

## Guidelines for Our Authors

Authors should submit Word files (written in a recent version of MSWord) to the email address <orpheusnoster@googlegroups.com>. Articles and essays should not normally exceed 40 000 characters (including spaces, notes, and bibliography), however The Editorial Board welcomes much shorter manuscripts, too. Book reviews should be between 5 000 and 10 000 characters in length.

The following **general rules** should be followed: text alignment is left and right justified (centered text); non-indented paragraphs; use as little formatting as possible, and italics where appropriate; do not add extra space between paragraphs; if using special fonts and characters, font file(s) and a copy of the manuscript in PDF format should be sent to the given email address. Main text: Times New Roman 12-point type; line spacing is 1.5. Footnotes: Times New Roman 10-point type; should not be separated by a full blank line; line spacing is single.

Use **footnotes**, not endnotes (i. e. eliminate from the main text unnecessary bibliographical data or parenthetical references to sources). **Give complete bibliographical information the first time** a work is referenced (opening and closing pages of an article, then the specific pages referred to, using the bare number only, no “p.” or “pp.”) and also give an individual footnote for each detail to be documented. **Subsequent citations should use a short reference**; decide on a standard or clear abbreviation for use after the first occurrence, but avoid complicated or ugly acronyms. The title of an article in journal or collection should be in single quotation marks. The title of a journal or book (including collections) should be in italics.

Cross-references should be avoided. **References should be gathered into a bibliography** at the end of the manuscript, indicating the DOI-numbers. The order should be in the alphabetical order of the surnames, first names are abbreviated here: E. GARIN, instead of Eugenio GARIN, SZEPESY T. instead of Tibor SZEPESY. Otherwise, the title description is the same as the full title description requested in the footnotes.

**Manuscript references** include the location of documents, description and folio. Online references should include URL and followed by the date accessed in square brackets.

**Quotations** should be given within single quotes (use double quotes only inside single quotes). Longer ones of more than three lines should be indented as a separate paragraph without quotes. Foreign-language texts in Roman type should be in italics. For non-Roman texts (Greek, Hebrew, Coptic, Syrian, etc.) use Unicode fonts.

**Figures** (tables, illustrations, photos and other artworks) should not be embedded in the text, but submitted **separately in JP(E)G** or TIF format; properly cropped line drawings should have a resolution of at least 1000 dots per inch, greyscale and colour of at least 1000 dots per inch at their final size. Colour figures should be supplied in CMYK (not RGB) colours.

Put **placeholders** into the text to show where the image should appear. Type these placeholders on their own line, flush left, and bracketed (e.g., [Table 1]). Figure captions (with source information) should be numbered, for easy reference, and listed at the end of the document.

The manuscript should be followed by **an abstract of 10 lines maximum** (i.e. in the same document) in one of the following languages: English, German, French, Italian, and accompanied by some **keywords**.

The following **data** are required at the very end of the text: the Author's name, year of birth, academic degree, current or preferred discipline, and place of employment/research.

In the case of **book reviews** the title should be followed by **full bibliographic information**.

**Proofs** will be sent via email to the Authors for checking. Changes to the text should be made by enabling Word's change-tracking mode (under the 'Review' tab), and by **accepting or rejecting the Editor's modifications**. Corrections should be returned to the Editorial email address.