

EDITORIAL STANDARDS

Authors are asked to adhere to the rules set out below.

Typographic style and formatting

Abstract: 1,500-2,000 characters, including spaces, in Italian and English

Keywords: no. 3 in Italian and English.

Article: should not exceed 40,000 characters, including spaces

Text: Arial 12

Article title: Arial 14, bold

Paragraph heading: Arial 12, bold [unnumbered] *Sub-*

paragraph heading: Arial 12, italic [unnumbered] *Table*

text: Arial 8

Footnotes: Arial 10 *Resulting figure*

resolution: 300 ppi *Captions*: Arial 10,

italicised

Format: The contribution must be sent in .docx format

Acronyms

Always capitalised, unless upper/lower case prevails in usage. No points and full length the first time they appear in the essay in round brackets.

AIB

AIE

ALA

ALI EU

IFLA

Unesco

Quotes

- Short (max. 3 lines): in text body between ", Arial 12.
- Long (more than 3 lines): outside body text, without ", Arial 11; margins

indented on both sides, 1.5 line spacing before and after citation.

d euphonics (ITALIAN ONLY)

The euphonious d is used when the preposition/conjunction is a vowel equal to the initial letter of the next word (e.g. to accelerate, and both), it is avoided in the case of cacophonies (e.g. to adapt, and educators). It is also used in some expressions such as 'for example', 'to be', 'to it/it/and', 'to today'.

Dates and numbers

Dates must be written in full, in figures (e.g. 23 May 1986). Possible abbreviated forms, with numerical indication of months, may be used in special cases, e.g. in legal-administrative texts, to indicate a law, a decree, a judgement (e.g.: 23.5.1986).

Depending on the case, numbers should be written in letters or in figures (with a separator point for thousands: 4,765, 365,900). Letter-writing tends to be preferable, but where the word is too long or data is involved (e.g. 30%), the use of figures should be preferred.

In the case of ordinal numbers, Arabic numerals are used followed by the superscript symbols ^o or ^a (e.g.: 2nd battery, 10th battalion) or the Roman numeral. For the indication of centuries, Roman numerals or the extended form in letters with capital letters are used (e.g. 17th century, 17th century). For decades, the extended form with a capital initial is also used (e.g.: the 1950s).

Directories

Lists are rendered at the first level with full dots (●) and at the second level with empty dots (○). In lists with letters, round brackets are used: a); b); c). In lists with numbers the dot is used: 1., 2., 3.

If the bullet point proposition remains on one line, no punctuation marks follow.

If the sentence introducing the list ends with a colon and the bullet point proposition goes over several lines, the bullet points begin with a lower case and end with a semicolon. If the sentence introducing the list ends with a full stop and the bullet point propositions run over several lines, each bullet point begins with a capital letter and closes with a full stop.

Examples

The NISO working group tried to identify a set of essential metadata that the

publishers must commit to providing libraries:

- titles
- names (of creators and contributors)
- dates
- book identifiers
- subjects.

The guidelines aim to meet six fundamental objectives:

1. Define a minimum set of metadata needed to describe e-books in order to support discovery, sale and preservation;
2. identify the most effective and efficient way to share meta-data across the entire supply chain;
3. check how metadata records can be updated following the transfer of information;
4. develop a set of rules to be followed to check correspondence between sets of metadata describing the same resource to avoid duplication of records;
5. provide examples of the use of common practices and standards;
6. conduct reflections on the ONIX and MARC formats in order to elaborate on possible observations.

Figures (illustrations and images) and tables

Graphic and infographic elements are placed in the text and not at the bottom of the page. It is recommended that figures and necessary data be attached in the appropriate section with the resolution indicated. The heading of the caption should be given in full, followed by the cardinal number assigned to the object and the full stop (e.g. *Figure 1.* or *Table 1.*). The full stop must be repeated at the end of the caption.

Upper and lower case

In order to make the text flow more smoothly, it is recommended to use capital letters only when strictly necessary. For example, one would say: president, director, managing director, etc.

Historical periods are also to be rendered in lower case (modern age, contemporary age etc.). Capitalise chronological indications (e.g. 1920 s , 1960s, 16th century, 20th century etc.). The words 'state' or 'country' should also be capitalised when indicating a nation.

Parenthesis

Round brackets are normally used. Square brackets are used in the following cases:

- when within a quotation one wants to indicate the intervention of a person other than the author: [here the author refers to a specific European regulation, ed;]
- when one wants to signal the absence of text: [...].

For other uses of square brackets, please refer to the sections on bibliographical references.

Italicised words and spelling

Terms in languages other than english are to be written in italics.

Citation recurrences

- If citing a contribution already mentioned in the previous notes: Author's full name, Surname, *significant part of title*, cit., page(s).
- If you quote the same title as the previous note, but a different page: Author's full name, Surname, *significant part of title*, Page(s).
- Citing the same title and page as the previous footnote: Author's full name, Surname, *significant part of title*, *Ibid.*
- If two consecutive notes or quotations refer to the same author or author: Idem or Eadem.

