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6. The author or authors are required to read and accept entirely the Code of Ethics published at the following link: <https://ojs.pensamultimedia.it/index.php/siped/ethics>.

GENERAL NOTES

1. The contribution must be in .docx format, and prepared according to the appropriate template that can be downloaded by clicking on the following link: https://www.pensamultimedia.it/pensa/wp-content/uploads/2020/08/Template_ARTICOLO.docx.

It must contain, only at the time of the second upload following the positive outcome of the refereeing procedure, the following:

- the indication of the name (in full) and surname (for each author);
 - the role and institution to which they belong (**in English**);
 - the e-mail address of at least one of the authors of the contribution;
 - the specific indication, in the case of double signature, of the parts attributed to each author or the declaration of joint attribution of the entire article.
2. One abstract in Italian and one in English with the relevant keywords.
 3. The title of the contribution (in bold) must not contain subtitles and must be in two languages: Italian (or mother tongue) and English.
 4. The titles of the paragraphs (in bold) must be short and concise, and numbered progressively, avoiding (if possible) the use of subparagraphs.
 5. In the text, compositions in bold, underlined, spaced lowercase and fully uppercase should be avoided.
 6. The contribution may contain only any footnote comments and a bibliographic note at the end.
 7. The bibliographic references within the text must be inserted between round brackets, as shown in the examples below.
 8. The bibliographic note at the end of the contribution must respect the quote inside the text according to the rules set out below.
 9. The contribution that each author will deliver must be definitive; **once delivered, no changes, cuts or additions will be accepted.**
 10. The editor of the journal will, if necessary, make minor corrections. However, it is understood that the final work, before publication, will be subjected to editing.

Emphasis

- High (double) quotation marks“ ” or italics are used to emphasize certain expressions.

Notes

- They will be numbered with progressive Arabic numbers.
- It is recommended to carefully check the correspondence between note numbers and references indicated in the exponent on the text, always with Arabic numbers and without brackets.
- In the text, the reference to the footnote must be placed within the punctuation: text¹. and not text.¹
- Exceptions are the exclamation and question marks that precede the note exponent.

Direct quotes

- The text quoted literally is enclosed in double quotes.
- If a quote contains another note, report the internal quote with single quotes " and the external one with double quotes ""
- The reference to the quoted text follows the same in round brackets and, in addition to the author's surname and the date of publication (see examples below), the number of the page (p.) or pages (pp.) in which the quotation shown is present.
- The text must be faithfully reproduced and any additions must be indicated in square brackets.
- Any omissions must be indicated with three ellipsis in square brackets [...]
- In the case of quotes that exceed four lines, they must be reported in a smaller body than a period and with the margins indented by 0.5 compared to the main text (without further indentation of the paragraph), separated from a line break from the text that precedes it and follows it.

Bulleted list

- Report the list with the hyphen, with a bullet indent of 0.5, and a text indent of 0.5. Enter the semicolon at the end of each bullet point and the point at the end of the list.
Example:
 - the ability to connect the knowledge acquired in university courses in **conceptual plots**;
 - the identification of motivated reference points for the choice of content;
 - the identification of the **supporting beams of connection**, their didactic value and the related cognitive difficulties.
- If the bullet has an additional bullet inside it, report the second bullet with the bullet, with bullet indentation of 1.5 and text indentation of 1.5.

Example:

- possess cultural (historical-epistemological) mastery of the discipline and be acquainted with the major themes it proposes, that is:

- master the concepts in their articulations, and the syntactic, semantic and conceptual structure of the discipline;
- frame and place one's knowledge in context, also integrating that one acquired in university courses, to grasp its value in the cultural education of the student.

Dashes

- Two cases are distinguished: to join two words (eg space-time), the short dash is used without any space, neither before nor after. To create an inscription within a sentence, the long hyphen is used, preceded and followed by a space (eg the idea - developed in the 1950s by Rossi - was later adopted by Verdi).

Foreign words

- Foreign words that have entered the current language go in round font, such as: online, boom, cabaret, chic, cineforum, computer, dance, film, flipper, gag, garage, horror, leader, monitor, pop, rock, routine, set, spray, star, stress, tea, tea, tic, vamp, weekend etc. They must be placed in the singular form.
- Generally all foreign words go in italics.
- The following also go in italics: *alter ego* (without united short line), *aut-aut* (with united short line), *budget*, *team*, *media* (media), *passim*, *revival*, *sex-appeal*, *sit-com* (both with short solid line), *soft*.

Accents

- In Italian the vowels a, i, u require only the grave accent (à, ì, ù); the *e* requires the acute accent in the final word in all compounds of *che* (since, so that, so that etc..).
- The following words are written with a grave accent: *è* (it is), *cioè* (that is), *caffè* (coffee), *tè* (tea), *ahimè* (alas), *piè* (foot); foreign words entered into the use of the Italian language such as vest-*gilè*, canapè-*canapè*, cream puff-*bignè* and personal names (*Noè*, *Giosuè*, *Mosè*).
- The third person singular of the verb *dare* (to give) *dà* (gives) is accentuated and the present imperative of the same verb *da'* (give!) is used with an apostrophe to distinguish them from the homophonic form of the preposition *da*; the present imperative of the verb *fare* (to do/to make) is *fa'* and it brings an apostrophe, but it is a serious mistake to accent both *fa* (third person singular of the same verb) and *fa* (adverb or musical note).
- The third person singular of the verb *essere* (to be), when it is capitalized, must be accented (*E*) and not apostrophized (*E'*).

