

Instructions for Authors

The journal welcomes contributions written in Italian, English, French and Modern Greek, accompanied by an abstract (about 500-1000 characters, spaces included), and 4-5 keywords, which clarify the theoretical framing and the contents. Abstract and keywords must be written in English and in the language (Italian/French/Modern Greek) chosen for the whole contribution. The Editor in Chief will provide, if requested, the translations into Italian of the abstract and keywords.

The positively evaluated contributions are published in the journal issues on a quarterly basis, in accordance with the submission date within the time limits foreseen: within **January 31st**, to be included in the March issue; within **April 30th**, to be included in the July issue; within **August 31st**, to be included in the November issue.

Contributions, which are to be published in the book series “Quaderni di *Synergheion*” can be sent in any languages.

Corresponding authors will receive a PDF of their article /book.

Contributions must be submitted complete, refined in each part and already scrupulously aligned with editorial rules by e-mail — via attachments, in Word and PDF format — to the supervisor of the Editorial Staff at the correspondence e-mail: caporedattore@synergheion.it

The attachments are three.

In the **first** attachment, the proposing author sends a copy of the contribution, following the instructions indicated in the Editorial Guidelines. In the case of a positive evaluation, this copy will be the one used for the publication. Please, also indicate a telephone contact for any urgent communications from the publisher or the journal.

In the **second** attachment, the copy of the contribution must be devoid of any indication that may trace back to the identity of the author, also verifying the hidden properties of the file. Any acknowledgment or dedication as well as the parts of the contribution that could reveal his/her own identity must be highlighted, so that they can be easily deleted from the document that will be submitted by the Editorial Board for the peer referral process by applying the double-blind method. In case of necessary quotes of his/her own works the author can follow these generic suggestions not to make explicit his/her identity:

E.g.:

Acceptable: «Papatheu (2016) indicated that ...».

Acceptable: «The question has already been examined by some scholars (see, e.g., Iachello, 2017, Papatheu, 2016)».

Unacceptable: «As we have already mentioned elsewhere (Papatheu, 2016), ...».

Unacceptable: «In a previous study (Papatheu, 2016), we have already indicated that ...».

In the **third** attachment, the author must declare *verbatim*: 1) that the contribution submitted to the journal is original, i.e. not submitted for publication to other journals, or already published elsewhere, either in print or on the web; 2) not to harm in any way the rights of third parties or the obligations associated with the protection of the moral and economic rights of other authors or other right holders, whether for texts, images, photos, tables or other parts which contribution can consists of, by warranting, in the case images have been reproduced from materials protected by copyright, of being liable for the authorization of their use, obtained directly from the copyright owners; 3) to be aware of the ethical and editorial lines set by the journal and the penalties provided by the Criminal Code and special laws for the assumption of false acts and the use of false acts, and therefore any components of *Synergheion* and the publishing house Carthago are exempt from any liability of any kind, civil, administrative or criminal liability, and shall be free from any claim or claim by any third party; 4) to retain the copyright on his/her own contribution, and thereby in implicit accordance with the conditions referred to at the point 22 of the “Ethical and editorial guidelines”, provided that the

author's name and surname and the title of his/her contribution and of the journal are correctly mentioned; 5) to communicate any sources of funding (e.g., government agencies, private foundations, private industry, universities) for his/her own research. The author must also report possible conflicts of interest. In addition, in the case of co-authors, he/she must state that he/she has properly indicated all other co-authors' names and has obtained both their approval concerning the final version to be submitted to the journal, and their written consent to the publication. The non-signed statement is considered null and the contribution rejected.

The contributions received are submitted to the critical reading of the Editorial Board (first selection) and two anonymous referees, on the basis of their disciplinary competence. After the peer referral process has expired, the Editorial Board shall take care that the two evaluation reports are promptly sent, through the supervisor of the Editorial Staff, to the author, without any indication of the identity of the referees. If the contribution requires adjustments or additions, the author will send the contribution again — following the same procedures and within the terms requested — so that it may be subject to the referral again. Authors of positively assessed contributions will receive a single round of proof reading for possible editorial corrections both in Word and in PDF format. Under no circumstances any further modifications can be made to the texts already submitted to the peer referral process: it is recommended to limit corrections to mere errors or typing errors.

The two files will then be sent to the journals within the deadlines stated. If the documents are not sent back by the author within the deadlines stated, the Board of Directors reserves the right to proceed directly to their correction and to submit them to the publication, in order to ensure the timely release of the issues. In accordance with the "Regulation for the Classification of Journals in Non-Bibliometric Areas", paragraph 3, approved by the Governing Council of ANVUR on July 21, 2016, the peer referral process does not apply to non-relevant contributions, such as bibliographic surveys, reviews of single volumes, editorials, introductions or afterwords for information purposes only, as well as any material whose paternity is not attributed to one or more authors.