LPh – General Guidelines

(Submission, Editorial, Formatting)

Lexicon Philosophicum is an international peer-reviewed journal, which welcomes contributions either in English, French or Italian. Manuscripts will be submitted using the journal's online submission system. However, eminent scholars can also be personally invited to contribute articles, which will be published under the direct supervision and responsibility of the editors. Invited articles can be published in languages others than English, French or Italian, according to what is agreed with the authors. Abstracts will in any case be written in English. Both submitted and invited contributions are supposed to comply with the guidelines given here, as appropriate. The editors welcome the opportunity to discuss preliminary proposals with potential contributors by email, and reserve the right to make editorial revisions in articles and reviews.

Submission Guidelines

Submissions will be accepted, which fit the formats of the different sections of the journal: research articles and critical essays (recommended max length 15,000 words), as well as shorter contributions on specific topics (recommended max length 8,000 words), text editions, and bibliographic critical reviews (length to be agreed). All of them may include images and multimedia content. The number of words is intended references and endnotes included.

Lexicon Philosophicum follows a blind peer reviewing procedure. In order to facilitate this evaluation procedure, authors are therefore requested not to include self-identifying references in their submitted contributions. Self-identifying citations and references in the article text should be avoided (with 'Author' and year used in the 'References' and footnotes, instead of the author's name, article title, etc.).

Submissions must include the following:

An abstract in English of 150 words for research articles or essay, or an abstract of no more than 100 words for shorter contributions.

5 key words separated by a semicolon (for example: Consciousness; Renaissance Studies; Mind…)

A biographical statement of no more than 100 words about the author(s) including name, surname, job title, affiliation, and email address.

Manuscripts should be compiled in the following order: (a) author's name, affiliation, and biographical statement, in the first page of the file; and (b) starting from the second page: title, abstract, keywords, main text, acknowledgments (as appropriate), appendix (as appropriate), references. Pages should be numbered consecutively.

Submission procedures

Articles must be submitted using the Journal's online submission system.

First-time submitters must create an user account in order to submit an article.

The system will require authors to certify that the submission is the original work of the author(s). The journal will licence articles under a Creative Commons Licence.

Recommendations

Authors writing in a non-native language are strongly encouraged to have their manuscript edited/checked by someone familiar with the scholarly language of the manuscript or a professional translator before submitting.
As part of the submission process, authors are required to check off their submission's compliance with the journal checklist.

Editorial Guidelines

Abstract/Double Abstract

A double Abstract, one in English, one in another language (optionally Italian, French, German and Spanish), is requested for Invited Papers and Articles. Notes & Discussions need a single Abstract in English.

Keywords

5 keywords separated by a semicolon are always requested

Stylesheet general

Use footnotes for the sake of online reading convenience. Restrict notes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance.

Either American or British spelling and terminology may be used, but either one should be followed consistently throughout the article.

Use italics to emphasize whatever part of the main text you consider worth emphasizing (but please use this option with moderation).

Italics should also be used for foreign terms included in the main text or in the footnotes, unless they are of common use.

Single quotation marks will be used to distinguish words or phrases that are mentioned instead of being used, according to the use-mention distinction, as when giving the quotation form (or lemma) of a linguistic item – generally we use linguistic terms to talk about something that is non-linguistic, whereas we mention a linguistic term to talk about that linguistic item itself.

Use double quotation marks for short direct quotations (those with no more than 35 words) and single quotation marks for quotations within quotations.

Larger direct quotations (i.e. those exceeding 35 words) should be set off from the main text by adding a blank line above and below them, and by indenting the block of the quoted text on the left side (left margin 3.5 cm). These larger (or block) quotations should not be enclosed in quotation marks.

Quote primary sources in the original language, whenever possible. However, if in the body of the text a quotation is given in translation, then the text in its original language should preferably appear in the footnotes.

If an article contains words or quotations extensive in non-Latin characters (for example: Greek, Hebrew, Arab, or other non-Latin alphabets), authors need to use Unicode fonts.

Aside from the indications given in this guidelines keep formatting to a minimum.

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References.

Supplementary material (if needed) should be collected in an Appendix and placed before the Reference section.

