

MIMESIS EDIZIONI EDITORIAL NORMS

- » The author should provide the publisher the manuscript in word .doc format.
- » Use automatic footnote numbering; avoid restarting from number¹ at the beginning of each chapter, keep automatic numbering.
- » Unless one has a specific need for using different fonts, only Times (on Mac) or Times New Roman (on Pc) should be used.
- » Do not use Word automatic bullet or numbered listing – use manual listing, as during the printing layout, Word auto listed bullets do not appear.
- » Do not use setting tabs.
- » The text should be complete with possible images, which should ALSO be provided separately to the publisher at the highest possible resolution (300 DPI at least).
- » Tables should be numbered and supplied as separate files. In the text, it will be necessary to indicate where to place them.
- » In case of quotations longer than three lines, they should be broken off from the text by one line from the upper text and one from the lower, reducing the font size by 1 point.
- » Hyphens and dashes:
 - » only use hyphens (-) with no space on either side to link words (spazio-tempo);
 - » use short dashes with a space on either side to enclose parenthetical sentences (è sufficiente – ma necessario – osservare sempre).
- » Capital letters. Consistency on the use of capital and small letters must be pursued, trying to restrict the capital letters to the essential points. The most important thing is uniformity throughout the volume. Absolutely avoid writing the full name of the authors in capital letters, in any context (text, footnotes, index).
- » Bold type may not be used.
- » Accentuation. Make sure accents on the vowels are correct: à, ì, ò, ù (always with grave accent); cioè, è (with grave accent); né, sé, perché, affinché, poiché, giacché, etc. (with acute accent). Do not use any apostrophe for “è” or “È”.
- » Use of quotation marks: use double quotation marks (“...”) and single quotation marks (if any) within the quotation. Single quotation marks ‘...’ may be used only within other quotations. Never use angle quotation marks.
- » Square brackets should be used for the enclosure of phrases or words which have been added to the original text or for editorial and similar comments. Omissions should be marked by an ellipsis (three points within square brackets): [...].
- » For euphonic reasons, the “d” should be used only to separate two identical vowels. (e.g. Ed è)

REDATIONAL CRITERIA

- » Footnote reference numbers should be inserted before any punctuation marks (except long quotations where punctuation is part of it) and following quotations marks.
- » Long quotations (three or four lines) should be broken off from the previous and the following lines.
- » Epigraph quotations should be right-aligned.

VARIOUS CONVENTIONS

It is recommended to respect the following conventions: p. and pp. (NO pag. or pagg.); s. and ss. (NO seg. e segg.); cap. and capp.; cit.; cfr.; ecc.; vol. and voll.; n. and nn.; [N.d.A.] and [N.d.T].

We also recommend: p. 24 and not p.24 (insert a space);

A. Manzoni and not A.Manzoni (insert a space); J.M. Keynes and not J. M. Keynes (no space between the two initials).

QUOTATIONS

For quotations within the text, use double quotation marks “.....”. Single quotation marks ‘.....’ may be used only within other quotations. Long quotations (three or four lines) should be broken off from the previous and the following lines with no quotation marks.

USE OF ITALIC

Only the titles of books, articles, chapters and foreign terms should be italicized, in order to emphasize a word.

USE OF DOUBLE QUOTATIONS MARKS

Double quotation marks “.....” may also be used for the expressions in which figurative interpretation (ironic, allusive, etc.) is required. Never use angle quotation marks («.... »).

INDEX STYLE

Surnames should precede forenames which have to be reduced to initials (capital letters).

Numbers follow one another, separated by a comma.

When the name recurs in the footnote, a letter “n” should follow the page number.

For instance:

Husserl E., 49, 50, 53, 86n, 132, 133, 143

James W., 10, 38, 44, 53

IMPORTANT: Even though the index can be prepared since the beginning, authors may need to wait for the definitive layout of the Work before inserting the page numbers, as they may alter during editing processes.

BIBLIOGRAPHICAL CRITERIA

TRADITIONAL BIBLIOGRAPHY

AUTHOR:

In the footnote: forenames should precede surnames and should be reduced to initials (capital letters).

