

# HUMANA.MENTE'S EDITORIAL GUIDELINES

## TEXT FORMATTING

ALL text: Calibri 11 (except the title, see below).

Single interline spacing.

All text, footnotes and bibliography included, must be justified (except the title-author area, see below).

Margins: 3 3 3 3

Select the body of the article.

Go to: Format or Page Layout – Paragraph – Indents and Spacing.

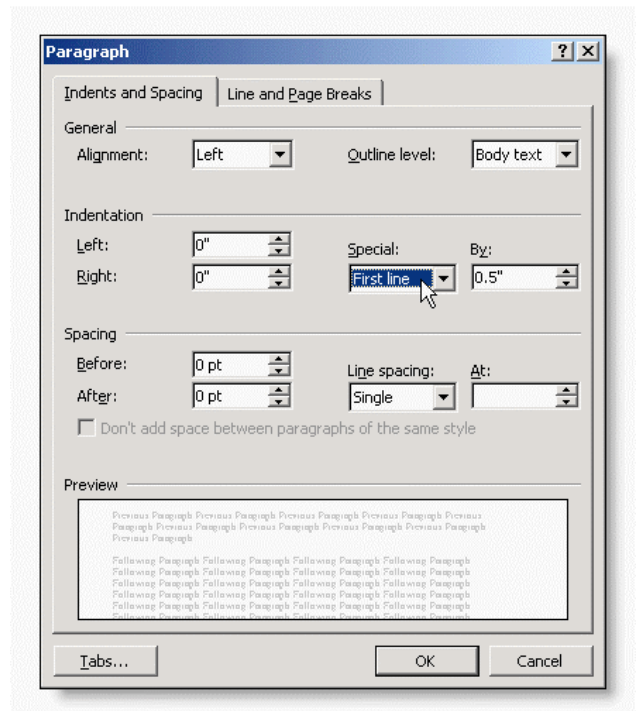
Then select:

- Special: First Line
- By: 0,5

This way every time you start a new paragraph, the first line of the paragraph is a little indented.

But remember:

the very first line of the article must NOT be indented.



## FILE NAMING

Issue12\_Paper\_Author'sLastName

Issue12\_BookReview\_ReviewAuthor'sLastName

Issue12\_Commentary\_CommentaryAuthor'sLastName

2 (or more) Authors: Issue12\_Paper\_Author'sLastName.Author'sLastName

## TITLE

The whole title-author area must be single-spaced and Centered.

## PAPERS

Write the Title on the first line of the document in Cambria 16, **Bold**.

Below: 1 blank line in Calibri 11.

Below: Author's Name and Last Name in Calibri 11, *Italics*.

Below: Author's Email Address in Calibri 11, color blue, Underlined.

If there are 2 or more authors, leave a blank line (Calibri 11) between each author. Then, after the last author's email address, leave 2 blank lines (Calibri 11) before the body of the article.

### **COMMENTARIES**

Write "Commentary" on the first line of the document in Cambria 14

Below: Title of Commentary in Cambria 16, **Bold**.

Below: Name and Last Name of the author of the Book in Calibri 11.

Below: Publisher, Location, Date in Calibri 11.

Below: 1 blank line in Calibri 11.

Below: Name and Last Name of the Author of the Commentary in Calibri 11, *Italics*.

Below: Author's Email Address in Calibri 11, color blue, Underlined.

If the Commentary has 2 or more authors, leave a blank line (Calibri 11) between each author. Then, after the last author's email address, leave 2 blank lines (Calibri 11) before the body of the article.

### **BOOK REVIEWS**

Write "Book Review" on the first line of the document in Cambria 14

Below: Title of Book Review in Cambria 16, **Bold**.

Below: Name and Last Name of the author of the Book in Calibri 11.

Below: Publisher, Location, Date in Calibri 11.

Below: 1 blank line in Calibri 11.

Below: Name and Last Name of the Author of the Book Review in Calibri 11, *Italics*.

Below: Author's Email Address in Calibri 11, color blue, Underlined.

If the Book Review has 2 or more authors, leave a blank line (Calibri 11) between each author. Then, after the last author's email address, leave 2 blank lines (Calibri 11) before the body of the article.

### **FOOTNOTES**

Footnotes must be in Calibri 10, Justified, Interline Spacing 1.

Go to: Insert – References – Footnotes.

Reference numbers in the body of the article must be inserted:

- AFTER period, question mark, exclamation mark (. ? !)
- BEFORE comma, colon, semicolon (, : ;)

### **BIBLIOGRAPHY**

Between the end of the body of the article and the title "bibliography" leave 2 blank lines in Calibri 11.

The title "bibliography" must be in Calibri 11, SMALL CAPS, **Bold**, Centered.  
Below: NO blank line, write the first entry of the bibliography.

Sources must be listed by Author.

If there are different works by the same author, put them in date order, earliest to latest.

If there are two or more works with the same author and the same date, use the a, b, c system.

**Bibliography entries: examples for different reference materials  
(pay attention to punctuation)**

- Book - Original Version

Cesarano, G. (1974). *Manuale di sopravvivenza*. Location: Publisher.