Examples

Cristina Taglietti, *Front cover*, cit., p. 65.

Cristina Taglietti, *Back cover*, *Ibid*, p. 65.

Cristina Taglietti, *Back cover*, *Ibid.*

Marco Santoro, *Lezioni di bibliografia*, cit., p. 17.

Idem, *Storia del libro italiano*, Milan: Editrice Bibliografica, 2008, p. 25.

Hyphens

The short (-) or middle hyphen (-) may be used in the text.

The short hyphen is used without spaces before and after to join two related words (e.g.: Arabic-Italian dictionary), for numerical intervals (e.g.: pp. 345-367), for time intervals between two dates (e.g.: 2023-2024). For compound words, it is preferable to avoid the hyphen (e.g.: postmodern).

The middle hyphen is used to signal an incident, the hyphen is preceded and followed by a space (e.g.: The book - the one I bought last week - I can no longer find it).

Inverted commas

There are two types of inverted commas to be used: corporal (or short inverted commas), " ; single (or single quote), '...'

- Inverted commas are used for quoting words, phrases, short sentences taken from other texts (see section on *Quotations*). If there are words or phrases within the text to be put within inverted commas, single inverted commas are used. Punctuation marks such as '...', '?', '!', if they are part of the quotation, are placed within the inverted comma space. After the closing inverted comma, punctuation continues as required by the text. Inverted commas are also used to mark the names of book series, newspapers, magazines, periodicals in general.
- Single inverted commas are used to emphasise the meaning of a word or phrase (which does not constitute a quotation), or to indicate misuse of the terms

FOOTNOTES AND BIBLIOGRAPHICAL REFERENCES

- Avoid bibliographies at the end of the article.
- The system to be used is the humanistic one. The note number should be typed in the body of the text, in exponent, with progressive Arabic numerals without a space after the word preceding it and before each punctuation mark.
- A space must be left in the body of the note between the exponent and the following text.
- Each note must be concluded with a full stop; several quotations within the same note must be separated by a semicolon.
- The same criteria also apply to bibliographic citation.

The citation style should follow the examples below.

Book (with or without page markings)

- First name Last name, *book title*, place of publication: publisher, year, pages.
- Up to three authors: First Name Last Name - First Name Last Name, *Title*, Place of Edition: Publisher, Year, Pages.
- More than three authors: First name Last name [et al.], *Title*, place of edition: publisher, year, pages.

Examples

Lorenzo Baldacchini, *Il libro antico. Storia, diffusione e descrizione*, Rome: Carocci, 2019, pp. 120-121.

Hans Rosling - Ola Rosling - Anna Rosling Rönnlung, *Dieci ragioni per cui non capiamo il mondo. E perché le cose vanno meglio di come pensiamo*, Milan: Rizzoli, 2018, p. 74.

Aldo Corbellini [et al.], *Data science con MATLAB*, Turin: Giappichelli, 2023, pp. 45-81.

Dante e la Divina Commedia in Emilia-Romagna. Testimonianze dantesche negli archivi e

nelle biblioteche, edited by G. Albanese, S. Bertelli, P. Pontari, Cinisello Balsamo: Silvana Editoriale, 2021.

Article in magazine

First name Last name, *Article title*, "Journal title", year (calendar year), issue no., page references: pages cited if any. [If present, please insert after pages the DOI identifier, preceded by comma and space].

Examples

Teodora Pezzano, *Le origini del pensiero pedagogico di John Dewey*, «Pedagogia più Didattica», 9 (2023), 2, pp. 62-71, DOI: 10.14605/PD922306

Han Xu - Javier González Patiño - Jose Luis Linaza, *The Influence of the Development of Transmedia Fiction on the Traditional Publishing Industry*, 'Publishing Research Quarterly', 39 (2023), pp. 389-407: p. 401, DOI: 10.1007/s12109-023-09973-x.

Documento IFLA sullo stato del prestito digitale, 'AIB Studies', 52 (2012), 3, pp. 383-396, DOI: 10.2426/aibstudi-8714.

Essay in volume (miscellaneous)

First name Last name, *essay title*, in *Volume title*, edited by N. Last name, place of edition: publisher, year, page references: pages cited.

Examples

Davide Martinucci, *Influenze giapponesi nel fumetto popolare di fantascienza: Nathan Never*, in *Sognare l'impossibile. La fantascienza italiana tra letteratura e fumetti, tra scienza e utopia*, a cura di N. Spagnolli, C. Gallo, G. Bonomi, Rome-Rovereto: Comicout-Accademia degli Agiati di Rovereto, 2018, p. 20-35: p. 26.

