



SUBMISSION GUIDELINES

for authors, translators and journal editors

General guidelines

1. Manuscripts should be submitted in final publishable form, and with complete bibliographic references provided for all sources.
2. Please include your name exactly as you wish it to appear in print.

Basic Typographical Guidelines

1. The font to be used is Palatino Linotype.
2. The text file should be submitted in two formats: .docx and .pdf.
3. Foreign words and the titles of books, movies, articles etc. should be in Italics. The titles of periodicals must be put in double quotation marks (“”).
4. Avoid the use of the underlined and the bold font in the text and in the footnotes.
5. For all non-English titles, only the first word in the title should be capitalised, along with place names and names of people.
6. For book titles in English, please capitalise all nouns and verbs.
7. Use three dots in square brackets for the omitted/corrupted text. E.g.: [...]
8. Square brackets [] should be within Parentheses (). E.g.: (For further discussion see Richardson’s excellent analysis [1999] and Danneberger’s survey [2000].)

Quotes

1. Short quotations must be put in double quotation marks (“ ”).
2. In case a secondary quotation is included in a main quotation in caporal/double-angle quotation marks, the first must be put in single quotation marks (‘ ’).
E.g.: “‘We are acting now to prevent this health crisis from getting worse,’ said Governor Northam”.
3. Block quotes are used for long direct quotations. The block format is a freestanding quote that does not include quotation marks. Please indent the entire quote from the left margin.

Footnotes

1. Please use footnotes rather than endnotes.
2. Footnote reference number should appear in Superscript before the Punctuation Mark. E.g.: Text text¹.



3. In the footnote please cite only the author, the publication year and the page number(s). E.g.: Pfeiffer 1968, p. 187; Cassirer 1976, pp. 120-125.
4. Use “Ibid.” to refer to the footnote immediately previous. If you are citing the same work, but a different page, please write “Ibid., p. x.”

Bibliography

1. A reference list must be included after the text. The list of references should only include works that are cited in the text. Do not use footnotes or endnotes as a substitute for a reference list.
2. Reference list entries should be alphabetised by the last names of the first author of each work. Please alphabetise according to the following rules: 1) For one author, by name of author, then chronologically; 2) For two authors, by name of author, then name of co-author, then chronologically; 3) For more than two authors, by name of first author, then chronologically.
3. In case more than a reference of the same author published in the same year is mentioned, please add a letter following the year of publication (e.g., 1989a, 1989b etc.).
4. In case the reference has more than two authors, please mention the first author followed by ‘et al.’.
5. Please adopt the following standards:

- **Journal article**

ABU-DAYYEH, N. (2006), *Persisting vision: plans for a modern Arab capital, Amman, 1955–2002*, in “Planning Perspectives”, 1, pp. 79-110.

ADONIS (Adūnīs) (1992), *al-Šar‘ wa-l-šī‘r*, in “Fuṣūl”, 11, 3, pp. 66-70.

- **Book**

PFEIFFER, R. (1968), *History of Classical Scholarship: From the Beginnings to the End of the Hellenistic Age*, Clarendon Press, Oxford.

DELEUZE, G., GUATTARI, F. (1980), *Mille plateaux: Capitalisme et schizophrénie 2*, Les Éditions de Minuit, Paris.

BARTHES, R. et al. (1969), *L’analisi del racconto: Le strutture della narrazione nella prospettiva semiologica che riprende le classiche ricerche di Propp*, Bompiani, Milano.

- **Edited book**

Sapienza Università Editrice

Piazzale Aldo Moro 5, 00185 Roma

T (+39) 06 4991 2415 F (+39) 06 4991 2858

P. IVA 02133771002 Cod. Fisc. 80209930587

e-mail: editrice.sapienza@uniroma1.it

www.editricesapienza.it



POCOCK, D. (ed.) (2014), *Humanistic Geography and Literature: Essays on the Experience of Place*, Routledge, London.

SMITTEN, J. R., DAGHISTANY, A. (eds) (1981), *Spatial Form in Narrative*, Cornell University Press, Ithaca.

BEMONG, N., et al. (eds) (2010), *Bakhtin's Theory of the Literary Chronotope: Reflections, Applications, Perspectives*, Academia Press, Gent.

- **Book chapter**

CASSIRER, E. (1976), *Libertà dell'uomo, necessità astrologica e poteri magici*, in C. Vasoli (ed.), *Magia e scienza nella civiltà umanistica*, Il Mulino, Bologna, pp. 120-165.

- **Translation**

GHALLAB, A. (2017), *We buried the past*, trans. Roger Allen, Haus Publishing, London.

- **Online document**

AHLBÄCK, P.M. (2007), *The Reader! The Reader! The Mimetic Challenge of Addressivity and Response in Historical Writing*, in "Cromohs", 12, 1-17, available at: <http://www.cromohs.unifi.it/12_2007/ahlback_reader.html> (last accessed 15 January 2015).

- **Dissertation**

DEEB, M. A. (1983), *'Unsī al-Hājj and the Poème en Prose in Modern Arabic Literature*, PhD thesis, University of Alberta, 1983.

- **Articles in encyclopaedias or dictionaries**

WAARDENBURG, J.D.J. (1993), s.v. «Mustashriḳūn», in *The Encyclopaedia of Islam*, 2nd ed., vol. 7, Brill, Leiden, pp. 735-753.

* What is written is a recommendation. If functional to the work to be published, the book can also be written according to a different bibliographic system, as long as it is applied correctly and consistently throughout the text.