Brackets

- Round brackets are used to isolate a sentence or word from the context and to highlight a reference to another part of the text.
- Square brackets are used inside the round to highlight a jump or a lack of text, or to introduce the author's comment in a quotation in quotation marks.
- The punctuation that refers to the main text must be placed outside the closing parenthesis.

Punctuation marks and print characters

- Punctuation marks (,;!?) and parentheses that follow one or more words in italics are always composed in round font, unless they are an integral part of the passage in italics.
- Whole periods of text in quotes or brackets will have a full stop after the closing parenthesis.
- The names of the centuries go in full and with a capital initial (eg: Settecento-Eighteenth century). The names of the decades must be in full and with a capital initial (eg: anni Venti dell'Ottocento-Twenties of the Nineteenth century).

Page and year numbers

- They must be written in full (eg: pp. 112-146 and not 112-46; 113-118 and not 113-8; 1953-1964 and not 1953-964 or 1953-64 or 1953-4).
- The digits of the Roman numbers must be in small caps (for example: XXIV, 1987).

Iconographic documents

- Images, graphics, diagrams must be reported in black and white and with a resolution of at least 300 dpi. It is therefore necessary to verify that there is a good definition of colors within a gray scale.
- Images must be inserted in the text body, but it is also advisable to provide them in separate files, in .jpg or .tiff or .pdf format.
- If the images are copyrighted, the source must be acknowledged.
- In the case of graphs and diagrams, it is also advisable to provide the excel file from which they are taken.
- However, authors should try and limit the number of images and graphics in the text.
- Images must be inserted in the text, centered on the line, spaced by a line break from the text that precedes and follows them.
- Each image must be accompanied by a progressively numbered caption to be reported under it.

Tables

- Tables must be inserted in the body of the text and must not exceed 15 cm in width.

- Tables must be inserted in the text, centered on the line, spaced by a line break from the text that precedes and follows them.
- Each table must be accompanied by a progressively numbered caption to be shown above it.
- Tables have the same font as the text and reduced by one point.

Captions for tables, graphs or figures

- The editorial staff may **reserve the right** to change the location and size in relation to the layout.
- **Write** the abbreviation Tab. for table, Fig. for figure and Graph. for graph, followed by the number, colon and title in italics.
Example: (Fig. 1: *Il progetto di sviluppo – The development project*).

Internet sites

- In the text, Internet sites must be quoted in lowercase type without quotation marks if the entire electronic address is specified (ex.: www.libraweb.net ; www.supergiornoale.it). If, on the other hand, only the name is indicated, they go in italics up / down without quotation marks like the title of a work (ex.: Libraweb; Libraweb.net); they go in the round top / bottom font between high quotation marks when referring to periodical electronic publications (ex.: “Super-giornale”; “Supergiornoale.it”).

Legal references

- Write the **references** in full, indicating the type of **legislation**, the date and the number, followed by a dash and title in a round font.
Example in Italian:
D.P.R. 31 luglio 1996, n. 470 – Regolamento concernente l’ordinamento didattico della Scuola di Specializzazione per la formazione degli insegnanti di Scuola Secondaria.

BIBLIOGRAPHICAL REFERENCES

- The surname of each cited author must be placed in round brackets, followed by a comma, the year of publication, followed by a comma and any indication of the page (s).
- If the author of the contribution detects the need, the year of the first edition of the work can be reported separated from the year of the work consulted by a "/" (ex. Dewey, 1916/2020, p. 27)
- Semicolons must be used to separate bibliographic references to authors of different publications in the same parenthesis. References must be reported in chronological order.

Examples in Italian (related to bibliographical references)

If authors' names are NOT included in the text

...viene denominato anzianità (Galli, 2001, *passim*; Scortegagna, 2005, p. 12)...

If authors' names ARE included in the text

... è quanto afferma Kernis (1993, p. 5) e che sostiene anche Wegener (1994, p. 24) ...

If authors have the same surname also write the first letter of their name (E. Johnson, 2001, p.184; L. Johnson, 1998, pp. 1-2).

If texts by the same author are published in the same year use alphabetical order (a, b, c)

...la ricerca di Berndt (1981a) illustra ...

... chiamate "a guardare alla dimensione assiologica" (Mencarelli, 1977b, p. 464) ...

If texts are by two or three authors

... la tematica della pedagogia della finitudine (Isidori, Refrigeri, 2019) ...

... la stretta connessione tra sviluppo ed educazione (Goodlad, Mantle-Bromley, Goodbill, 2004) ...

If texts are by more than three authors

...l'uso dei MUVE in educazione è diventato un campo strategico di ricerca (Bellotti *et alii*, 2010) ...

