INSTRUCTIONS FOR AUTHORS

1) HOW TO SUBMIT A MANUSCRIPT

To submit a manuscript, please create an account in the Journal's web-based submission management system (Click "Register your submission account" at the bottom of the home page). Once the editorial staff give your account the requisite permissions, you will be able to access the submission tools. Authors are asked to provide their affiliation, email address, and phone number.

2) MANUSCRIPT CONTENT

We accept original research articles, book reviews, and research reports. We also consider for publication transcriptions of old historical documents, such as handwritten letters and memoires, that are unpublished, provided they are accompanied by a commentary that explains the importance of the document for the history of ideas. Manuscripts are assessed on topic suitability, cogency of argument, and originality. Concerning topic suitability, we publish both special issues and regular issues. Special issues have a specified title and topic. If you mean to publish your work in a special issue, pay careful attention to the call for papers and make explicit your intention to the editorial staff. Regular issues have no specified title and topic. If you mean to publish in a regular issue, you are just required to remain in the field of the history of ideas. This is a discipline with its own methodology and field of inquiry, not to be confused with the history of philosophy, the history of science, or the history of literature. There are different traditions and schools of thought in the history of ideas. We are not fundamentalist about research orientations, but we require methodological awareness from the authors.

3) PAPERS FORM

The submitted documents should be composed with a standard word processor (Microsoft Word, Mac Word, Open Office). Only one version of the contribution may be submitted, in order to prevent confusion. We generally accept manuscripts that are in length up to 60,000 characters (with spaces), but occasionally we may consider longer pieces. Book reviews may not exceed 10,000 characters (with spaces). If your manuscript exceeds these parameters, please contact the editors before submitting your manuscript through the system and indicate the character count in the cover letter. If the

paper contains figures, each figure should be saved in a separate file. The figure should be provided in a printable quality. Tables should be limited as much as possible. Along with the manuscript the author should hand in a short abstract (up to 200 words) in English, regardless of the language in which the article is written (in addition to an abstract in the language of the article, if other than English). He/she should conclude the article with a complete bibliography of the cited works (even if the bibliographical information is already present in footnotes). He/she should also suggest at least 3 key-words. Articles submitted without adhering to these rules will be returned for correction or desk rejected.

4) SELECTION

Orbis Idearum is a double blind peer reviewed journal. Reviews are assigned to the reviewers either automatically or manually. Reviewers are selected by the editors taking into account conflicts of interest, competence, and topic preferences.

5) ETHICAL CODE

This journal requires the respect of the four classical norms of the scientific ethos. The *norm of disinterestedness* requires that we seek the truth, whatever it is, without putting other purposes over it, especially if these purposes are of a commercial or ideological nature. The history of ideas is not a field of study with obvious connections to business, as are other research fields such as engineering or medicine. Nonetheless, we ask authors to declare their possible conflicts of interest, and we ask reviewers to be vigilant on this issue.

According to the *norm of organized skepticism*, one must not trust historical statements which are not accurately documented. This seems to be a strictly methodological norm, but it has a moral dimension. Indeed, historical documents could be fabricated. Authors must make sure to facilitate access to their sources, while reviewers must control their verifiability. Authors should be skeptical, first of all, about their own sources and historical reconstructions, in order to reduce to a minimum (or hopefully completely eliminate) any significant error or inaccuracy. In case when errors or inaccuracies are discovered after submission, the author is invited to promptly warn the editors.

The *norm of communalism* requires that we share our knowledge, without concealing anything of what we believe to be true and without asking for anything in return (if not formal recognition). On the one hand, the journal does not have article processing charges nor article submission charges. On the other hand, authors share the products of their scientific work without

claiming any compensation. Our journal is open access, and financed only by public institutions or private donors. Authors retain copyright and may republish their material elsewhere, for instance in university repositories or other platforms such as *Research Gate* or *Academia.edu*, as long as Orbis Idearum is acknowledged as the primary publication site.

The *norm of universalism* requires that we do not discriminate scientific products on the basis of the author's personal characteristics, namely race, religion, political views, gender, sexual preferences, age, nationality, kinship, social status, wealth, etc. The procedure of double blind peer review is used to avoid any discrimination of this type. However, forms of discrimination may appear in the language adopted by the authors. We invite authors to avoid offensive expressions, *ad hominem* attacks, harsh polemics with other researchers, gender bias and sexism in language. However, this is a journal devoted to the history of ideas, and historical truth must be respected above all. Therefore, if discriminatory language was adopted by authors of the past, citations cannot be "adjusted" to accommodate the ethical rules of our days. To make it clear, if a 19th century philosopher uses the terms "man" or "mankind" to indicate the "human species," those terms must be reported as they were written. In general, any criticism must be expressed in a polite way. This rule also applies to reviewers. Errors must be underlined without putting in question the professionalism of the authors. If papers are sent out for reviews, it means that they already passed a preliminary screening by the editors.

