Quaderni di Comunità

Persone, Educazione e Welfare nella società 5.0

Community Notebook. People, Education and Welfare in Society 5.0

Editorial Standards

- **Essays**: minimum **40,000** maximum **50,000** characters, including areas, including figures and tables.
- **Rubrics**: minimum **8,000** maximum **10,000** characters, including figures and tables.
- **In-depth analysis:** minimum **4,000** maximum **8,000** characters, including spaces, figures and tables.
- **Review**: maximum **15,000** characters, including areas and any bibliographic references.

Editorial rules

1.   **The title of the contribution** will be written in Italian (max 80 characters) and/or in English.

2.   Submissions must be in **Word format** (not PDF, Rich text or Open office).

3. The **First Name**, **Last Name**, and **institutional affiliation** of the author(s) and any annotations concerning the contribution should be included in **footnotes**: the symbols * and ** are used for these notes, and **progressive numbers** are used for in-text notes, **starting with 1 for each contribution.**

4.   **Abstract** (only for the Essays section) of the paper in English (max 500 characters) and in Italian (max 500 characters).

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

1

5. After the abstract, three to six *keywords* should be written in English and in Italian, clearly indicating the topics covered (these keywords are used for indexing the article in international databases);

6. **Submissions** may be in Italian/Spanish and English.

7. The **images**, if any, accompanying the text must not be covered by copyright and must be sent in high resolution. Images and figures should be made in black and white, in jpeg format with the highest possible resolution. The background should be white. Above the image, the related title, should be written with the font with size 9. The note (with the source from which the image comes) should be written with the font with size 8.

8. **Links** to the in-depth text may be included if they are excerpts and critical analysis from other scholarly sources (website, original PDF).

9. The single contributions, including notes and bibliographical references, must not exceed the characters (including spaces) listed below.

10. **Text and citation setting**. There are three fonts: regular, *italic*, **bold** (also called brave).
Italics should be used for foreign language words of uncommon use and also to highlight short words or phrases when you want to give them particular emphasis. To give more emphasis to words or phrases, and also for non-literal quotations, it is preferable to use **English quotation marks** (i.e. curved ones, such as the following: "English quotation marks"), while literal quotations should be put in quotation marks called **Angle quotes** (such as the following «Angles quotes»).
Numerical values (percentages, averages, significance, ...), where decimal numbers are present, must be strictly entered with the leading zero followed by the dot and not by the comma (e.g., p. = 0.05; mean =0.35; 0.98%). Incorrect editing: ,05.

11. **Page margins**
- upper: **3.5 cm**
- bottom: **3.5 cm**
- right: **2 cm**
- left: **2.2 cm**
- edge distance: header: **1.27 cm**, footer: **1.27 cm**.

12. Hyphenation: automatic

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

2

13. **Text Characters**:

- **Body of text**: Bookman Old Style, body 11, justified, exact line spacing 1.15, indents: 0.5 cm. for the first line of each paragraph, left indent and right indent: none.

- **Abstract body**: Bookman Old Style, body 9, justified.

- **Title of contribution**: Bookman Old Style, body 16, normal, left-aligned, multiple line spacing (1,15), spacing before:0, after:0.

- **Author's name: by Mario Rossi**, left-aligned text, Bookman OldStyle, body 11, normal, multiple (1.15) line spacing, spacing before and after equal to 0.

- **Paragraph headings**: Bookman Old Style, body 12, italic, left- aligned, multiple (1.15) line spacing, spacing before and after equals 0.

- **Subparagraphs**: Bookman Old Style, italics, 12-point font, left- aligned, multiple (1.15) line spacing, 0 space before and after.

- **Introduction and bibliography**: should not be numbered.

- **Page Number**: Bookman Old Style, 10 body, normal, right- aligned, with no indentation, unframed.