Lucio Cottini, *La cornice dell'inclusione*, in *Costruire ambienti inclusivi con le tecnologie*, a cura di E.A. Emili, Trento: Erickson, 2023, pp. 33-46.

Theses, Doctorates and the like

First name Surname, *Title* [dissertation or doctorate], place of publication or university: Publisher/University, academic year, pages.

Isabel Castro Rojas, *"A noticia de todos". Bandos, pregones y mandatos del poder en el Madrid de los Austrias (siglos XVI-XVII)* [PhD thesis], Alcalá de Henares: Universidad de Alcalá, a.y. 2018-2019, p. 30.

Remote Access Digital Documents

First name Last name, *Title*. Date last updated if present, <URL> (Last consulted: date). [If the URL is longer than one line, shorten it using the tools available online].

Examples

Graham Shields, *Electronic Information. Cite it right! Individual types of publication*.

September 1998, <<http://www.unn.ac.uk/central/isd/cite/elec.htm>> (Last consulted: 8 December 2018).

United Nations, *Convention on the Rights of Persons with Disabilities*:

<<https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-persons-disabilities>> (Last consulted: 15 May 2022).

Blog articles

First name Last name, *Title*. "Blog title", date of publication, <URL> (Last consulted: date).

Examples

Gianfranco Fabi, *Le lezioni del 1992 non tutte negative*. "Non solo economia", 14

December 2022, <<https://gianfrancofabi.blog.ilsole24ore.com/2022/12/14/le-lezioni-del-1992-not-all-negative/>> (Last consultation: 7 February 2023).

Paolo Benanti, *GPT e PaLM: per i Large Language Model qualità o quantità?* «Etica, bioetica, tecnologia», 22 aprile 2023, <<https://www.paolobenanti.com/post/llm-qualita-quantita>> (Ultima consultazione: 30 gennaio 2024).

Regulations

Laws, regulations, treaties, declarations, manifestos, etc. are to be given in italics (in the text). Acronyms should be inserted in the round, and abbreviated according to the custom of the specific texts of reference.

Examples

Legge sul diritto d'autore (L. 633/1941).

Codice degli Appalti (Legislative Decree 36/2023)

Testo unico delle disposizioni legislative e regolamentari in materia edilizia (Presidential Decree 380/2001)

Conventions

Name Surname, *Title*, in *Title of proceedings, place and date of conference*, edited by N. Surname, place of publication: publisher, year of publication, v. (if more than one volume), pages: pages cited.

Examples

Maria Gioia Tavoni, *I materiali minori: uno spazio per la storia del libro*, in *Gli spazi del libro nell'Europa del XVIII secolo. Atti del convegno di Ravenna, 15-16 dicembre 1995*, a cura di M.G. Tavoni e F. Waquet, Bologna: Pàtron, 1997, pp. 88-111: p. 90.

Françoise Waquet, *I ringraziamenti: l'orale nello scritto*, in *I dintorni del testo: approcci alle periferie del libro. Atti del convegno internazionale di Roma, 15-17 novembre 2004 e Bologna, 18-19 novembre 2004*, a cura di M. Santoro, M.G. Tavoni, Roma: Edizioni dell'Ateneo, 2005, v. 1, pp. 81-98: p. 90.

Projects

The name of the project should be given in the round, without inverted commas, minimising what is possible without changing the original meaning of the title. The acronym of the project should be dissolved only the first time in round brackets.

Examples

CAPAcities (Children Against Poverty Awake the City Education System)

TrAILs (Alpine Industrial Landscapes Transformation)

Works in translation

If you decide to provide (optional choice) a full citation of the works in translation consulted, indicating the specifics of the two versions (translated and original language work), the model to follow is as follows:

Nome Cognome, original *title*, place of original edition: publisher, year (*translated title*, by N. Cognome [if any], tr. it. Nome Cognome [translator], place of edition in Italy: Italian publisher, year, pages)

For works in foreign languages, do not change the bibliographical and linguistic indications in the original volume.

Examples

Aidan Chambers, *The Age Between*, New York: Fincham Press, 2019 (*L'età sospesa*, tr. it. Gabriela Zucchini, Modena: Equilibri, 2020, p. 113)

Tim Ingold, *Anthropology. Why It Matters*, London: Polity Press, 2018 (*Antropologia. Ripensare il mondo*, a cura di M. Meschiari, tr. it. Gaia Raimondi, Milano: Meltemi, 2020)

Shireen Walton, *Ageing with Smartphones in Urban Italy*, London: UCL Press, 2021 (*Smart Ageing a Milano (e altrove). Soggettività e socialità nei contesti digitali urbani italiani*, tr. it. Laura Liucci, Milan: Ledizioni, 2022)

The text must be uploaded onto the platform following the instructions indicated.

***The editors reserve the right to amend the text to bring it into line with editorial standards.**