For instance: S. Petrelli, *La stampa in Occidente. Analisi critica*, de Gruyter, Berlino-New York 2005.

If there are several authors, their names should be given separated by commas. The “e” conjunction should be omitted.

In general bibliography: surnames should precede forenames (reduced to initials).

For instance: Petrelli S., *La stampa in Occidente. Analisi critica*, de Gruyter, Berlino-New York 2005.

If the author’s name is not included, do NOT use “AAVV”, but do use the name of the editor(s) in roman, followed by “(a cura di)” in small letters between brackets, followed by the title. If there are more than one editor, do write their names, one after the other, separated by a comma, omitting the “e” conjunction and followed by “(a cura di)”;

For instance: Cattaruzza S., Sinico M. (a cura di), *Husserl in laboratorio*, E.U.T., Trieste 2005, pp. 235-270.

TITLE, in italic. A colon should be used to separate title and subtitle (also in italic). The title must be followed by a comma. If the publication is composed by more than one volume, the number of volumes should follow the title, separated by a comma, and should be rendered as “vol.” followed by roman numerals.

For instance: Cattaruzza S., Sinico M. (a cura di), *Husserl in laboratorio. Appunti*, E.U.T., Trieste 2005, pp. 235-270.

M. Weber, *Wirtschaft und Gesellschaft*, Mohr, Tübingen 1920; tr. it. *Economia e società*, vol. I, Comunità, Milano 1968, p. 432.

EDITOR:

›› the name of the editor should follow the title and should be given in roman, in small letters and preceded by “a cura di”. When there is more than one editor involved, their names follow the form “a cura di” and should be given one after the other, separated by a comma, omitting the “e” conjunction;

For instance: W. Shakespeare, *Giulio Cesare*, a cura di A. Lombardo, Feltrinelli, Milano 2000.

›› if the author’s name is not included, the name of the editor(s) should be given in roman, followed by “(a cura di)” in small letters between brackets, then followed by the title. If there are more than one editor, do write their names, one after the other, separated by a comma, omitting the “e” conjunction and followed by “(a cura di)”;

For instance: S. Cattaruzza, M. Sinico (a cura di), *Husserl in laboratorio*, E.U.T., Trieste 2005, pp. 235-270.

›› authors of the preface, translators, etc. should be treated in the same way as editors (as set out above);

PUBLISHING HOUSE, or printer for ancient publications, in roman;

PLACE OF PUBLICATION, in roman, not followed by a comma;

DATE OF PUBLICATION and, if the edition used is other than the first, this should be stated in superior (superscript) arabic numerals;

PAGE NUMBER(S), if any, in arabic and/or roman numerals. They should be preceded by “p.” or “pp.”.

Examples for the footnotes:

L. Wittgenstein, *Über Gewissheit*, a cura di G.E.M. Anscombe, G.H. von Wright, Blackwell, Oxford 1969; tr. it. di M. Trinchero, *Della certezza. L'analisi filosofica del senso comune*, Einaudi, Torino 1978, § 1.

H. Putnam, *Reason, Truth and History*, Cambridge University Press, Cambridge 1981; tr. it. di A.N. Radicati, S. Veca (a cura di), *Ragione, verità e storia*, Il Saggiatore, Milano 1994.

M. Mei, *Sensazioni e Ideae sensuales nella filosofia di Christian Wolff*, in F. L. Marcolungo (a cura di), *Christian Wolff tra psicologia empirica e psicologia razionale*, Olms, Hildesheim-Zürich-New York 2007, pp. 95-112.

Examples for general bibliography:

Hume D., *A Treatise of Human Nature*; tr. it. di E. Lecaldano, *Trattato sulla natura umana*, Laterza, Roma-Bari 1993.

Heidegger M., *Sein und Zeit* (1927), Niemeyer, Tübingen 1977; F. Volpi (a cura di), *Essere e Tempo*, Longanesi, Milano 2005.

In the case of **OPERA CITATA**, the following abbreviations should be used, **following the name of the author and separated by a comma:**

» “cit.”, in roman, in small letters: when more than one work of the same author is quoted throughout the volume.

“cit.” follows the author and the title. The publishing house, the place and the date of publication should be omitted.