To the four traditional norms, a fifth is added: the *norm of originality*. We do not admit any form of plagiarism. Authors should submit completely original works. If they use words or sentences of other authors, the sources must be appropriately quoted or cited. Authors must properly acknowledge the works of others in the same research field, to the best of their knowledge. No double-submission is permitted. The author needs to confirm in writing that her/his contribution has not yet been published, nor has it been offered to another journal or publication organ. If the article contains figures, the author must possess all necessary permissions to reproduce in print and electronic form any copyrighted work, including graphs, photographs, illustrations, and other graphic images.

Each author submitting a paper to Orbis Idearum agrees with the license specified on the website. Before publication, the author will receive a proof-copy before final acceptance. Responsibility for the views presented in an article is solely that of the author.

Issues related to the code of academic ethics include, but are not limited to, the following: plagiarism, disputes arising from peer reviews of a rejected manuscript or published corrections, data fabrication in a rejected manuscript, a peer reviewer having been contacted by an author, authorship conflict, self-plagiarism and suspected "salami

publishing," a pre-submission inquiry with a bribe, increased number of casual submissions, prior publication in form of copyrighted conference audiotapes, a claim of scientific misconduct from a whistleblower, an inconclusive institutional investigation into an authorship dispute, an undisclosed conflict of interest, a dispute between two authors, stolen articles, dual submission, authorship issues from a disbanded consortium, a withdrawal request by an author after acceptance, satire in scholarly publishing, authorship dispute regarding author order, correspondence from reader about errors in a published article, request by an organization to retract an article and publish an expression of concern, an author being accused of stealing research and publishing it under their name, when the victim of article theft wants a correction to the list of authors, reviewers require authors to cite their own work, the lead author of a research paper disagrees with the content of a linked editorial, an author requests permission to publish review comments, an author of a rejected paper publicly names and criticizes peer reviewer, etc.

Violations of the code of academic integrity are subject to sanctions. More specifically, in case of such a violation, the journal will deal with the problem by following the guidelines of, and applying the sanctions suggested by, the *Committee on Publication Ethics* (COPE). Authors, reviewers, and invited editors are therefore invited to get acquainted with our Publication Ethics.

6) LANGUAGE

Orbis Idearum is a multilingual journal that currently accepts contributions in English, Italian, and Polish. If you are interested in submitting a manuscript in either French or German, please contact the editors first to make sure that there are reviewers available in those languages. Any author who is not fully fluent in English/Italian/Polish (submission language) is urged to obtain assistance with manuscript preparation from a fluent colleague or from professional editorial services. Manuscripts with considerable language issues can be desk rejected by the editors before peer review.

7) EDITORIAL NORMS

Citations should be placed in double quotation marks (" … " / « … » / „ … "), according to the editorial norms that apply to each language (see additional rules below). Citations within citations should be set off by single quotation marks. Longer citations (50 words or more) should be set as a block text and separated from the previous and following paragraphs by a blank line. The

block quotation should be indented, and should not be enclosed by quotation marks. Omissions within citations should be denoted by three dots put in angular brackets. The brackets should be separated from the following and the preceding words by a regular word space. All foreign terms (such as Latin words) should be set in italics. The use of abbreviations and acronyms is permitted provided they are defined the first time they are mentioned in the submission.

7a) Instructions for English Submissions

Spelling, capitalization, and punctuation should be consistent within each essay and should follow the style recommended in the latest edition of The Chicago Manual of Style. See instructions published at this external link:
http://www.chicagomanualofstyle.org/tools_citationguide.html

7b) Instructions for Italian Submissions

Ortografia, maiuscole e punteggiatura devono essere coerenti all'interno di ogni contributo. I riferimenti vanno preferibilmente inseriti secondo le norme del tradizionale "sistema delle note bibliografiche". Si ammette anche l'uso del "sistema harvardiano", purché applicato nella sua variante italiana. Per i dettagli, si vedano le istruzioni pubblicate nel documento esterno "Norme editoriali FUP":
http://www.fupress.com/download/norme_umanistica.pdf

7c) Instructions for Polish Submissions

Ortografia, kapitalizacja liter i interpunkcja powinny być spójne w obrębie każdego tekstu, jak również zgodne z normą bibliograficzną Wydawnictwa Uniwersytetu Jagiellońskiego w Krakowie
Vide: część II: "II. Wskazówki techniczne dotyczące przygotowania materiałów dla Wydawnictwa":
http://www.wuj.pl/page,art,artid,1,strona,Dla_Autorow.html