Title: The title is set in 16pt Book Antiqua and may be no longer than two lines

Author(s) Name(s)

Abstract

We recommend using this formatted template by directly writing your contribution to the journal in a copy of this document. This saves you and the editorial team a lot of time and effort. You can simply replace the existing text with your own and keep the existing formatting. The abstract must provide a short overview of the article in a maximum of 200 words. The abstract must be a single paragraph. Ideally, the abstract should present the research question, the theoretical and methodological background of the article, and the case study used to illustrate it. It should also provide a summary of the central arguments and results. The abstract must be in the same language as the article. Other languages will be added by the editors if necessary.

1. Document format

The document has the following dimensions: upper margin, 3 cm; lower margin, 3 cm; left and right margins, 3 cm. The first page includes a header and a footer. The header includes the journal's logo, the title of the contribution, the name of the author(s) and their institutional affiliation, and the date of the article's first online publication. The footer should include the name and institution of the corresponding author, the title of the article, and copyright information. The pages are to be numbered starting with the second page.

2. Headings: About the main heading

The journal's layout allows for two levels of heading. The main headings must be used to separate the main sections of the article. Only main headings are numbered to dissuade from overuse of secondary headings. The main heading must not be longer than one line. The bibliography is not numbered as a separate chapter.

Secondary headings: About second-order headings

Secondary headings should be used to separate subsections within a main section. They are usually used to represent different aspects of an argument. If secondary headings are used, a main section must include at least two of them.

Secondary headings: Some specifications

The layout specifications do not provide the possibility of a third-order heading. Authors should try to structure their ideas in a coherent narrative and avoid breaking the flow of the argument through the excessive use of separate headings.

3.   Text body

The body of the text comprises various elements: words, paragraphs, and quotes. The following section will deal with specific elements of style pertaining to formatting, grammar, and punctuation.

Elements of the text

The font for the text body is 11.5 pt Calibri Light. Paragraphs in the article's body are to be separated by a 5 pt space. The beginning of a paragraph does not receive a separate indent. Paragraphs should be self-contained thematic unities. Each paragraph should contain a central idea and an argument or example. Paragraphs should be no longer than fifteen lines and not shorter than then three lines.

Direct quotes within the text must be placed in "double quotation marks" (References, see below). Citations within citations "must be indicated with 'single quotation marks,' as showed here." The quotation marks should always correspond to the language of the article in AЯGOS. A longer quotation can be cited as follows:

> " A longer quotation is introduced by a quotation mark icon in the same colour as the main heading. The indentation is 1 cm on each side and the font size is 11 pt. The quotation is not placed in quotation marks. Direct quotes that are shorter than two lines must be presented in quotes within the body of the text. Longer direct quotes must be presented using the quotation format displayed here. The reference must be mentioned at the end of the quotation, after the final period. (Higgins 2021: 21)

Indented direct quotations should be preceded by a colon before the quotation if the introducing sentence is complete (as in the example above), and by a comma if the introducing sentence is continued by the quotation. Omissions are marked by three dots in square brackets […]. Additions and explanations in quotations are also placed in square brackets [sic!], if necessary, with naming of the author/authors with name abbreviation [for the argonauts: AK].

Style guide

We give you the choice of writing your articles in British English (BE) or American English (AE). Please ensure that spelling, punctuation, and vocabulary are consistent with either BE or AE throughout the article. The authors are warmly invited to use accessible language and to avoid unnecessary, excessive, or demonstrative uses of technical jargon.

ARGOS requires the use of inclusive language according to the recognised conventions of each language. The journal uses a single set of stylistic criteria for all languages with a few exceptions detailed below. The following account shows how lists are used:

– Itemized lists are introduced by an en dash. Itemized lists are indented by 1 cm on the left. Each item on a list must conclude with a period (.) or with a semicolon (;) if the list is more akin to an enumeration. The last item on the list must conclude with a period. The same criteria apply to numbered lists.

– In the case of a direct quote, grammatically necessary commas "should be placed within the quote," as demonstrated in this sentence. If a parenthetical reference follows a direct quote, the punctuation mark "should be placed after the reference" (Reference), as demonstrated in this example. Punctuation that is part of the quoted matter should, of course, always be included within the quotation marks. Other *additional* punctuation marks, such as colons or semicolons, should always be placed outside the quotation marks. Curly "quotation marks" are used (not typographical ones).

– All punctuation marks are always based on the language of the article and are also adjusted accordingly in quotations (e.g. spaces from French quotation marks, hyphens, etc.).

– Footnotes usually should be the last element at the end of a sentence, as demonstrated here.[1] Footnotes must in any case always be placed after punctuation marks.

– To emphasize a word or expression or to indicate that a word or expression is used in an unconventional way, italics should be used. Quotation marks should be avoided for these purposes.

– Words in foreign languages and diacritical transcriptions should be italicized.

