

## Editorial Guidelines

	<i>Research Papers</i>	<i>Book reviews</i>
<b>Length</b>	Between 20.000 and 50.000 characters (with spaces) inclusive of endnotes, tables, references.	Between 5.000 and 20.000 characters (with spaces) inclusive of endnotes, tables, references.
<b>Page setup</b>	3 cm (margins right and left) 2 cm (margin top margin) 2 cm (margin bottom)	2 cm (margins right and left) 1,5 cm (margin top margin) 1,5 cm (margin bottom)
<b>Font</b>	Arial 14, bold (title of the paper) Arial 12, bold (titles of paragraphs) Arial 12, italic (titles of sub-paragraphs) Arial 12 (body text)	
<b>Structure</b>	0,50 cm line spacing Body text should be justified Insert sections and subsections according to the structure below: <b>1. Title</b> <i>1.1. Title</i> 1.1.1. Title Section headings should be concise	Single line spacing Body text should be justified Always insert sections if the text exceeds 10.000 characters
<b>Indentation</b>	No first-line indent for marking the start of a new paragraph. Insert instead a space between paragraphs.	
<b>Abstract</b>	150-200 words	
<b>Keywords</b>	4-5 keywords	
<b>Notes</b>	Footnotes, Arial 10	
<b>Quotations</b>	Use double quotation marks (“...”), except where “a quotation is ‘within’ a quotation”. Long quotations of 40 words or more should be indented without quotation marks, in character 11. Insert a space before and after long quotations.	
<b>Tables and figures</b>	Tables and figures must be numbered in the order in which they appear in the manuscript. Do not embed figures in the manuscript. Figures must be saved separately, as part of the file containing the complete text of the manuscript, and numbered correspondingly	
<b>In-text citations and quotations</b>	Insert surname(s) of the author(s), year of publication and pages of reference in the body text according to the following examples: Galtung (1990), or (Galtung 1990), or (Galtung 1990, 79). If there are more than two authors, insert <i>et al.</i> after the first surname. If citations or quotations are more than one, write (Galtung 1990; 1995) or (Galtung 1990; Habermas 2000)	
<b>Links</b>	Insert hyperlinks in the body text	

## References

Insert a reference list at the end of the manuscript, according to the following examples:

### Books:

Balibar, E. (2004). *We the People of Europe: Reflections on Transnational Citizenship*. Princeton, NJ.: Princeton University Press.

Lippman, W. (2007), *Public Opinion*. New York: NuVision [first published in 1922].

### Articles in journals:

Rawls, J. (1985), "Justice as Fairness: Political not Metaphysical". *Philosophy & Public Affairs*, 14 (3), pp. 223-251.

### Articles in books:

MacCallum, G.C. (1972). "Negative and Positive Liberty". In P. Laslett, W.G. Runciman, Q. Skinner (eds), *Philosophy, Politics and Society. Fourth Series*. Oxford: Basil Blackwell, pp. 174-193.

Feinberg, J. (1980). "The Idea of a Free Man". In Id., *Rights, Justice, and the Bounds of Liberty*. Princeton: Princeton University Press, pp. 3-29.

### Collective books:

Boltanski, L., E. Claverie, N. Offenstadt, S. Van Damme (eds) (2007), *Affaires, scandales et grandes causes. De Socrate à Pinochet*. Paris: Stock.

### Articles in newspapers:

Barber, L. (1993). "The towering bureaucracy". *Financial Times*, 21 June, p. 12.

### Unpublished manuscripts:

Zito, A. (1994), *Epistemic Communities in European Policymaking*. PhD thesis, Department of Political Sciences, University of Pittsburgh.

### Reports:

European Commission (2016). *Employment and Social Developments in Europe 2015*. Luxembourg: European Commission.

In case of references by the same author, follow the chronology of publication:

Butler, J. (1990). *Gender Trouble: Feminism and the Subversion of Identity*. London: Routledge.

Butler, J. (2009). *Frames of war: when is life grievable?*. London New York: Verso.

In case of references by the same author published in the same year, use small letters (a, b, c, etc.) to distinguish them:

Benn, S. I. (1967a). "Justice". In *Encyclopedia of Philosophy*, Vol. 4. New York: Macmillan/Free Press, pp. 298-302.

Benn, S. I. (1967b). "Rights". In *Encyclopedia of Philosophy*, Vol. 7. New York: Macmillan-Free Press, pp. 195-199.