

Publishing rules for authors and instructions for the editorial staff

1) Peer review

Since its beginning, the journal has adopted a strict “double blind” anonymous peer review system. Therefore, the authors’ and referees’ identities are reciprocally unknown. All the articles submitted to the journal are subjected to a preliminary exam in order to establish if they have a minimum scientific standard and if they are edited according to the editorial instructions. The ones that pass this first screening are subjected to the anonymous review by two skilled scholars. Generally, a decision from the journal direction is guaranteed to be delivered within three months. If necessary, the author is asked to revise his/her own article on the base of the referees’ remarks. After that, it will be submitted to a second review. However, the editorial board reserves the right to make the final decision on publishing.

Therefore, the authors, besides giving their names, affiliations and address in a separate sheet (as indicated below), must avoid any clear and direct reference to their own work in the text and in the footnotes, avoiding expressions like “on this topic see my...”, “in my article”, “in my book”, etc.

Contributions published in the sections “Documenti”, “Interventi e discussioni”, and “Recensioni”, are not subjected to peer review.

2) Originality of the articles

Mondo contemporaneo does not take into consideration articles which were or are about to be published, wholly or partially, elsewhere. This applies to articles published elsewhere in the same form, to articles whose core content comes from books or articles already published by the author, or to articles based on materials shared with books or articles which might be published around the same time of the eventual publication in *Mondo contemporaneo*. As indicated below, the authors are requested to make a preliminary statement in which they declare that their article has not been submitted at the same time, in any form, to other journals or to other publishers.

3) Reviews

Mondo contemporaneo carefully selects the books it reviews. It favours books which are based on first-hand researches, or which are methodologically relevant, or which deal with an

historiographical issue from a different point of view, or finally, which stimulate the historiographical debate on a crucial issue. Therefore, the journal publishes only reviews “on request”, and it doesn’t accept unsolicited proposals.

4) Manuscript submission

The manuscript must be submitted in Word format (no PDF) and must be sent as attachment by e-mail to the address: mondocontemporaneo@yahoo.it. The material for eventual drawings, pictures or charts must be sent in good conditions apart from the manuscript, preferably in digital format on different files. Authors must obtain the authorization to reproduce this material from the rights owners and send this authorization together with it.

Each manuscript, besides the footnotes, must enclose the following elements so that the article can be indexed in the international databases.

1. Name, affiliation, address, phone of the author(s). As each manuscript will be submitted to an anonymous external review, it is necessary that all the information about the author are written on a first separate sheet. The data about the author will be published together with the article to make it possible to establish contacts between him and the reading public. Therefore, it is necessary to specify which data can be published and which private information, on the contrary, can be utilized only by the editorial staff.
2. The author must provide an abstract in Italian not exceeding 1.200 characters (all data including spaces). The abstract must include clearly the most relevant points of the article. The subject must be always expressed in third person (“The author writes that...”).
3. The author must provide an abstract in English not exceeding 1.200 characters (all data including spaces). The title of the article must be translated in English too and must be placed on top of the abstract.
4. Below the abstracts, the author must add six “parole chiave” (keywords) in Italian and six keywords in English which clearly summarize the topics of the article. These keywords are also used to elaborate the volume analytical index.

As the title, the abstract and the keywords are taken into account to index the article in the international data banks, we suggest some simple expedients. In this way, the web search engines will find the article more easily and the article can be therefore read, utilized and cited easily. Therefore, we suggest that authors keep in mind how the search engines work and:

- Choose a good title, i.e. devoid of ambiguousness, precise, effective, apt to effectively summarize the content of their article. The essential keywords that describe the article should typically be included in the title;
- Keep in mind that a keyword research is realized not through single words but through composed words (not “war”, but “First World War”);
- Choose carefully the keywords, trying to imagine what a researcher interested in their article could type in when researching;
- Remember that the more effectively they write their abstract, which is the main instrument used by the web search engines, the better chances they will have of giving visibility to their article;

- Try to repeat several times in your abstract the keywords. However, do that in a “natural way” and try not to exaggerate, as Google and Google Scholar will single the abuse out after four repetitions.