For references in the explanatory notes at the footer

Cfr., tra gli altri, Fiorucci (2003, pp. 27-29), Portera (2007, *passim*) e Zoletto (2012, p.124).

... incontri che avvengono anche a scuola. Cfr. Buber (1993) e Milan (1994; 2002) ... Sul problematicismo pedagogico cfr., in particolare, Baldacci (2003), Bertin (1995), Frabboni e Pinto Minerva (2001).

BIBLIOGRAPHICAL NOTE

References of the Bibliographic Note must be complete with all the elements, as seen on the following examples.

In the case of references in a foreign language, the title of the works must be reported with the first word in uppercase / lowercase and the rest in lowercase.

Examples in Italian (related to the bibliographical note)

If there is only one author

Milella M. (2003). *Saperi della cultura e agire formativo*. Perugia: Morlacchi.

Bobbio N. (2006²). *De senectute e altri scritti autobiografici*. Torino: Einaudi.

Erikson E.H. (1999). *I cicli della vita. Continuità e mutamenti*. Roma: Armando (ed. orig.1982).

If there are two or three authors

Bagni G., Conserva R. (2005). *Insegnare a chi non vuole imparare*. Torino: Ega.

If there are more than three authors

Perfetti G. et alii (2010). *I fondamenti epistemologici della ricerca pedagogica*. Parma: Brevi.

Curatorships (Curatele)

Vaccaro C.M. (ed.) (2006). *Invecchiare in salute*. Milano: FrancoAngeli.

Dozza L., Frabboni F. (eds.) (2010). *Pianeta anziani. Immagini, dimensioni e condizioni esistenziali*. Milano: FrancoAngeli.

Duncan G.J., Brooks-Gunn J. (eds.) (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.

Multivolumes

Wiener P. (ed.) (1973). *Dictionary of the history of ideas* (voll. 1-4). New York: Scribner's.

Introductions and Prefaces

Funk R., Kolln M. (1998). Introduction. In E.W. Ludlow (ed.), *Understanding english grammar* (pp. 1-2). Needham: Allyn and Bacon.

Essays contained in volumes

Pieroni D. (1998). Esperienze di formazione in servizio. In R. Contrada et alii, *Formazione e aggiornamento* (pp. 120-136). Napoli: Traversi.

- Vanelli T. (1995). Crediti agevolati. In G. Rondoni (ed.), *La gestione dei patrimoni* (vol. I, pp. 137-145). Palermo: Libreria.
- O'Neil J.M., Egan J. (1992). Men's and women's gender role journeys: metaphor for healing, transition, and transformation. In B.R. Wainrib (ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

Translations

- Benasayag M., Del Rey A. (2007). *Eloge du conflit*. Paris: La Découverte (trad. it. *Elogio del conflitto*, Milano: Feltrinelli, 2008).

Articles contained in journals

- Galli N. (2001). L'“autunno della vita”: ricchezze ed inquietudini esistenziali. *Pedagogia e vita*, 3: 86-108.
- Coltheart M. et alii (1993). Models of reading aloud: dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100: 589-608.
- Smyth A.M., Parker A.L., Pease D.L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8: 120-125.
- Laredo P. (2007). Revisiting the third mission of universities: toward a renewed categorization of university activities? *Higher education policy*, 20(4): 441-456.

Other references

- Bergmann P.G. (1993). Relativity. In *The new encyclopedia britannica* (vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
- Yoshida Y. (2001). Essays in urban transportation (Tesi di Dottorato, Boston, College, 2001). *Dissertation Abstracts International*, 62, 7741A.
- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Pubblicazione ADM 90-1679). Washington, Government Printing Office.

Conferences

- Schnase J.L., Cunnius E.L. (eds.) (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah: Erlbaum.

Web publications or articles from an online periodical

- Caocci D., Finelli M. (1999). Il dibattito internazionale. *Pianeta Infanzia. Questioni e documenti*, 7: 24-42. In http://www.minori.it/pubblicazioni/quaderni/indice_-quaderni.html (ultima consultazione: 30/01/2005).

Roma G. (2010). Terza età, la realtà italiana letta dal direttore del Censis. In http://www.repubblica.it/salute/2010/11/23/news/terza_et_la_realt_italiana_vista_dal_censis-9409097/ (ultima consultazione: 11/12/2010).

ARCHIVAL NOTE

Also for the Archival Note, the references must be complete with all the elements, in the following order: institute of conservation, fund, series, any sub-series, piece (envelope, bunch, string, cassette, register, etc.), paper or cards (possibly specifying front or back). If the cards are not numbered, other elements must be provided in order to identify the special document cited, such as eg. the date.

Examples in Italian (related to the archival note):

Archivio di Stato di Cremona, Comune di Cremona, Antico Regime, Fragmentorum, fz.50, c. 216r.

Archivio di Stato di Milano, Notarile, Marinoni Stefano, fz. 21.388, 20 settembre 1785.

For the printed sources, the same [standards](#) given under the heading Bibliographic note will be followed (translated by Federica Marconi).