

Author Guidelines

1. Accepted Submissions

The journal accepts for publication articles, discussion notes, review essays and book reviews submitted exclusively to *Symposion* and not published, in whole or substantial part, elsewhere. Submission to *Symposion* is taken to imply that the same manuscript is not under consideration by another journal. The editors of *Symposion* reserve the right to refuse all future papers belonging to the authors who fail to observe this rule.

2. Submission Address

Please submit your manuscripts electronically at:

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Authors will receive an e-mail confirming the submission. All subsequent correspondence with the authors will be carried via e-mail. When a paper is co-written, only one author should be identified as the corresponding author.

3. Paper Size

The articles should normally not exceed 12000 words in length, including footnotes and references. Articles exceeding 12000 words will be accepted only occasionally and upon a reasonable justification from their authors. The discussion notes and review essays must be no longer than 6000 words and the book reviews must not exceed 4000 words, including footnotes and references. The editors reserve the right to ask the authors to shorten their texts when necessary.

4. Manuscript Format

Manuscripts should be formatted in Rich Text Format file (*.rtf) or Microsoft Word document (*.docx) and must be double-spaced, including quotes and footnotes, in 12 point Times New Roman font. Where manuscripts contain special symbols, characters and diagrams, the authors are advised to also submit their paper in PDF format. Each page must be numbered and footnotes should be numbered consecutively in the main body of the text and appear at footer of page. Authors should use the author-date system for text citations and chicago style format for reference lists, as it is presented in *Chicago Manual of Style*. For details, please visit <http://library.williams.edu/citing/styles/chicago2.php>. Large quotations should be set off clearly, by indenting the left margin of the manuscript or by using a

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smaller font size. Double quotation marks should be used for direct quotations and single quotation marks should be used for quotations within quotations and for words or phrases used in a special sense.

5. Official Languages

The official languages of the journal are: English, French and German. Authors who submit papers not written in their native language are advised to have the article checked for style and grammar by a native speaker. Articles which are not linguistically acceptable may be rejected.

6. Abstract

All submitted articles must have a short abstract not exceeding 200 words in English and 3 to 6 keywords. The abstract must not contain any undefined abbreviations or unspecified references. Authors are asked to compile their manuscripts in the following order: title; abstract; keywords; main text; appendices (as appropriate); references.

7. Author's CV

A short CV including the author's affiliation and professional address must be sent in a separate file. All special acknowledgements on behalf of the authors must not appear in the submitted text and should be sent in the separate file. When the manuscript is accepted for publication in the journal, the special acknowledgement will be included in a footnote on the last page of the paper.

8. Review Process

Symposion publishes standard submissions and invited papers. With the exception of invited contributions, all articles will be subject to a strict double anonymous-review process. Therefore the authors should avoid in their manuscripts any mention to their previous work or use an impersonal or neutral form when referring to it. The review process is intended to take no more than six months. Authors not receiving any answer during the mentioned period are kindly asked to get in contact with the editors. Processing of papers in languages other than English may take longer. The authors will be notified by the editors via e-mail about the acceptance or rejection of their papers. The editors reserve their right to ask the authors to revise their papers and the right to require reformatting of accepted manuscripts if they do not meet the norms of the journal.

9. Acceptance of the Papers

The editorial committee has the final decision on the acceptance of the papers. Articles accepted will be published, as far as possible, in the order in which they are received and will appear in the journal under one of the following main

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Authors should retain a copy of their paper against which to check proofs. The final proofs will be sent to the corresponding author in PDF format. The author must send an answer within 3 working days. Only minor corrections are accepted and should be sent in a separate file as an e-mail attachment.

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Authors who wish to have their books reviewed in the journal should send them at the following address:

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