5) Preliminary statement on exclusive, responsibility and rights

It is necessary to enclose, together with the submission of the manuscript, a letter in which the author states that his article has not already been submitted to another journal and that it will not be submitted to another journal until the *Mondo Contemporaneo* direction decides about the publication of the manuscript.

The authors take full responsibility for their own published articles. The manuscript submitted to the publisher can't be changed. The copyright belongs to the journal. It's forbidden to reproduce, also partially, the journal without the permission of the journal direction.

6) Dimensions of the articles:

The texts submitted to *Mondo contemporaneo* must not exceed:

- For the *Saggi*: 85.000 characters (footnotes and spaces included);
- For the *Interventi e discussioni*, the *Rassegne*, the *Note*, the *Laboratorio*: 50.000 characters (footnotes and spaces included);
- For the *Recensioni*: 10.000 characters (footnotes and spaces included).

7) Proofs and offprints

The editorial staff will provide the proofreading. The editorial staff reserves the faculty of making formal or editorial changes and of changing articles' titles, in case they appear too long or not explicative. All the authors of articles will receive one copy of the journal. PDF versions of the article and of the journal are also available upon request of the authors. The authors of reviews can only request a PDF copy.

8) General format of the text

The editorial staff asks the authors to send manuscripts which respect the following editorial rules:

- *Page settings* (select Microsoft Word commands: “file”-“page setup”):
 - Select A4 as paper size (select commands “file”-“page setup”-“size”)
 - Ensure that the margin requirement is adequately met (select commands “file”-“page setup”-“margins”):
 - Top margin: cm 5,5; Bottom margin: cm 6,2; Left margin: cm 4,6; Right margin: cm 4,6;
 - Footer: cm 5,2;
 - Binding: 0.
- *Font and paragraph* (select commands: “format”- “font” and “format”-“paragraph”):
 - *Normal text*: Times New Roman, 11 pt, justified, single space, first-line indent: 0,5 cm. – check option “Widow/Orphan control”;

- *Block quotes*: Times New Roman, 10 pt, justified, single space, first-line indent: 0,5 cm. – check option “Widow/Orphan control”;
- *Footnotes*: Times New Roman, 9 pt, justified, single space, first-line indent: 0,5 cm. The footnotes should be numbered consecutively, starting from number 1.

Page Numbering: Number consecutively and clearly the pages with arabic numerals placed at the middle of the bottom of the page.

- *Hyphenation*: always select automatic hyphenation (On the “Page Layout” tab, in the “Page Setup” group, click “Hyphenation”);
- *Paragraph headings*: numbered, in italics, justified, 2 empty lines above and 1 empty line below;
- *Font*: The journal adopts 2 kinds of type: the normal (Roman) type and the Italic type. The authors are required to write in Italic type the non-Italian words, except for those which are commonly used (as leader, partner, etc.). However, some words (like *élite*), even if are commonly used, keep the original accentuation and can be considered as non-Italian words. The plural of the non-Italian words in italics will obviously respect the grammar rules of the original language to which these words belong; on the contrary, the words in Roman type are indeclinable (i leader, i partner, etc.). Moreover, the author must write in italics also: the book and journal titles cited in the normal text; some Latin expressions like *passim*, *supra*, *infra*. Finally, the author can write in italics – but without exceeding – some words he wants to give emphasis to. It’s possible to utilize double quotation marks (“”) to indicate a metaphorical use of some words.
- *Quotations*: Short quotations are placed in the text between caporal quotation marks (or guillemets), like in «exact quotation». Quotations longer than five lines should be indented and set off from the regular text, leaving a blank line at the beginning and at the end of the quotation. The font of these block quotes is Times New Roman, 10 pt. If within a quotation there’s another quotation between quotations marks, it’s possible to use double quotation marks. If the author wants to cut out a part of the quotation, he must indicate this intentional omission of some words in the original text with triple-dot punctuation mark between square brackets [...].
- *Blank spaces*: Don’t leave blank spaces between two sentences, except for the cases the author wants to separate a part of the text from the previous one. Don’t ever leave more than one blank space between two words or before clicking “return”. Always insert a single blank space after a punctuation mark, not before. Leave a blank space – as in this case – before and after the dashes. Moreover: p. 24 (with a blank space) and not p.24; A. Manzoni and not A.Manzoni; but J.M. Keynes (without blank space between the initials of the first name) and not J. M. Keynes.
- *Capitals*: Only the first letter must be capitalized in these following cases: titles of chapters and paragraphs; author’s first name in the bibliographical citations; nations; names of offices or departments (ex. Direzione amministrativa, Direzione del personale, but: ministero dell’Interno, ministero della Pubblica istruzione, etc.); common words used as a proper noun (ex. Banca di Napoli); Stato; initials and acronyms, without dots between the letters (ex. Fiat, Usa, Pci, Nato), except for two-letters ones (UE, DC). On the contrary, the author will write in small capitals the first letter in the following cases: common terms that have a feature of generality (governo, regione, direzione, polizia, esercito); titles (dottore, presidente); nationalities (italiani, francesi); disciplines (la filosofia).

