

GUIDELINES

When submitting a manuscript please follow the instructions provided in this document.

Submissions should be a definitive version of the text, such that excessive corrections or changes in content are unnecessary.

Please include all authors' **names** (for contributed works, the editors' names) and their affiliations, the **title** and **subtitle** of the work. Please also supply email addresses for each author, and in the case of multiple authors or editors, clearly indicate the corresponding author or editor.

Provide a short **autobiography** and a 150-250 word **abstract** that reflects the main ideas of the work. Do not include citations or undefined abbreviations in the abstract.

Provide **5 keywords** in English for your text. Each keyword should not contain more than two compound words. When selecting the keywords, think of them as terms that will help someone locate your chapter with a search engine like Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as it will be difficult to find your work among the thousands of search results.

The manuscript needs to be submitted as a **.docx** document (2007 or later Microsoft Word version for Windows and 2008 for Macintosh).

Use **Word Styles** to compose your text (for headings and body). Do not manually apply bold and italics in the headings and please do not use underlining or highlighting in any part of the text.

For the first stages of the process (reception, revision) we will be using a Word document. After the approval of the last Word version, we will use Pdf files and only minor, necessary corrections are admitted. Major changes in content will not be possible at this point.

A **List of Abbreviations** is mandatory if there are more than five abbreviations in the text. If you use less than five abbreviations, these must be written out the first time used followed by the abbreviation in parentheses. If used in connection with numbers, the following items are abbreviated:

- Cross-references to other parts of the manuscript or another publication (Vol., Chap., Sect., Fig., Eq.); they are not abbreviated if they appear at the beginning of a sentence.
- A unit (€ 50, \$ 100).

Any particularities in formatting, images, and tables should be noted at the beginning of the submission process.

Number the **figures** chapter-wise using the chapter number (e.g., Fig. 1.1 would be the first figure in Chap. 1) and ensure that all figures are cited in the text in sequential order. Do not write "the following figure". Identify all elements found in the figure in the figure caption and use boxes, circles, etc. as coordinate points in graphs instead of colored lines. If a figure is reproduced from a previous publication, include the source as the last item in the caption. If figures require internal text, please send us the original figure with the text and the same figure without the text. Color figures may be printed in black and white. In that case, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white. A simple way to check this is to make a black and white printout to see if the necessary distinctions between the different colors are still apparent. Color illustrations should be submitted as RGB (8 bits per channel).

Format: tif/eps/jpg

Minimum resolution:

- b/w: 1200 dpi
- grey scale: 300 dpi
- colour: 300 dpi

Please supply all illustrations separately.

If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain **permission** from the **copyright** holder (usually the original publisher) for both the print and online format. Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript. Please send us a confirmation of the copyright agreement for all illustrations. Inform us if illustrations have been modified and supply the originals if possible. Please be aware that some publishers will not grant reproduction rights for free for various reasons. As an alternative, material from other sources should be used.

If your chapters are numbered, use Arabic numerals and number the chapters consecutively throughout the text (**Chapter 1, Chapter 2, etc.**), not starting anew in each section.

No more than three **heading levels** are possible (i.e., chapter heading and subsections). Another option for lower headings is a run-in heading, i.e., headings that are set immediately at the beginning of the paragraph. Such headings should be formatted in bold or italics.

Please use the following structures for **punctuation and reference numbers**:

science.¹ science.”¹ science,”¹ science”;¹ science”:¹

Avoid the following options:

science¹. science”¹. science¹”.
science¹. science”¹. science”¹ science¹”.

Quotations: use double quotation marks (“...”).

Single quotation marks are used to emphasize words or concepts (‘...’) or for a quotation within a quotation (“we are not simply talking about ensuring nourishment or a ‘dignified sustenance’ for all people”).

Italics are used for:

- foreign words or expressions that are not common use in the language in which the text is written;
- titles of books, film titles, and the titles of paintings, sculptures, and songs;
- names of boats, airplanes, modes of transportation and military bodies. For example, the *Titanic*;
- latin terms.

If a **slash** is used between two single words, there is no space on either side. If it is used between more than two words, there is a space on both sides. Wordsworth/Coleridge vs. William Wordsworth / Samuel Taylor Coleridge.

Bibliography

All works must be submitted with a full bibliography.

Please use the 16th edition of the Chicago Manual of Style consistently throughout the entire text.

Footnotes should not contain any figures or tables.

For further information see http://www.chicagomanualofstyle.org/tools_citationguide.html.

Full information is necessary for the Bibliography. For footnotes the surname of the author and the title of the document are enough.

Bibliography: Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Footnote: Pollan, *Omnivore’s Dilemma*, 3.

Please pay attention to the following particularities:

Ibid. (short for *ibidem*) is used to provide a note citation or reference for a source that was cited in the preceding note. To find the Ibid. source, one must look at the reference preceding it.

The previous reference should be immediately visible, within the same paragraph or page, otherwise the reference has to be repeated. Notice that *Ibid.* is an abbreviation where the last two letters of the word are not present; thus, it is always followed by a period.

Nairn, *Faces of Nationalism*, 17.

Ibid., 39-43.

Do not use “cit.,” “op. cit.,” AA.VV. or similar expressions; nor s, ss, f, ff for the subsequent pages.

“Confront” or equivalent is abbreviated with **Cf.** (always followed by a period). Do not use other terms.

Sacred Scripture. For the books of Sacred Scripture, use the abbreviations employed by the edition of the Catechism of the Catholic Church (1997) that corresponds to the language of the contribution. Do not use italics. If the abbreviation contains a number, join it to the name: 1Jn, 2Cor, etc. Also join chapters and verses: Mt 2,25-27 or Mt 2:25-27, etc.

For the texts of the **Magisterium of the Church**, always indicate the date of publication and the documentary source (AAS, «Osservatore Romano English Weekly Edition», «Insegnamenti», «La Documentation Catholique», etc.).

Encyclicals. The place of publication is always written in the original language. For example, Città del Vaticano is always written in Italian.

Bibliography: Benedict XVI. Encyclical *Caritas in Veritate*. Città del Vaticano: Libreria Editrice Vaticana, 2009.

Footnote: Benedict XVI, *Caritas in Veritate*, 5.

Classic works. References to classic works must contain essential information from recognized editions, not only the year of a recent publication.

Bibliography: Aristotle. “Nicomachean Ethics.” In *The Complete Works of Aristotle, Volume 2*. The Revised Oxford Translation, edited by Jonathan Barnes. Princeton, N.J.: Princeton University Press, 1984.

Footnote: Aristotle, Nic. Eth. 1094b27-30.