Examples:

First level: Title of contribution (example follows):
Title: left-aligned text, **Bookman Old Style 16**, upper case, standard, multiple line spacing (1.15), spacing before=0 andafter=0

3. FORMATIVE PROPOSALS FOR THE ITALIAN EDUCATIONAL SYSTEM

Author (example follows):
Left-aligned text, in Bookman Old Style 12, standard, multiple linespacing (1.15), with spacing before=0 and after=0:
By Mario Rossi

Second level: 1.1 - Title Sub-paragraph (example follows):
Left-aligned text, in Bookman Old Style 12, italicized, multiple linespacing (1.15), with before=0 and after=0 spacing:
1.1 Cognitive evolution and organizational development: motivation, training, and professional culture projects

Third and last level: 1.1.1 - Title Sub-subparagraph (example follows)
Left-aligned text, in Bookman Old Style 12, multiple line spacing (1.15), with spacing before=0 and after=0:
1.1.1   ....

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

3

14. **Spacing**:
- Between the author's first and last name and chapter titleand beginning of paragraph title, type "Enter" **2 times**.
- Between paragraph and sub-paragraph titles and the beginningof the text, type **1 time** "Enter".
- Between the end of the text and second-level paragraphtitles, type **1 time** "Enter".
- Type " Enter " once between the end of the text and third-level sub-paragraph headings; type "Enter" **1 time**.

15. **Figures, Tables and Graphs**: should be inserted into the textin a format that allows for subsequent interventions.

Tables (Tab.), Graphs (Graf.) and Figures (Fig.) should be sent in separate files.

Captions should be set in Bookman Old Style, body 9 italics, left-aligned.

Table text will be set in body 10, Bookman Old Style, and the header at the top and in italics.

The exact insertion point must be indicated **in the text file in Word** by giving the accurate Table／Figure **title(s) in body 9** as follows:

Table 1 - Teachers age range

Graph 1 -ICT preparation level

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

4

In the Word text in which the title of the Table, Graph or Figure is given, it is essential to indicate the **source** from which the Table, Graphor Figure is drawn in **body 8, as in the example:**

Source: Research "Digital Skills at School, 2016"

In the body of the text, it is good to refer to tables and figures by mentioning the name Table, Graph, or the name Figure in full.

YES: Table 2, Figure 1

NO: ~~Tab, 2, Fig. 1~~

For graphs, it is essential to send the Excel file with the original data from which they are processed. It is also necessary to use the white, gray and black color scales for charts. Other colors are not accepted because the printing is not in color.

16. Footnotes

Footnotes should only be used when strictly necessary and never for bibliographical references, but only for citations of the source, which refer to the full text in the bibliography.

Footnotes should be placed at the bottom of the page and should be composed using automatic numbering systems in the **following style**:

Bookman Old Style body 9, normal, single line spacing, special first line, indent of 0.5 and no spacing before and after.

It is preferable to cross-reference any references to websites and other materials found on the web in the footnote, mainly if the links are long. Please remember to remove any hyperlinks.

17. Quotes in the text

Quotations from other authors' sentences, extrapolated from their original texts, or extracts from interviews∕observations should be enclosed in quotation marks.
Literal quotations should be put in quotation marks (as in "exact quotation"). If they are longer than 5 lines, you should skip a line both at the

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

5

beginning and at the end of the quotation (at the time of printing, these longer quotations will be in more minor characters, and they should be in the original version too). The non-literal quotations and words to which you want to give a particular emphasis should be put in English quotation marks (as in "non-literal quotation"or "emphasized the word"). If you want to skip a part of a quotation, you should indicate with three dots in brackets (...).

If citations exceed 5 lines, they must be separated from the text, preceded and followed by a space, in the **following style**:

Bookman Old Style 10, regular, single line spacing, particular first line, indent 0.5, and no spacing before and after.

Short quotations, less than 5 lines, remain in the body of the text.

18. Citations and Bibliographic References

Bibliographic citations in the text must be reported in the following way:

- if the quotation concerns a single author, place the last namein round brackets followed by a comma and the year of publication (and by colon and page number if it is a directcitation):

Es. (Baumann, 2009:22).

