

SYNERGIES

A JOURNAL OF ENGLISH LITERATURES AND CULTURES

STYLESHEET

Short version

Synergies: A Journal of English Literatures and Cultures welcomes the submission of original articles and essays (min. 5,000 words – max. 9,000 words, including Abstract, Notes, and References) as well as reviews, notes, and interviews (min. 1,200 words – max. 3,000 words). Please note that this journal publishes manuscripts mainly written in English. However, reviews, notes, interviews and, in a few particular cases, longer contributions may also be published in Italian (these possibilities should be discussed and arranged with the editors).

Synergies is published once a year. This scientific journal is committed to upholding high-quality publications and rigorous review standards. Papers are first assessed for suitability by the editors or the scientific committee and, if receiving a positive evaluation, they will undergo a double-blind peer-review process by anonymous and specialised researchers, who may suggest any adjustment they deem necessary. All submitted papers are considered as confidential documents; potential contributors whose article manuscripts are not accepted will be notified promptly. As regards accepted and peer-reviewed papers, the editors reserve the right to make final recommendations and copyedit them for the sake of clarity or style. Please notice that *Synergies* may not take into consideration texts that have already been published or are being assessed for publication elsewhere. For further details regarding peer review and revision policies, submission procedures and deadlines, see the relevant sections on the journal's website.

Paper submission

Prospective contributors should submit:

- an electronic version (MS Word format) of their titled paper as an e-mail attachment
- an abstract (both in English and Italian, max. 200 words) along with 3-5 suitable keywords (both in English and Italian, separated by full stops). Abstract and keywords only pertain to articles and essays
- a bio-bibliographical note (max. 150 words) containing author's details and contact information (full name, institutional affiliation, e-mail address). This statement will not appear in the paper's version sent to peer reviewers

Formatting

- Use Times New Roman, 1.5 line spacing, justified margins (both left and right)
- Author's name: font size 14, in SMALL CAPITALS, centered
- Paper's title: font size 16, centered, with the first letter of each major word capitalised
- Main text: font size 12
- Page margin sizes: top: 3 cm / bottom: 2 cm / left: 2.5 cm / right: 2 cm
- Titles of paragraphs and sections (if any): font size 14, *Italicised*, with the first letter of each major word capitalised. Sections may be further divided into numbered subsections; all second-level headings must be in lower case (except for proper nouns and the first letter of the first word)
- Abstract, keywords, long quotations (more than 3 lines) and footnotes: font size 10

- Number pages progressively (upper right-hand corner)
- All new paragraphs should be indented (0.5 cm) except for long quotations and for the first paragraph after a line space and after a heading
- Use British English spelling conventions (e.g., -ise endings, ‘programme’, ‘centre’, ‘organisation’)

Quotations and quotation marks

- Short quotations (1-3 lines) must be included in the main text and enclosed in double quotation marks (“ ”), font size 12, 1.5 line spacing
- Long quotations (more than 3 lines) must be separated from the main body of text and be preceded and followed by a blank line, font size 10, 1.5 line spacing, no quotation marks (unless they include a quoted passage), no indenting left or right. Quotations must end with a period. In case of a sequence of two or more quoted passages, a blank line must precede and follow each of them. In excerpts containing dialogue exchanges, the words spoken are enclosed in double quotation marks.

“ ” Double quotation marks are also used for

- one-word quotations
- titles of essays, chapters in volumes, short stories and single poems, journal and newspaper articles, reviews, interviews, lectures, speeches, and other short contributions

‘ ’ Single quotation marks are also used to

- highlight a specific concept
- illustrate the meaning of a word
- highlight an idiomatic, ironic or figurative use of a term

Italics

Italics should be used for

- emphasis
- foreign words (unless they are a quotation and except for the ones that have become common currency)
- stage directions in plays
- titles of books, collections, dissertations, journals and newspapers, art works, exhibition catalogues, films, TV or Web programs and series, theatrical performances, and multimedia works

Footnotes

- Use footnotes, not endnotes
- Footnotes are numbered consecutively within each paper by superscripts 1, 2, 3, and so forth
- Footnote numbers should be inserted directly after the relevant word and after punctuation marks
- Do not place footnotes within or at the end of titles
- Footnotes appear at the bottom of the corresponding page, font size 10, 1.5 line spacing, justified margins (both left and right)
- Footnotes may include references to bibliographic sources as well as concise comments and explanations
- In footnotes including a quotation, only the relevant page number(s) should be specified (the whole page range of articles, chapters or sections will be indicated in the reference list)

Ellipses

- Ellipses indicating missing material and omissions are made up of three periods in square brackets [...]
- A space should be normally placed before and after the brackets
- The typographical symbol [...] may be preceded or followed by marks of punctuation, but it is not used whenever the omitted information occurs right before or at the end of a quoted passage
- Never use ellipses to begin or close a quotation

References (General Bibliography)

- All sources must be acknowledged and listed in full at the end of the paper
- The reference list might also include titles that have not been cited directly in the body of text or in footnotes. However, all entries should refer to sources that have actually contributed to providing information and inspiration throughout the paper
- The list must be alphabetically ordered by author's last name. If the author is unknown, the first letters of the work's title are taken into consideration for alphabetisation purposes. If the author is not a person, but a corporation, an organisation or a department, the full name of the institution should be listed in alphabetical order
- If deemed necessary, the list might be divided into different sections (e.g., primary sources, secondary sources, digital resources, etc.)
- Author's (or editor's) SURNAME must be followed by a comma and FULL FIRST NAME (in case of a double name, the insertion of the two initials may suffice; whichever form you choose, use it consistently throughout the document). Both surname and name are given in SMALL CAPITALS
- Titles should be written in full. English titles and subtitles are separated by a colon, with one space added before the subtitle: *Title: Subtitle* / "Title: Subtitle"
- The first letter of each key word in English titles and subtitles is capitalised. If titles and subtitles are in languages other than English, the standard rules pertaining to that language might be applied
- Titles of essays, chapters, articles, and other short contributions are placed in double quotation marks ""
- Titles of volumes, edited books, collections, conference proceedings, and the like are italicised and followed by Place, Publisher, publication year. If there are two city names, they should be separated by 'and'; if there are three city names, 'and' should be inserted between the second and the third name; if there are more than three city names, only the first one should be cited. The publication year of the first or of a former edition should be put in parentheses after the publisher's name and before the year of the consulted edition: Publisher, (year) year
- Use U.P. when citing publications by University Presses (e.g., Chicago U.P., Manchester U.P., Yale U.P.). Use CUP for Cambridge University Press, OUP for Oxford University Press, PUF for Presses universitaires de France
- Titles of periodicals, scientific journals and newspapers are italicised. Periodicals and journals are followed by volume number in Arabic numerals accompanied by issue number (Arabic numerals in parentheses), year, page numbers. Newspapers are followed by Day-Month-Year of Publication, page numbers (if available)

Examples

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