**ANONYMISATION**

Anonymizing means not only removing the authors’ names from the text, the file name, and the file properties, but also *eliminating any reference to the University and the location where the research was conducted* (but preserving general geographical details, where appropriate). This avoids conflicts of interest and prevents potential reviewers from identifying the Authors.

When anonymizing, it is advisable *not* to cite oneself and *not* to introduce any self-citations during the copyediting phase.

If the scientific content of the manuscript cannot be supported without a self-citation, then one can refer to oneself in the third person (e.g., “as Bianchi (2022) states...”).

If self-citing would make the connection between the citation and the manuscript’s Author evident, it should be replaced with “Author” (pseudonymization). For example, the manuscript could state: “this study is a follow-up of a previous investigation (Author, 2019).” When using “Authors” to replace one’s name and that of collaborators, *the entire bibliographic entry should be removed*.

Wrong:

Author. (1842). *I Promessi Sposi*. Milano: Tipografia Guglielmini e Redaelli.

(in this example, it is easy to identify the Author, because his work’s details have not been removed)

Correct:

Author. (1842).

(in this example, it is not possible to identify the Author, except for the fact we know the work was published in 1842).

Optimal:

Autore. (YYYY).

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Title in English, Times New Roman 16, bold, no spacing, justified: Subtitle in main language; do not use inverted commas. Do not put stops at the end of the title. Use only one subtitle. Use columns (“:”) to separate title and subtitle. Capitalize all words except articles and prepositions

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**ABSTRACT**

English abstract in Times New Roman 10, justified, no spacing. Maximum 150 words allowed. Please do not put in-line references in the abstract.

**(all parts in red shall be removed from the anonymized manuscript and should be included only in the final version)**

**KEYWORDS**

Keywords in English, Separated by a comma, The first letter of each keyword is capitalized, Maximum five keywords, No full stop at the end of the list

The list of keywords in English is followed by that in Italian.

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**ACKNOWLEDGMENTS (use only one language in this section, max three lines)**

Please acknowledge here anyone who contributed to your work but who does not meet the [definition of authorship](https://ojs.pensamultimedia.it/index.php/siref/author_guidelines) espoused by *Formazione & insegnamento*. Also acknowledge all sources of funding. For example: “The author(s) received no financial support for the research, authorship, and/or publication of this article”. Alternatively: “This work was supported by the Trust [grant numbers *xxxx*, *yyyy*]; the Australian Research Council [grant number *zzzz*]; and the Dead Poets’ Society [grant number *aaaa*]”.

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As above. Case (1): “The Author(s) declare(s) that there is no conflict of interest”. Case (2): “In accordance with the policies of *Formazione & insegnamento*, Author-1 reports that (s)he [has a financial interest in/business interest in/is a consultant of/receives funding from] (delete as appropriate) a company that may be affected by the research reported in the enclosed paper. (S)He disclosed those interests fully to the Editorial Board of *Formazione & insegnamento* and has in place an approved plan for managing any potential conflicts arising from that involvement”.

# 1. Introduction (please do not use punctuation at the end of section and paragraph titles)

Write here your introduction.

In articles that follow the IMRaD system to name sections, your introduction is the same as the literature review; otherwise, please feel free to arrange the sections as you please.

# 2. Headings and body of text

All titles are numbered, including introduction and conclusion. They are not numbered lists. When you skip a line after typing the title, your Word Processor might turn it into a numbered list. Please avoid that by pressing Ctrl+Z or by undoing your last action.

Skip a line before and after each title. Please do not introduce further breaks other than the required ones. Skipping a single line is the only mandatory requirement.

The body of text is always Times New Roman 12, justified, no spacing, intervals, hangings, indentations, or else. NO HYPHENATION IS ALLOWED.

Please avoid Walls of Text. Organize your article in organic paragraphs, according to the topic addressed. Do not make paragraphs that are too long or, conversely, that contain a single line or sentence if this could be avoided. Break longer paragraphs according to concepts.

In the body of text, foreign words are always *italicized*—that is, unless they have become of common use in English language. In the case of direct quotes, leave italics as they are in the original text.

Emphasis is only rendered in *italics*. Do *not* emphasize with bold type, small caps, all caps, underscore.