- In the case of a text by two authors, the surnames of both should be indicated, linked by conjunction:

Es. (Zucchermaglio e Alby, 2006), even in the case of non-Italian texts

- In the case of a text with more than two authors, only the surname of the first author should be indicated, followed by et al. in italics (the full surnames of all other authors should be given in the bibliography at the end of the text):

Es. (Dubet et al., 2003).

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

6

- When reference is made to texts by the same author, published in the same year, the different works will be distinguished using the following indications a,   b,   c,   which   will have   the same correspondence also in the bibliography at the end of the text:

Es. (Baudrillard, 1995a, 1995b).

19.   Bibliography

The complete bibliography, referring to the publications, journals, or references cited in the text, should be placed at the end of the contribution in alphabetical order, as follows:

Bookman Old Style 11, regular, exact spacing, particular: projecting 1, with spacing before=0 and after=3

Examples:

Callon, M. (1998), «An Essay on Framing and Overflowing: Economic Externalities Revisited by Sociology», in M. Callon (edited by), *The Laws of the Markets,* Blackwell, Oxford, 244-69.

Goffman, E. (1974), *Frame Analysis. An Essay on the Organization of Experience,* Cambridge, Harvard University Press (trad. it. *Frame Analysis. L'organizzazione dell'esperienza*, Roma, Armando Editore, 2006).

When citations come directly from the web, include details on how they are published, for example:

- **Digital book (eBook) with DOI or without DOI (in which casethe URL of the provider page is used)**

DOI is a Digital Object Identifier
Vallar, G., Cantagallo A., Cappa, S. F. & Zoccolotti, P. (Eds.). (2012), La riabilitazione neuropsicologica. Un'analisi basata sul metodo evidence-based medicine [Springer reader version].
DOI 10.1007/978-88-470-2349-9

Or: Consulted by http://link.springer.com/book/10.1007/978-88-470-2349-9

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

7

- **Webpage**

Citation Elements: Author a.a, (year - n.d. if publication date not known).Title. Retrieved (data) from URL

20. Writing tips

In the text, the titles of books, articles, essays, words and expressions in foreign languages are indicated in italics (except terms that have become part of the Italian lexicon: e.g. computer, politically correct, etc.).
To quote particular expressions, concepts and terms that you want to emphasize or that are used with a meaning different from the current one in common sense, use single quotation marks and not double ones.

21. Notes

For contributions to collective works, the text must be accompanied by:
- Author's biography (3-4 lines)
- Author's mail

22. Accents: Italian words ending with the accented letter "e" generally have the acute accent (e.g., perché, poiché, affinché, né, sé, etc.), except for the third person singular of the present tense of the verb "to be" "è"; some nouns in everyday use (caffè, tè, cioè, etc.) and some proper nouns (such as Noè, Giosuè, Mosè, etc.) have the grave accent. The accented capital letter "e" (È) is not to be substituted for the apostrophe (E').

23. Punctuation: Never leave spaces before the following punctuation marks: . (period), (comma) : (colon) ; (semicolon) ! (exclamation mark) ? (question mark) " (closed quotation marks) » (closed angle quotes). Always leave spaces **after** these punctuation marks.

24. Hyphens: there are three types: short (-), medium (-), and long (-).
Short hyphens should be reserved for compound words, e.g., "historical-critical analysis," or for numbers, e.g., "in the years 1970-80," "pp. 46-47," "pp. vii-viii," "pp. XV-XVI," etc. (**short hyphens must never be preceded or followed by spaces**). Middle hyphens must be used instead for incidental sentences, that is to open a sort of parenthesis in the text, and in this case, there must always be a space before and one after the hyphen (for example: "You see professor - said the student - today while you were questioning me..."). Middle hyphens can also be used to indicate the minus sign. **Long** hyphens, on the other hand, should not be used.

QUADERNI DI COMUNITÀ – Persone, Educazione e Welfare nella società 5.0
Community Notebook. People, Education and Welfare in Society 5.0
EDITORIAL RULES
Rev. 24.10.2022

8