- *Company acronyms*: The company acronyms must be written in dotted small capitals when they follow the proper noun (s.p.a., s.r.l.). This same rule must be applied also to the initials of the different kind of Italian laws (d.p.r., d.lgs., d.m., c.m., d.lgt.). “L.” (acronym for Law) must be written in capital letter.
- *Stress*: Italian words which end with the letter *e* with accent mark over it have generally acute accent (perché, poiché, affinché, né, sé, etc.), except for: the third singular person of the simple present of the verb “essere” (è), some words that derives from it like “cioè”, some common names (bebè, caffè, tè, etc.), and some proper ones (Noè, Giosuè, Mosè, etc.). The author must always use “È” (capital *e* with the accent over it) and not “E” (capital *e* with the apostrophe).
- *Underlined words*: Do not underline words in any case.
- *Apostrophes*: Do not leave a blank space after the apostrophe.
- *Hyphens and Dashes*: The author must use hyphens (-) to join words (ex. “analisi storico-critica”) and to indicate a closed range of values, such as those between dates, times, or numbers (ex. “negli anni 1970-80”, or pp. “46-47”, “vii-viii”, “XV-XVI”, etc.). The dashes (–) can be used for parenthetical periods, and often demarcates a parenthetical thought or some similar interpolation. In this case, the author must leave a blank space before and after the dashes (ex. «Vede dottore – disse il paziente – oggi mentre venivo da lei...»); the dash can be utilized also to indicate the minus sign. Longer dashes (—) can never be utilized.

9) Notes

Mondo contemporaneo adopts the main rules of the humanities style system with regard to the notes, even when they differ from the prevailing Italian tradition. So, please follow these criteria:

- a) The numbers of the notes must be placed as superscripts, without parentheses, before punctuation marks (full stop, comma, colon, etc.), but after closing quotation marks (e.g.: «Ei fu»¹⁵). In case of block quotes, the number of the note must be placed after the punctuation mark. The numbering of the notes must be progressive. Bis or ter notes are not allowed.
- b) With regard to the bibliographical references, these following rules must be adopted by the authors (the elements that are in square brackets could also be not indicated):

Book

- First citation: Initial(s) of the first name in capital letters Dot Surname, *Title of the book* [,#. ed.], Publisher, Place (the name of the places must be indicated in the language of the original edition of the book), Year, [vol. #,] [p. o pp. #]
Ex. J. Morley, *The Life of William Ewart Gladstone*, MacMillan, New York, 1903, II, pp. 121-134.
- Successively: Initial(s) of the first name in capital letters Dot Surname, *Abbreviated title of the book*, cit., [vol. #,] [p. o pp. #]
- Ex. J. Morley, *The Life*, cit., II, p. 138.