In case of doubt, do not hesitate to contact the Editorial Team: lexicon@iliesi.cnr.it

References

A detailed list of references is given in "References" at the end of the main text. The different types of sources will be cited as follows:

Adams, Robert M., *Leibniz. Determinist, Theist, Idealist,* New York, Oxford, Oxford University Press, 1994. **[authored book]**

Totaro, Pina (ed.), *Tradurre filosofia*, Firenze, Olschki, 2011. **[edited volume]**

Palaia, Roberto, "Le traduzioni tedesche settecentesche della Monadologie", in Pina Totaro (ed.), *Tradurre filosofia*, Firenze, Olschki, 2001, p. 151-203. **[book chapter]**

Paccioni, Jean-Paul, "Leibniz, Wolff et la métaphysique traitée selon la méthode scientifique", *Revue de Synthèse,* 128 (3-4), 2007, p. 295-310. **[article in hardcopy journal]**

Tieszen, Richard, "Analytic and Continental Philosophy, Science, and Global Philosophy", *Comparative Philosophy*, 2 (2), 2011, p. 4-22, < http://www.comparativephilosophy.org >. [**article in open-access online journal**]

Costa, Andrea, "G. W. Leibniz. Dynamica de potentia et legibus naturae corporeae. Materiaux pour une édition critique", Thèse pour le diplôme d'archiviste paléographe, ècole Nationale des Chartes, Paris, 2011. **[from sources such as unpublished theses]**

Bird, David, "Mencius on *Hao-Ran-Zhi-Qi*", *Asian Philosophy*, 25, 1957, p. 266-275; reprinted in Robert Conee (ed.), *Contemporary Philosophy*, London, Routledge, 1988. **[works which have been published in different sources]**

Braudel, Fernand, *La Méditerranée,* 1949 (2nd edition 1966), trans. Sian Reynolds, *The Mediterranean*, London, Collins, 1999. [**translated works**]

Classical References

The edition, as well as credit for translation, should be specified the first time a work is cited. Standard scholarly editions and translations must be used when they exist for the work in question, unless the argument requires otherwise. For authors and works the abbreviations proposed by the *Greek-English Lexicon* by H. G. Liddel and R. Scott and by the *Oxford Latin Dictionary* by P. G. W. Glare should be preferred.

Bibliographical citations

When quoting for the first time a contribution, put in the relevant footnote the complete citation, with only the initial of the author's first name(s). Put 'Ibid.' if the same text is quoted in the very next note. If quoted in a later note, put the author's name without the initial and an abbreviated version of the title. E.g.:

1 M. Mugnai, *Introduzione alla filosofia di Leibniz*, Torino, Einaudi, 2001, p. 183-189.
2 Ibid., p. 205 ff.
3 ....
4 Mugnai, *Introduzione*, p. 73.

Tables and Figures

Tables and figures (in .jpg or .png format) should be numbered consecutively and provided with appropriate captions. They should be uploaded as supplemented files. Please clearly indicate the preferred positioning of the tables or figures in the text. Authors are expected to obtain permission to reproduce any copyrighted material used in their articles.

Punctuation

The closing quotation mark should precede any punctuation, unless the quotation ends with a question or an exclamation mark. The exponents of the notes always follow the punctuation.

Numerals

Spell out numbers under 10 (except of the chapter-number and page-number cases, like 'Chapter 3' or 'page 6'). Use numerals for measurements, e.g. '12 km', and ages, e.g. '30 years old'.

Use numerals for percentages in the text, but spell out 'per cent', e.g. '10 per cent'. The percentage sign ('%') should be used only in table and figures.

When writing in English, insert a comma for thousands, e.g., '1,000', and a point for decimal numbers, e.g., '1.5 space line'.

Abbreviations

Full stops should be used after abbreviations ('p.', 'Ch.') but not in acronyms ('USA', 'UNESCO', 'EU'). When writing in English, note especially: 'ed.' but 'eds'; 'vol.' but 'vols'; 'Ch.' but 'Chs'; but one exception: both 'no.' and 'nos.' with full stops.
Use 'p.' for page/pages (instead of 'pp.')

Formatting Guidelines

The submission file should be in word-processor file format (Word, RTF, etc.) or in XML format.

Do not use special formats or styles: all lines must be aligned to the left, no small caps, no style that automatically inserts a line of space between paragraphs.

Page format should be as follows: top margin: 5 cm; bottom margin: 5 cm; left margin: 4.5 cm; right margin: 4.5 cm; gutter: 0; header: 4 cm; footer: 4 cm.

Use single line spacing in the main text of your contribution, without any extra space before or after each line.

Use exact line spacing 11 pt in the block quotations and in the footnotes.

Use 12 point size in the main text and references and 10 point size in footnotes and block quotations. Leave two blank lines before any heading or section of your contribution, and one after it.

Do not indent the first paragraph of each section; all following paragraphs, however, must be indented (left margin 0.75 cm). Leave two line of space at the end of a section, with no other lines of space in the text.

Author(s) names: 12 pt. Title: 14 pt, all caps.

Abstract: 10 pt; exact line spacing 11 pt.

Keywords: max. 5, 10 pt.

Titles of paragraphs: 12 pt, italics.

References heading: 10 pt, all caps.

Reference entries: 10 pt.