- Book - Edition other than the first

Devereux, G. (date of the edition you have). *De l'angoisse à la methode dans les sciences du comportement*. Location: Publisher. [date of first edition]

- Book -Translation

Butler, J. (publication date of the translation you have). *La vita psichica del potere. Teorie della soggettivazione e dell'assoggettamento*. (tr. by E. Bonini e C. Scaramuzzi). Location: Publisher. [date of first original edition]

- Edited Book

Erneling, C. E., & Johnson, D. M. (Eds.) (2005). *The Mind as a Scientific Object: Between Brain and Culture*. New York: Oxford University Press.

NB: (Ed.) if there is only one editor.

- Article in a Magazine or Journal

Chandler, M., & Lalonde, C. (1998). Title of the article. *Name of the magazine or journal*, 35(2), 191-219.

NB: The first number (italicized) is the Volume Number, the one in brackets (not italicized) is the Issue Number.

Some journals, like Humana-Mente for example, are not organized into volumes, but only into issues. In this case, just write the Issue Number (still after the comma and in brackets).

The following numbers are the Page Numbers of the article inside the journal or magazine.

- Article or Chapter in an Edited Book

O'Neil, J. M., & Egan, J. (1992). Title of the article. In B. R. Wainrib & S. Sironi (Eds.), *Title of the book* (pp. 107-123). Location: Publisher.

NB: (Ed.) if there is only one editor.

## BIBLIOGRAPHY FORMATTING

When you're done writing the bibliography,

1. Select the title "BIBLIOGRAPHY" and choose: Interline Spacing: 1,5.

2. Select the whole bibliography (but not the title "BIBLIOGRAPHY") and go to: Format or Page Layout – Paragraph – Indents and Spacing. Then select:

- Alignment

Justified

- Indentation

Left: 1

Right: 0

Special: Hanging

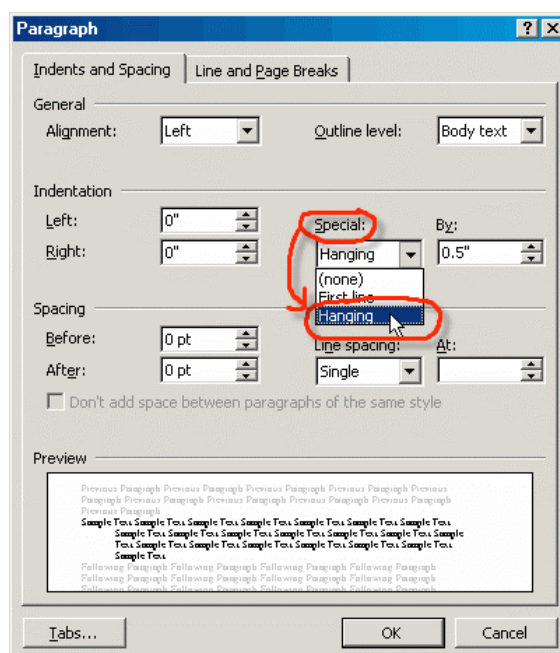
By: 1

- Spacing

Before: 6 pt

After: 6 pt

Line Spacing: Single



## QUOTATIONS

If you omit a word or words from a quotation, you should indicate the deleted word(s) by using 3 dots surrounded by square brackets [...]

If you add a word or words in a quotation, you should put square brackets around the word(s) to indicate that they are not part of the original text.

All sources of quotations must be documented in the bibliography.

Quotations must be formatted differently depending on their length.

- Short Quotations

Short quotations are no more than 2 lines long. They must remain inside the text body and enclosed within angle quotes «» To insert angle quotes, go to: Insert – Symbol.

(example)

«We behave in the way we do because of the way we think but [...] we think the way we do because of the way we see ourselves behave» (Lee 1998, p. 69)

NB: There must be NO comma between the name of the author and the publication date.

If there are two or more works with the same author and the same date, use the a, b, c system: (example)

«We behave in the way we do because of the way we think but [...] we think the way we do because of the way we see ourselves behave» (Lee 1998a, p. 69)

- Long Quotations

Long quotations are more than 2 lines long. They must be in Calibri 10 and indented. The whole quotation must be indented by 1 cm from the left margin of the text, but the first line of the quotation must not be further indented by 0,5.

There must be one blank line in Calibri 10 before a long quotation and one after it.

(example)

However, the failure of social sciences in pursuing the very knowledge of human nature was already clear during the first half of the 20<sup>th</sup> Century. As Murchinson complained:

The social sciences at the present moment stand naked and feeble in the midst of the political uncertainty in the world [...] And at the end of all these centuries, no one knows what is wrong with the world or what is likely to happen in the world. (Murchinson 1935, p. 10)

The answer to this malaise, passed through the decades, is the result of historical dialogues within psychology and sociology.

Quotations inside quotations must be enclosed within double quotation marks “ ”

**IMPORTANT (for Book Reviews and Commentaries):**

When quoting parts of the Book that is being reviewed/commented, just write the page number, without author and date.

Example: (p. 35) and NOT (Pulcini 2009, p. 35).