Translated Book:

If you think it is important to mention that a book was originally published in a language different from the one you're citing, adopt the following criteria:

- First citation: Initial(s) of the first name in capital letters Dot Surname, *Title of the original edition of the book* [# ed.], Publisher, Place (the name of the places must be indicated in the language of the original edition book), Year, trad. it. *Title of the book* [# ed.], Publisher, Place, Year, [vol. #,] [p. o pp. #]
 - Ex. G.L. Mosse, *The Nationalization of the Masses. Political Symbolism and Mass Movements in Germany from the Napoleonic Wars through the Third Reich*, H. Fertig, New York, 1975, trad. it. *La nazionalizzazione delle masse. Simbolismo politico e movimenti di massa in Germania (1815-1933)*, Il Mulino, Bologna, 1975, p. 165.
- Successively: Initial(s) of the first name in capital letters Dot Surname, *Abbreviated title of the book*, cit., [vol. #,] [p. o pp. #]
 - Ex. G.L. Mosse, *La nazionalizzazione delle masse*, cit., p. 138.

Edited book:

- First citation: Initial(s) of the first name in capital letters Dot Surname (a cura di) (this indication must be written in the language of the original edition of the book: (ed.) or (eds.) for the English or Spanish books; (sous la direction de) or (dir.) for the French books; (hrsg.) for the German books), *Title of the book*, [# ed.], Publisher, Place, Year, [vol. #].
 - Ex. D. Menozzi, R. Moro (a cura di), *Cattolicesimo e totalitarismo. Chiese e culture religiose tra le due guerre mondiali (Italia, Spagna, Francia)*, Morcelliana, Brescia, 2004; oppure: R. Griffin (ed.), *Fascism, Totalitarianism and Political Religion*, Routledge, London, 2005; oppure: J. Tusell, E. Gentile, G. Di Febo (eds.), *Fascismo y Franquismo. Cara a Cara. Una perspectiva historica*, Biblioteca Nueva, Madrid, 2004; oppure: P. Nora (sous la direction de), *Les lieux de mémoire*, Gallimard, Paris, 1984; oppure: G. Denzler, L. Siegele-Wenschkewitz (hrsg.), *Theologische Wissenschaft im "Dritten Reich". Ein ökumenisches Projekt*, Herchen, Frankfurt/Haag, 2000.
- Successively: Initial(s) of the first name in capital letters Dot Surname (a cura di), *Abbreviated title of the book*, cit., [vol. #].
 - Ex. D. Menozzi, R. Moro (a cura di), *Cattolicesimo e totalitarismo*, cit.

Essay in an edited book:

- First citation: Initial(s) of the first name in capital letters Dot Surname, "Title of the essay", in Initial(s) of the first name in capital letters Dot Surname (a cura di) (this indication must be written in the language of the original edition of the book: (ed.) or (eds.) for the English or Spanish books; (sous la direction de) or (dir.) for the French books; (hrsg.) for the German books), *Title of the book*, [# ed.], Publisher, Place, Year, [vol. #] [p. o pp. #-#, only with regard to the cited pages].
 - Ex. R. Moro, "Il mito dell'impero in Italia fra universalismo cristiano e totalitarismo", in D. Menozzi, R. Moro (a cura di), *Cattolicesimo e totalitarismo. Chiese e culture religiose tra le due guerre mondiali (Italia, Spagna, Francia)*, Morcelliana, Brescia, 2004, p. 311; oppure: in R. Griffin (ed.), *Fascism, Totalitarianism and Political Religion*, Routledge, London, 2005, pp. 207-208; oppure: in J. Tusell, E. Gentile, G. Di Febo (eds.), *Fascismo y Franquismo. Cara a Cara. Una perspectiva historica*, Biblioteca Nueva, Madrid, 2004, pp. 115-116; oppure: in P. Nora (sous la direction de), *Les lieux de mémoire*, Gallimard, Paris, 1984, p. 17;

oppure: in G. Denzler, L. Siegele-Wenschkewitz (hrsg.), *Theologische Wissenschaft im "Dritten Reich". Ein ökumenisches Projekt*, Herchen, Frankfurt/Haag, 2000, pp. 451-467.

