
For a work cited in the preceding footnote, different page: *Ibid.*, p. 43.
For a work already cited: M. Foucault, *op. cit.*, p. 170.
For a collective volume already cited: F. Létoublon (ed.), *op. cit*., p. 33.
For an article already cited: M. Praz, art. cit., p. 166.
For an edition of a primary source already cited: abbreviated title of the work, followed by ed. cit., p. 166.
For a work already cited, and if the author is cited for more than one work, add the short title of the work: M. Foucault, *The Order of Things*, *op. cit.*, p. 50.
When there are several works mentioned in a footnote, separate them by **;**

Illustrations

Please provide a caption for each illustration indicating the exact source, the title, the author, etc.
All photographs, images, etc. should be sent as high res (minimum 300 dpi) jpg, tiff or eps files.
Please note that **it is the author's responsibility to obtain the necessary permissions** to publish illustrations (photographs, maps, figures, etc.) and to pay all reproduction fees.

Other important points

Italic

Words to be set in italic should be typed in italic. Please avoid excessive italic for emphasis but use it for book titles, newspapers, journals, plays, film and TV programme titles, and foreign words (such as Latin expressions), unless particular terms occur so frequently that they are better in normal (roman) type.

Artwork

Charts, diagrams, etc. prepared using Word or Excel should be provided as Word or Excel files.
Please do not embed artwork in a Word file or in the body of your manuscript, save each file separately and in their original format (i.e. jpg, tiff, eps).
Avoid using colors (especially red and blue) as they will not reproduce clearly in grey tones.

Text body

Please do not insert tabulation markers, nor columns, nor index tags.