Information for Guest Editors and Authors

Thematic Issue Proposals

The journal welcomes proposals for whole issues devoted to a specific topic (*topos*) of philosophical interest. Proposals should be submitted by prospective guest editor(s) directly to the Editor, as an electronic attachment (only the following formats are accepted: DOC, RTF, ODT, PDF) to an e-mail address addressed to: fabio.paglieri@istc.cnr.it

Each proposal should include the following information:

- **Guest editors:** names, affiliations, and contact details
- **Topic of the issue**
- **Expected date of completion:** the date by which the guest editor(s) will deliver the final manuscripts
- **Rationale:** a short text (no less than 20 lines, no more than 2 pages) explaining why the topic is suitable for Topoi
- **Expected contributors:** a list of prospective authors who will contribute to the issue. For each author, the list must include the topic of his/her contribution, his/her affiliation, and an indication of whether or not the person in question already agreed to submit a paper for that issue. The list of invited contributors can be supplemented by a call for papers, but (i) this must be indicated in the proposal and (ii) no less than half of the expected contributions have to be by invitation, i.e., already mentioned in the proposal

Prospective guest editors should keep in mind that:

- each issue of Topoi is approximately 570,000 characters in length, spaces and references included
- the journal publishes only original contributions, which has not been published before and are not being considered for publication elsewhere (see details below)
- the journal does not publish conference proceedings, albeit a workshop or conference might constitute a suitable way of soliciting some or all the papers included within an issue
- if a proposal is accepted (at the sole discretion of the Editor), the guest editor(s) will be required to provide all the materials for that issue, including copyright transfer forms, within the agreed deadlines, to proofread all contributions, and to make sure that authors do the same in a timely fashion (except for Untimely Reviews and extra-topos articles, which will be handled directly by the Editor); failure to comply might result in delaying or canceling the issue
- guest editors of accepted issues will be required to handle the peer reviewing process through Springer Editorial Manager

Manuscript Submission

*Legal requirements.* Submission of a manuscript implies: that the work described has not been published before; that is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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- if you have been invited to submit an untimely review, select “Untimely review”

Untimely Reviews. Untimely Reviews are by invitation only. Anyone interested to write an
Untimely Review who has not been invited to do so should first contact the Editor
(fabio.paglieri@istc.cnr.it), to verify whether his/her proposal is suitable for consideration.

Manuscript Preparation

Title page. The title page should include:
- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, phone and fax numbers of the corresponding author

Abstract. Please provide an abstract of 100 – 150 words. The abstract should not contain any
undefined abbreviations or unspecified references.

Keywords. Please provide 4 to 6 keywords which can be used for indexing purposes.

Language. The journal’s language is English. British or American English spelling and terminology
may be used, but either one should be followed consistently throughout the article. We appreciate
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Symbols. Unusual symbols should be identified at their first occurrence, and an alternative or
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and u, nu and v, eta and n. Subscripts and superscripts should be marked if not clear. Note that
letters used as symbols will be set in italics unless otherwise indicated.

Text formatting
- Use a normal, plain font (e.g., 12-points Times Roman) for text
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- Save your file in two formats: doc and rtf. Do not submit docx files

**Heading levels, numbering.** Please use the decimal system of headings with no more then three levels.

**Abbreviations and acronyms.** Abbreviations should be defined at first mention and used consistently thereafter.

**Equations.** Please use the standard mathematical notation for formulae, symbols etc.:  
- *Italic* for single letters that denote mathematical constants, variables, and unknown quantities  
- Roman / upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)  
- Bold for vectors, tensors, and matrices

**Footnotes.** Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

**Acknowledgments.** Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

**References.** The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do NOT use footnotes or endnotes as a substitute for a reference list.

**Citation in text.** Cite references in the text by name and year in parentheses. Some examples:  
- Negotiation research spans many disciplines (Thompson 1990)  
- This result was later contradicted (Becker and Seligman 1996)  
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993)  
- Negotiation research spans many disciplines (Thompson 1990a, b)

**List style (Basic).** Reference list entries should be alphabetized by the last names of the first author of each work.

- **Journal article**  

- **Book (authored)**  

- **Book (edited)**  

- **Book chapter**  

- **Proceedings as a book (in a series and subseries)**  
notes in artificial intelligence), vol 1114. Springer, Berlin Heidelberg New York, p 157

- **Paper presented at a conference**
  Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4-9 June 1978

- **Dissertation**
  Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

- **Non-English publication cited in an English publication**

- **Non-Latin alphabet publication**

- **Patent**

- **Article by DOI**

- **Online document**

Always use standard abbreviation of a journal’s name according to the list at http://images.webofknowledge.com/WOK46/help/WOS/A_abrvjt.html

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