For instance:

S. Petrelli, *La stampa in Occidente. Analisi critica*, de Gruyter, Berlino-New York 2005, pp. 23-28.

S. Petrelli, *La stampa in Occidente. Analisi critica*, cit., pp. 35-38.

» “*op. cit.*”, in italic, in small letters: when a single work of the same author is quoted, “*op. cit.*” follows the name. The title and the other following parts are omitted.

For instance:

S. Petrelli, *La stampa in Occidente. Analisi critica*, de Gruyter, Berlino-New York 2005, pp. 23-28.

S. Petrelli, *op. cit.*, pp. 40-42.

For JOURNALS, newspapers and magazines: author (see below), title (see below), journal, in double quotation marks and preceded by “in”, series numbers, year(s) in roman numerals and possible issue number, year, page number(s).

For instance:

S. Noiret, *I musei della Grande Guerra sul Web*, in “Memoria e Ricerca”, n. s., a. IX, n. 7, 2001, pp. 22-26.

NOTES

Footnote reference numbers should be inserted both in the text by superior (superscript) numbers, both in the note. Reference numbers should follow the word which refers to, with no brackets, and should precede any punctuation marks. Do use footnote, progressively numbered, and no endnote (at the end of the article/chapter/essay).

Standardise:

Ivi, always in roman

cit., always in roman

Id., always in roman

Ibidem o *Ibid.* always italicized

et al., always italicized

passim, always italicized

supra e infra always italicized

op. cit. always italicized

Use of Ivi and *Ibidem* (or *ibid.*)

» “Ivi” should be used when the same work of the previous quotation is repeated but with a different page span. “Ivi” (in roman) is followed by page number(s).

For instance:

N. Cognome, *Lezioni su Dante*, cit., pp. 295-302.

Ivi, pp. 320-326.

Cfr. ivi, pp. 320-326.

» “*Ibid.*” (or “*Ibidem*”, both in italic) should be used when the quotation may be repeated in the same way (same author, same work, same page number).

For instance:

B. Varchi, *Di quei cinque capi*, cit., p. 307.

Ibid.

Id. [Idem]

In quotations of a new work of an author who has been previously quoted, his name could be replaced by "Id." (abbreviation of "Idem") in general bibliographies, in footnotes and in the reference of a work which is part of a collection of essays by the same author.

For instance:

L. Pirandello, *Il fu Mattia Pascal*, Sonzogno, Milano 1936.

Id., *L'umorismo*, Arnoldo Mondadori, Milano 1999.

AMERICAN STYLE BIBLIOGRAPHY

In the text, references should be enclosed in brackets.

The surname precedes the date of publication, with no comma: a colon separates the year from the page number(s), if any.

Come è stato affermato di recente (Severino 1992, p. 34)

For more than one work by the same author, a semi-colon should be inserted between years.

(Severino 1985; 1987; 1990)

If the author published several works on the same year, it is necessary to order them by using letters a, b, c, etc.

(Severino 1987a; 1987b)

In the case of a quotation of more than one author, their names should be enclosed in brackets, separated by semi-commas.

Come è stato affermato di recente (Severino 1992; Verdi 1991)...

In the end, in the case of a volume translated into Italian, follow this order: year of publication, tr. it. year of the italian edition, pages of the italian edition.

(Weber 1921; tr. it. 1968, p. 72)

In the final bibliography, the information should be given as in the following model. For the space between the year of publication and the title, use the tab key and not the space bar.

Alberoni, F.

1977 *Movimento e istituzione*, Il Mulino, Bologna.

Ampolo, C. (a cura di)

1980 *La città antica*, Laterza, Bari.

1981 *La politica in Grecia*, Laterza, Bari.

Bartolomei Vasconcelos, T., Calloni, M. (a cura di)

1990 *Etiche in dialogo. Tesi sulla razionalità pratica*, Marietti, Genova.

Parsons, T., Bales, R.F.

1955 *Family Socialization and Interaction Process*, The Free Press, Glencoe; tr. it. *Famiglia e socializzazione*, Mondadori, Milano 1974.

Parsons, T., Bales, R.F., Shils, E.

1953 *Working Papers in the Theory of Action*, The Free Press, Glencoe.