- Successively: Initial(s) of the first name in capital letters Dot Surname, "Abbreviated title of the essay", cit., [vol. #,], [p. o pp. #].
 - Ex. R. Moro, "Il mito dell'impero", cit., p. 138.

Article in a print journal:

- First citation: Initial(s) of the first name in capital letters Dot Surname, "Title of the article", *Title of the journal*, Volume, Issue, Year, p. o pp. #-#.
 - Ex. E. Gentile, "Political Religion: A Concept and its Critics. A Critical Survey", *Totalitarian Movements and Political Religions*, 6, 1, 2005, pp. 19-32; M. Ceadel, "The First Communist 'Peace Movement'. The British Anti-War Movement, 1932-1935", *Twentieth Century British History*, 1, 1, 1990, pp. 21-42.
- Successively: Initial(s) of the first name in capital letters Dot Surname, "Abbreviated title of the article", cit., [p. o pp. #].
 - Ex. E. Gentile, "Political Religion", cit., p. 30; M. Ceadel, "First Communist 'Peace Movement'", cit., p. 39.
- If the journals are used as primary sources, you can choose to indicate the date of publication: Initial(s) of the first name in capital letters Dot Surname, "Title of the article", *Title of the journal*, Date of publication, p. o pp. #-#.
 - Ex. G. Dalla Torre, "Pace di compromesso", *Vita e Pensiero*, marzo 1947, pp. 180-182; A. Messineo, "Pace senza giustizia", *La Civiltà Cattolica*, 22 febbraio 1947, pp. 353-358.
 - Successively: Initial(s) of the first name in capital letters Dot Surname, "Abbreviated title of the article", cit., [p. o pp. #].
 - Ex. G. Dalla Torre, "Pace di compromesso", cit., p. 185.

Article in a newspaper:

- First citation: Initial(s) of the first name in capital letters Dot Surname, "Title of the article", *Title of the newspaper*, Date of publication.
 - Ex. W.S. Niederkorn, "A Scholar Recants on his 'Shakespeare' Discovery", *New York Times*, 20 giugno 2002.
- Successively: Initial(s) of the first name in capital letters Dot Surname, "Title of the article", cit.
 - Ex. W.S. Niederkorn, "A Scholar Recants on his 'Shakespeare' Discovery", cit.

Books published electronically or articles in an online journal:

Follow the same rules you adopted for printed books and articles, adding: book/article available on the web-site: <http://www...> and the date of consultation (in brackets).

In all these cases, please adopt these general indications:

- If you're referring to the only book, article, essay, etc. cited in the immediately foregoing note, even if you're referring to different pages of it, you must use **ibid.** (**ibid.** at the beginning of the phrase). In this last case, if you're referring to different pages, you must precisely specify them;

- Be aware of the rules that regulate the use of the capital letters in the title of the English and German books. For example, in English titles all the words are in capital letters, except for **a**, **an**, **the**, the conjunctions, and the prepositions up to four letters.

10) Tables, illustrations and charts

Tables, illustrations and charts must be progressively put in the text, in an editable format.

The legends must be written in Times New Roman, 9 pt, italic, aligned along the left margin.

The table must be formatted as follows: Times New Roman with the font size 8 or 9 and running head at the top: italic, with a black border up and down (see example).

The legend of the tables must be placed at the top of the table. It must be written in Italics, preceded by Tab. and by the relative numbering, without the full stop at the end of the legend. The author must indicate under the table the source(s) from which the data are taken. A full stop must be placed at the end of the source(s).

EX:

Tab. 3 – Distribuzione percentuale

	<i>Maschi</i>	<i>Femmine</i>	<i>Totale</i>
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Lmno	7,2	11,6	9,4
Totale	100	100	100
N	1.153	1.208	2.361

Fonte: *Annuario...*

On the contrary, the caption of the illustrations (and of the charts) must be placed at the bottom of the illustration, in Italics, preceded by Fig. and by the relative numbering, without the full stop at the end of the legend. Authors must obtain the authorization to reproduce illustrations and tables from the rights owners.