



**Edizioni**  
Ca' Foscari

# **Mandatory Guidelines for Publication**

Edizioni Ca' Foscari

2026



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## Mandatory Guidelines for Publication

### Submission for Peer Review and Editorial Processing

#### Preface

Dear Author,  
Dear Editor,

This document provides a concise summary of the requirements necessary for a manuscript to be submitted for peer review and, subsequently, for editorial processing at Edizioni Ca' Foscari. Its purpose is to simplify interactions, facilitate communication, and concentrate in a single reference the essential operational conditions.

In the case of **edited books**, the editor is the sole contact with the publisher and is responsible for verifying the completeness and compliance of all contributions before submission for evaluation. Peer review and editorial processing can only start on materials that are complete, consistent, and compliant with the requirements outlined below.

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## 1. Essential Data for Project Start

### Monographs

The following must be provided:

- Final title and, if applicable, subtitle
- Author name(s) (in the case of multiple authors, indicate the correct publication order)
- Institutional affiliation and email
- ORCID (Open Researcher and Contributor ID, unique researcher identifier, available at <https://orcid.org>)
- Abstract in English (approximately 2,000 characters, including spaces)
- Final table of contents
- Advance notice of any special elements (images, complex tables, non-Latin fonts, glossaries, intertextual apparatus, indexes, etc.)
- Any funding to be acknowledged and logos
- Any binding deadlines

If an analytical index or other specialized apparatus is planned, arrangements for timing and delivery must be agreed in advance with the editorial office.

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### Edited Books

The editor must provide:

- Names of editors in the correct publication order
- Affiliations, institutional emails, and ORCID IDs
- Complete table of contents
- Complete list of authors and co-authors
- Affiliations, emails, and ORCID IDs of all authors

Failure to provide essential data may result in the suspension of the manuscript submission process.

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## 2. Mandatory Contribution Requirements

*(Valid before peer review starts)*

Each contribution must include:

- Title and, if applicable, subtitle
- Abstract in English (approx. 650 characters, including spaces)
- At least five keywords in English
- Final bibliography in alphabetical order, including only sources cited in the text
- Compliance with Edizioni Ca' Foscari editorial guidelines and, where applicable, the series guidelines

Manuscripts must be submitted as a **complete and unified file**. Contributions sent separately or at different times are not accepted, except under specific agreements.

Compliance with these requirements is verified **before both peer review and editorial processing**.

[Editorial Guidelines for further technical details and special cases](#)

### Originality and Plagiarism Verification

Authors are responsible for the full originality of submitted contributions. Manuscripts may be checked for plagiarism or textual similarity using professional tools, such as **Compilatio**.

## 3. Peer Review and File Anonymization

Unless otherwise specified by editorial policies, contributions are submitted for peer review via the **ECFPeerFlow** platform. All manuscripts must be submitted **exclusively in .docx format**,

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the only format accepted by ECFPeerFlow for peer review and editorial processing.

Where the procedure is double-blind (standard mode), files must be anonymized. In open peer review, this requirement does not apply.

#### **Anonymization (double-blind)**

No automated system can completely anonymize files in metadata and text content. Manual, qualitative control is required by the author or editor, including:

- Removal of name and any identifying metadata
- Elimination of explicit or easily traceable references to the author within the text
- Avoidance of self-identifying formulations (e.g., references to previously published works in a recognizable manner)

The platform issues a warning to indicate this responsibility. Failure to comply may compromise the review process.

The series editor and/or volume editor is responsible for monitoring proper process execution on the platform.

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## **4. Editorial Structure and Compliance**

Before submitting the manuscript, verify:

- Uniform citation system
- Bibliography consistency and completeness
- Clear hierarchical structure of headings
- Consistent numbering of tables and figures
- Consistency of apparatus (glossaries, notes, internal references, indexes, etc.)

Materials with non-standard features (particularly complex tables, structured layouts, special fonts or alphabets, unconventional apparatus) must be reported to the editorial office in advance.

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## **5. Images and Rights**

Images must be relevant and necessary for the scholarly discussion. Decorative or supplementary materials should be limited to the essential minimum; the publisher reserves the right to evaluate their inclusion.

### **File resolution and submission**

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- For peer review, all images relevant to scientific evaluation must be **inserted directly into the .docx manuscript**. The platform **does not accept .zip files or separate submissions** at this stage. Images should be in **low resolution** to allow easy reading by reviewers.
- Images for editorial production (print and/or digital) must be provided later in **high resolution (300 dpi)** as separate files, numbered consistently with the text.

Images are an integral part of scientific evaluation; reviewers must be able to consult them alongside the text.

#### **Authorisation regarding image rights**

Upon submission for publication, authors must provide an **authorisation regarding image rights**, confirming that all materials included are either owned, licensed, or cleared for publication.

Authors should report if any third-party permissions are pending, providing all available references (owner, contacts, known conditions) to allow evaluation of feasibility, timing, and potential costs.

Lack of clarification constitutes a suspension of the process.

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## **6. Editorial Processing Start**

Processing can only begin after:

- Positive peer review results
- Submission of a **complete and compliant manuscript**

Substantial additions or modifications after submission may require revising the schedule.

#### **Manuscript completeness verification**

By submitting the final version, the author confirms that:

- The text is complete and final in all parts
- No further additions, rewrites, or content modifications are planned
- The proof stage will not be used to change the structure or content

The manuscript should only be submitted when fully finished. Otherwise, editorial processing is suspended until a compliant version is delivered.

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## 7. Formal Steps in the Process

Publication involves:

- Signing the publishing contract
- Providing the **authorisation regarding image rights**
- Returning files with editorial interventions
- Reviewing final proofs for acknowledgment

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## 8. Timeline

At project start, a schedule for the different phases is defined. Adherence to agreed deadlines is essential to maintain the editorial plan.

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