Author Guidelines

SECTION	LENGTH
Essays	**minimum 40.000 maximum 50.000 characters,** including spaces, figures and tables.
Rubrics	**minimum 8.000 maximum 10.000 characters,** spaces, figures and tables included
In-depth analysis	**minimum 4.000 maximum 8.000 characters,** including spaces, figures and tables.
Review	**maximum 15.000 characters,** including spaces and any bibliographical references.

EDITORIAL RULES

Format	**Word** (not PDF, Rich text or Open office)
Language	Italian/Spanish and in English
Margins	- upper: 3.5 cm - bottom: 3.5 cm - right: 2 cm - left: 2.2 cm - distance from edge: header: 1.27 cm - footer: 1.27 cm
Hyphenation	Automatic
Characters	There are 3 types of font: regular, *italic*, **bold**. Italics should be used for foreign language words that are not commonly used and also to highlight short words or sentences, when you want to give them particular emphasis.
Quotation marks	To give greater prominence to words or phrases, and also for non-literal quotations, it is preferable to use "English quotation marks", while literal quotations should be reported in «Angles quotes».
Numbers	Numerical values (percentages, averages, significance, ...), in which decimal numbers are present, must be entered with the initial zero followed by the point and not the comma (e.g.: p. = 0.05; average = 0.35; 0.98 %). Incorrect editing: .05;
Spacings	- Between the author's name and surname and the chapter title and the beginning of the paragraph title, type "Enter" 2 times. - Between the title of paragraphs and subparagraphs and the beginning of the text, type "Enter" once. - Between the end of the text and the titles of second level paragraphs, type "Enter" once. - Between the end of the text and the titles of the third level subparagraphs, type "Enter" once.
Page number	Bookman Old Style, body 10, normal, right-aligned, with no indentation, without frame. Introduction and Bibliography should not be numbered

STRUCTURE	
Title of the contribution	Bookman Old Style, size 16, uppercase, ¶Normal style, bold, left aligned, multiple line spacing (1.15), spacing before: 0, after: 0. Example: ### 3. TRAINING PROPOSALS FOR THE ITALIAN EDUCATIONAL SYSTEM
Author(s)	Left-aligned text, Bookman Old Style, size 11, normal, multiple line spacing (1.15), spacing before and after equal to 0. Example: by Mario Rossi
Abstract	Bookman Old Style, body 9, justified.
Keyword	Bookman Old Style, body 9, justified.
Text	Bookman Old Style, size 11, justified, multiple line spacing 1.15, indents: 0.5 cm. for the first line of each paragraph left indent and right indent: none.
Bibliography	Bookman Old Style, size 11, normal, multiple line spacing 1.15, special: overhanging 1, with spacing before=0 and after=3. Example; Callon, M. (1998), «An Essay on Framing and Overflowing: Economic Externalities Revisited by Sociology», in M. Callon (a cura di), The Laws of the Markets, Blackwell, Oxford, 244-69.

TITLE	
Language	Italian (max 80 characters) and/or in English.
Titles of paragraphs and sub-paragraphs	Bookman Old Style, size 12, italic, left aligned, multiple line spacing (1.15), spacing before and after equal to 0. Example: *1.1 Cognitive evolution and organizational development: motivation, training and professional culture projects*

AUTHOR

Standards	The name, surname and institutional affiliation of the author (or authors) and any notes regarding the contribution must be inserted in a footnote: for these notes the symbols * and ** are used, while for the notes in the text use progressive numbers starting again from 1 for each contribution.
Note	For contributions to collective works, the text must be accompanied by: • Author's biography (3-4 lines) • Author's email

ABSTRACT

only for the essay section

Language	**Italian (max 500 characters) and English (max 500 characters)**
Keyword	After the abstract, three to six key words must be written in Italian and the same number of key words in English, which clearly indicate the topics covered (these key words are used for indexing the article in international databases).

FOOTNOTES

The footnotes, in an essential minimum number, must never be used for bibliographical references, but only for citations of the source, which refer to the complete text in the bibliography.

Numbering	automatic
Font	Bookman Old Style size 9, normal, single spacing, special first line, indent 0.5 and no spacing before and after.
Notes	It is preferable to note any references to websites and other materials found on the web, particularly if the links are long. Please remember to remove any hyperlinks.

BODY OF THE TEXT

Dashes	Three types: 1. **short (-):** should be reserved for compound words, for example: "historical-critical analysis", or for numbers, for example: «in the years 1970-80», "pp. 46-47", "pp. viii-viii", "pp. XV-XVI", etc. (short dashes must never be preceded or followed by spaces) 2. **middle (-):** they must be used 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 after the hyphen (for example: «See professor - said the student - today while you were interrogating me..."); middle dashes can also be used to indicate the minus sign 3. **long (—):** should not be used.
Punctuation	Spaces should never be left before the following punctuation marks: . (period), (comma) : (colon) ; (semicolon) ! (Exclamation point) ? (question mark) " (closed quotation marks) » (closed angle quotes). Instead, spaces must always be left after these same punctuation marks.
Accents	The Italian words that end 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 names in common use (caffè, tè, cioè, etc.) and some proper names (such as Noè, Giosuè, Mosè, etc.) have a grave accent. The accented capital letter "e" (È) must not be replaced with the apostrophe letter (E').
Notes	In the text, the titles of books, articles, essays, works and expressions in foreign languages are indicated in italics (with the exception of terms that have become part of the Italian lexicon: e.g. computer, politically correct, etc.). To quote particular expressions, concepts and terms that you intend to emphasize or that are used with a meaning different from the one in common sense, use single quotes and not double quotes.

	Quotes
In 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 «Angles quotes». If they are longer than 5 lines, you should skip a line both at the 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, size 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.
References	Bibliographic citations in the text must be reported in the following way: • if the quotation concerns a single author, place the last name in round brackets followed by a comma and the year of publication (and by colon and page number if it is a direct citation): Ex. (Baumann, 2009:22). • In the case of a text by two authors, the surnames of both should be indicated, linked by conjunction: Ex. (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): Ex. (Dubet et al., 2003). • 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: Ex. (Baudrillard, 1995a, 1995b). • When an author is cited in the text without the use of brackets, the latter must be cited by first name and surname. Ex: recommendations of Lauren Atkinson and Andrea Cipriani (2018). Links to the in-depth text may be included if they are excerpts and critical analysis from other scholarly sources (website, original PDF).

FIGURES, TABLES AND GRAPHS

Should be inserted into the text in a format that allows for subsequent interventions

Sending	Tables (Tab.), Graphs (Graf.) and Figures (Fig.) should be sent in separate files.
Captions	Bookman Old Style, body 9 italics, left- aligned.
Table text	Bookman Old Style, size 10 with the header at the top in italics.
Indications	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 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, Graph or 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
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.

Images	**Format**	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.
	Title	Above the image written with the font with size 9.
	Source	Under the image written with the font with size 8.

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.

Web	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 case the URL of the provider page is used). Ex: 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
Webpage	Citation Elements: Author a.a, (year - n.d. if publication date not known).Title. Retrieved (data) from URL