

Lo Sguardo

rivista di filosofia

Editorial Validation Sheet for Articles **(Authors' Version)**

Please review all the following items before submitting your article to us.

Do not submit your paper until you have not completed all the following checks:

- Does the article include parenthetical notes (Chicago style or similar)?**
If yes, please convert your footnotes to the continental format, removing and moving to complete footnotes every bibliographical reference in brackets.
- Have I included in the article a final reference list / bibliography?**
If not, please add a final reference list, including all the references you cited, according to the format at the bottom of this web page: <http://www.losguardo.net/en/guidelines-publication-editing/>
- Have I avoided to include publishers' names in the footnotes' references?**
If not, please remove all of them from your quotations.
- Have I mentioned the publication place in my footnotes?**
If not, please add all of them.
- Have I *italicized* every book, article, journal, newspaper, work or artwork title I mentioned, both in the body and in footnotes?**
If not, please convert them. This does not affect journals' names in article quotations [«Journal of History of Philosophy» and not *Journal of History of Philosophy*]
- Have I included any book or article titles or any other title between quotation marks [“ ” or even ‘ ’ or « »]?**
If so, please remove quotation marks and format the title in italic.
- When mentioning articles or essays published in journals, have I enclosed the journal's name between *guillemets* [«Journal's Title»]?**
If not, please remove any other format and put the journal's name between *guillemets* [«Journal's Title»].

When mentioning articles or essays published by journals, have I avoided using the preposition “in” before the Journal’s name?

If not, please remove “in” for every time you used it [Ex.: *Kant on Sensibility*, «Journal’s Name», pp. 233-256 and not *Kant on Sensibility*, in «Journal’s Name», pp. 233-256]

When mentioning books or books chapters, have I included only City of Publication and Year (without comma)?

If not, please adjust your footnotes [Ex.: J. Hughes, *Hegel and Plotinus*, Cambridge 1997 and not Cambridge University Press, Cambridge, 1997, or Cambridge, 1997]

Am I certain that all the authors’ first names in the footnotes are abbreviated?

If not, please check, and if needed please adjust them [Ex.: J. Locke and not John Locke]

Have I used angle *guillemets* quotes (French quotation marks) [« »] to mark the quotations in the article? And also to mark Journals’ names in the footnotes (see above)?

If not, please convert every other quotation mark you used.

Have I used single quotation marks [‘ ’] only to emphasize improper expressions?

If not, please adjust them according to the editorial guidelines.

Have I used single, *not hooked* quotation marks [' '] instead of the curved ones [‘ ’]?

If you did it, please adjust them to the curved marks.

For quotations, have I used double quotation marks [“ ”] instead of *guillemets*?

If yes, please convert them to *guillemets* [« »].

I wrote my article in French, or using a French keyboard: are there in my article special French empty spaces between words and punctuation marks?

If yes, please remove them.

Have I placed all the reference numbers of all my footnotes *before* punctuation? Example: [Spinoza’s *Ethics*³²,] and not [Spinoza’s *Ethics*,³²]

If not, please fix all the footnotes’ numbers that are not *before* punctuation.

- Have I formatted every quotation of more than 3 lines as a quotation paragraph?**

If not, please format them all as quotation paragraphs.

- Have I titled and numbered all the sections of my article?**

If not, please add titles and numbers.

- Did I use automatic list to number the sections?**

If you did so, please remove them and number them manually.

- Have I attached to the article a short abstract in English (150 words / 1000 characters)?**

If not, please add it.

- Have I written my complete name in the article?**

If not, please add this information.

- Have I added my email and academic affiliation at the end of the article?**

Example: [Immanuel Kant - University of Königsberg - i.kant@unikon.pr]

If not, please add this information.

- Have I pointed out in the article, after my name, my ORCID Id?**

If not, please add an ORCID Id. If you don't have one, please create it for that purpose.