

Metodo – Author Guidelines

1. Aims and Scope

Metodo. International Studies in Phenomenology and Philosophy is an international, peer reviewed journal founded by the association “Metodo” in 2012. Its aim is to promote the dialogue between phenomenological scholarship and other scientific and philosophical currents of thought.

Each issue is devoted to a specific topic, and it is edited by two editors. Metodo welcomes proposals by scholars external to the editorial board to be editors of a thematic issue.

A section “Varia” is open to articles on other topics which are relevant in the contemporary philosophical discussion. The number of articles accepted for this section is limited to a maximum of three articles per issue.

Metodo publishes both articles which are systematic in nature, as well as articles with a more historical character – provided that they offer a relevant contribution to the current debates concerning the topic of the issue.

We publish articles in the following languages: English, German, Spanish, French, and Italian.

Concerning the Publication Ethics, *Metodo* is committed to the Best Practice Guidelines of COPE.

2. Ethical and Legal Conditions

Submission of a manuscript implies:

- That the submitted material has not been published before.
- That it is not under consideration for publication anywhere else.
- That its publication has been approved by all-coauthors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the research has been carried out.
- That the publisher will not be held legally responsible should there be any claims for compensation.

Please note that authors wishing to include figures, table, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their manuscripts. Any material received without such evidence will be assumed to originate from the authors.

All manuscripts received, if found suitable by the editorial board, are subjected to a double blind peer-review in order to be accepted for publication. At the end of the peer-review process authors may be asked to revise their papers according to the referees' suggestions. Please note that we try to maintain the peer-review process as fast as possible, but it may nevertheless require at least two months to be completed.

3. Submission

3.1 Suitability

Metodo publishes original articles written in English, German, French, Italian, and Spanish. In exceptional cases, the Editors can accept manuscripts written in languages different from these.

Metodo also publishes book-reviews and short discussion-papers commenting on articles previously appeared in this journal. If you plan to write and submit a review, please contact the editorial staff before submitting. Book-reviews and discussion pieces are subjected to peer-review process as if they were articles (except that they may be assigned to a single referee instead of two), and are published on the first available issue.

3.2 Manuscript length

Submitted manuscripts should be no longer than 50.000 characters, including footnotes and empty spaces, excluding bibliographical references. Longer articles can be considered, but will be published only in exceptional cases.

Book-reviews and discussion pieces should not exceed 20.000 characters, including footnotes and empty spaces, excluding bibliographical references.

3.3 Manuscript submission

The file containing the manuscript should include the complete text, references, tables and figures. It should be prepared for anonymous refereeing, with revealing acknowledgments and self-identifying references removed.

With the file containing the manuscript please submit a separate .doc

or .odt file containing:

- The name(s) of the author(s).
- A concise and informative title for the work submitted. The title must be both in the language used in the submitted article **and** in English.
- The affiliation(s) and address(es) of the author(s).
- The e-mail address(es) of the author(s).
- 4-6 **keywords**.
- An **abstract** of the work submitted. **Abstracts should be no shorter than 100 words and no longer than 150 words**. Please do not use in the abstract undefined abbreviations or unspecified references. **Abstracts should be always written in English**, even if the paper is written in another language.
- Abstracts are not necessary for book-reviews.

4. Text Formatting

Please follow these rules while formatting your manuscript:

Headings

- Manuscripts should have no more than three levels of headings.
- Headings may or may not have a title but should always have a number (use western arabic numerals).
- The first introductory paragraphs of the manuscript may be left without heading.

Italics

- Italics should be used for emphasis and for words in foreign languages.
- Italics should be also used for book, article and journal titles mentioned in the main text and in footnotes. **Examples: *Sein und Zeit*, not “Sein und Zeit” or «Sein und Zeit».**
- Use italics for any other eventual title mentioned – such as painting titles, song titles, movie titles, etc.

Abbreviations

- Abbreviations should be defined at their first mentions and used consistently thereafter.
- Abbreviations should be defined in footnotes.
- You can use abbreviations both in footnotes and in the main text.

Quotations

- Quotations inside the main text and footnotes should be included between angle quotes («/»»). The last punctuation mark used in the quotation should be put outside quotes.
- Large quotations should be put outside of the main text and need not to be introduced by quote angles.

- For quotations inside a quotation use single quote marks ('/').
- Omission of text inside a quotation should be signaled by an ellipsis inside square brackets ([...]).
- Insertion of text in a quotation should be put inside square brackets ([/]).
- Quotations should always be followed by a footnote indicating the source (see below, *Footnotes*), unless you are using an abbreviation.

Footnotes

- Use footnotes, not endnotes.
- When applicable, put indicators of footnotes **after punctuation marks**.
- References to works quoted or mentioned should be always **put in footnotes**.
- In book-reviews, authors can quote directly in the main text the book reviewed by indicating in brackets the number of the page(s) quoted.
- Works cited in footnotes should be indicated through the author/year of publication style, followed eventually by a comma and the number of the page(s) quoted. Please do not repeat tens or hundreds if they are not needed. **Example: Husserl 1913, 33-6.**
- If you are not quoting from the original edition of a book you *may* add the date of the original publication in square brackets. **Example: Kant 1999 [1790].**
- For works with more than three authors use only the first name and add "et al.". **Example: Ceballos et al. 2020.** Use this abbreviation only for quotations: in the references always put the complete lists of authors.

Acknowledgments

- Acknowledgments of people, grants, funds, etc. should be placed on the first footnote.

Quotation marks

- For quotations inside the main text and in footnotes use angle quotes («/»).
- For quotations inside quotations use single quotes ('/').
- For emphasis use double quotes ("/'").

References

References are listed in a dedicated section at the end of the manuscript. Please follow these formats:

- **BOOK:** Fuchs, T. 2000. *Leib, Raum, Person*. Stuttgart: Klett-Cotta.
- **TRANSLATED BOOK:** Kant, I. 2000 [1790]. *Critique of the Power of Judgment*. Trans. By P. Guyer & E. Matthews. New York: Cambridge University Press.
- **BOOK CHAPTER:** Held, K. 1972. «Das Problem der Intersubjektivität und die Idee einer phänomenologischen Transzendentalphilosophie». In U. Claesges & K. Held (Hrsg.), *Perspektiven transzendentalphänomenologischer Forschung*. Den Haag: Martinus Nijoff.
- **EDITED VOLUME:** Schear, J. K. (ed.) 2013. *Mind, Reason, and Being-in-the-World: the McDowell-Dreyfus Debate*. London-New York: Routledge.
- **JOURNAL ARTICLE:** Fink, E. 1981. «Mondo e storia». *Il Cannocchiale*, 1/3, 15-29.
- **ONLINE DOCUMENT:** Nagenborg, M., Capurro, R. 2011. «Deliverable D.3.2.2 Ethical Evaluation». www.capurro.de/eticadeliv.3.2.2.pdf
- **CONFERENCE:** De Haan, S. 2018. «Relational Authenticity in Psychiatry». Presented at the conference *Time, the Body, and the Other: Phenomenological and Psychopathological Approaches*. Heidelberg.