– Numbers between one and ten must be written in letters, with the exception of indications of measurements, such as 5 cm. Numbers above ten should be written in numerical form and in line with normal English usage of commas and periods for decimal numbers. For instance, 1,429.5 stands for, "one thousand four hundred twenty-nine point five."

– Centuries and years must be written in Arabic numbers, for instance, the 18th century. Dates must be written according to the DD/Month/YYYY form, such as, 20 May 1305.

– Hyphens are used for compound words, such as "long-term," and en dashes are used for ranges, such as page numbers 23–25. Please be aware that in British English en dashes – like the one that enclose this sentence – are used for parenthetical phrases, whereas in American English, em dashes—without spaces—are preferred.

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[1] Footnotes should be used sparsely and with the aim of providing further information. Footnote size in Calibri Light is 10pt. Footnotes should not be split over several pages.

– Orthographic errors in quotations are marked by a "[sic!]" annotation. However, historical spellings in quotations and titles are neither corrected nor marked by a [sic!].

4. In-text references and bibliography

This section describes the required format for in-text citations and for the bibliography. In general, all references are based on the Chicago Manual of Style, 17th edition, with small amendments to make the references clearer.

In-text references

All in-text references must use the parenthetical, author-year system. References to a whole book or article as a general reference should not mention page numbers, unless it is necessary to identify a relevant passage (Lattin 1995). Direct quotes must always indicate the page number or page range. The year and the page number or page range are separated by a colon; page numbers are connected by an en dash and not by a simple hyphen (Lattin 1995: 23–24). Multiple references must be separated with a semicolon (Lattin 1995; Wolff 1997). Expressions such as, "see also", "ibid.", "id.", or "idem" should be avoided. If necessary, the full reference must be repeated.

Alternative forms of citation are allowed, for instance, when the name of the author has already been mentioned in the body of the text. Consider the following example in which, say, Lattin is quoted as stating "an important fact" (1995: 23–24). The alternative notation referring to Lattin's (1995: 23–24) statement of "an important fact" is also acceptable. It is also possible to refer to the work of, say, Wolff (1997) as shown in this very sentence. Publications by the same author published in the same year are differentiated using the letters a, b, ... after the publication year, without a space (Lattin 1995a). Several references to works by the same authors published in the same year should be separated by a semicolon without repeating the author's name (Lattin 1995a; 1995b). In case of authors with the same family name, the initial of the first name must be mentioned (C. Geertz 1963; A. Geertz 2005).

In case of publications with two or three authors, the names of all authors must be mentioned, separated by a slash "/" with no spacing between the names and the slashes (Filbert/Norris/Pattinson 2015). In case of publications with more than three authors, only the name of the first author needs to be mentioned, followed by the abbreviation "et al." (Murkowski et al. 2019). Citations must be ordered firstly by date and then alphabetically (Wolff 1997; James/Rowan 2012).

Bibliography

What follows are examples of bibliographical entries for books, articles, edited books, chapters in edited books, encyclopaedia articles, and websites. The bibliography is organized alphabetically, and then according to the year of publication. The name of the author is included in each entry, middle names are abbreviated.

The title of an independent work (monograph, anthology, journal, encyclopaedia) is italicised; dependent works (journal articles, anthology contributions, encyclopaedia articles) are enclosed in quotation marks. In the case of encyclopaedias, the edition is marked as a superscript at the title, followed by the volume number (as in Graham 2005). Since abbreviations for works (such as encyclopaedias and journals) are often not common internationally, we ask that titles be written in full or add a list of abbreviations if necessary. It should be noted that individual volumes in encyclopaedias often have specific publication dates. Article references in collective works and encyclopaedias are followed by an "in" (without colon).

Abbreviations such as "ed." / "eds." and additions as "transl. by" / "ed. by" are always written in the language of the contribution in ΑЯGOS (regardless of the language of the referenced source). Page references are connected in English with an en dash.

In the case of publishers with different locations, only the first location is mentioned. In case of missing information, the following abbreviations should be used: [n. a.] no author; [s. l.] place of publication unknown; [s. d.] date of publication unknown; [s. t.] title unknown. If no author can be identified, then possibly an attribution to the publication organ or an appropriate institution is permissible (Watchtower 2012; Vatican 2022). In the list of references the abbreviation "et al." should be avoided and all persons involved in a publication should be listed.

Online academic journals are cited in the same way as printed journals without specifying the web address. In addition to the web address, texts on websites should, if possible, indicate the author, the year in which the text or the page version was created and the date of retrieval (in the format MM/DD/YYYY, at the end, in brackets), as in Vatican (2022), in order to facilitate research via the Internet Archive.

We recommend that the DOI number should also be given, whenever possible. The year of the first publication in the original language can be given in square brackets after the year of publication if relevant. The name of the translator can be added after the title of the publication if relevant. The following abbreviations are recommended: "ed." and "eds." Each reference ends with a period.

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About the author

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