# 3. Another title

## 3.1. Sub-paragraph

Sub-paragraph headings are Times New Roman 12, italics, justified, no spaces, no intervals, no hangings, no indentations. Again, avoid creating a “numbered list” when typing your sub-paragraph title. Avoid sub-sub-paragraphs. This means the article will have only two levels of headings. Other than that, all rules for higher-level titles apply.[[1]](#footnote-1)

## 3.2. Citations and quotes

The journal follows the APA7 style. When in doubt, refer to the [APA style website](https://apastyle.apa.org/) or [other supporting material](https://www.griffith.edu.au/library/study/referencing/apa-7). THE USAGE OF A CITATION MANAGER IS RECOMMENDED. This means that:

* When you cite the work of an author but *without* a direct quote, you should put the surname of the author and the year in parenthesis (brackets), separated by a comma (Rossi, 2022).
* If the cited author’s surname is mentioned in the text, only the year is left in parenthesis—such is the case of Rossi (2022).
* If there are two authors, separate their surnames with an ampersand “&” (Rossi & Bianchi, 2022).
* If there are three authors or more, use “et al.” but remember to write *all* their surnames in the reference list (Verdi et al., 2022).
* If you cite more than one work at once, divide the works of different authors with a semi-colon; put the authors in alphabetical order, do not order them by date; you do not need to repeat author names if the bibliographic reference is analogous (Bianchi, 2021; 2022; Rossi, 2019; Verdi et al., 2022).

If you insert a direct quote *that is less than 40 words long*, put it in line with the text: «capitalize the first letter when appropriate and make sure you use the French quotation marks (guillemets) to encapsulate the quote. Please note guillemets are an actual symbol; do not use “<” or “>”. Do not type spaces before them» (Neri, 2000, p. 10). Please note that, when a direct quote is provided, the page number should be disclosed. If there is a page interval you should use “pp.” instead of “p.” and mark the interval with an em-dash: «this is an example; the em-dash is longer than the hyphen» (Neri, 2002, pp. 50–55).

A hyphen (-) is a punctuation mark that’s used to join words or parts of words. It’s not interchangeable with other types of dashes. A dash is longer than a hyphen and is commonly used to indicate a range or a pause.

If the direct quote is *longer than 40 words*, you need to skip a line and format it in Times New Roman 11, with a left indentation of 1 cm. Do not forget the guillemets and the referencing, which should be placed between the closed guillemets and the full stop:

«This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words. This is an example of a quote longer than 40 words» (Russo, 2015, p. 147).

Skip a line after the long quote and keep typing with the normal body of text settings.

Use the inverted commas only to address a specific term. For example, “beautiful” is an adjective. You should also use the inverted commas if there is a quote inside a quote. For example: «John Doe screamed “I am not dead!” but nobody was convinced» (Holmes et al., 2014, pp. 150–152).

Please do not abuse citations, avoid gift citations, and limit yourself to what is necessary for the scientific content of the manuscript.

# 4. Lists

Lists could be numbered or bulleted. Skip a line before and after the list. The alignment is hanging (0.5 cm for the dot and 1 cm for the text). Each item ends with a stop (in Italian, all items end with a semi-colon except the last one, which ends with a stop):

1. Item 1.
2. Item 2.
3. Item 3.

# 5. Numbers, equations, and other scientific expressions

* Avoid starting a sentence with a numeral (notable exception: words, codes and taxonomical terms that start with a number).
* When writing, use numerals to express numbers 10 or above (e.g., 11, 23, 256). Up to nine, numbers are written as words (e.g., three, seven, eight).
* However, *always* use numerals when they precede a unit of measurement (2 cm) or when they represent statistical and mathematical functions (5%), dates (1997), ages (7 y.o.), scores, points on a scale, exact sums of money (€ 9.00).
* Always use numbers written as words when it is a universally accepted usage (e.g., the Ten Commandments).

Always prefer scientific terminology when formally appropriate and when it is codified. For example, COVID-19 is the “coronavirus disease”, whereas SARS-CoV-2 is the virus that causes it (COVID-19 is capitalized in the WHO guidelines).

However, do not mistake scientific jargon for neutrality. For example, in some fields of education, talking of “users” and “clients” might sound neutral but reviewers could object that the terminology clouds the existential dimension of research participants by representing them as the units of a commercial system.

Analogously, use gender pronouns and gendered language *when appropriate in relation to the content of the research*. Colloquial expressions are also allowed, especially in direct quotes or reported speech that reflect the terms used by the interviewees. For example, educators working in a gendered facility might refer to their users as «our lads»: this should not be censored.

This language is also allowed and encouraged when it reflects a specific hermeneutic position of the author, provided such stance is disclosed with methodological clarity.

# 6. Tables and figures

Each table, figure, graph, picture shall appear with a caption that is placed *below* the table (or figure). The caption shall be in Times New Roman 10, centred. Number all tables and figures progressively and check the numbering is correct *before* submission.

* The maximum allowed number of figures and tables is five (5). Please do not exceed this number.
* If it is necessary for you to include more figures and data, please upload a second Word file, with editing of your choice, that contains all the other tables and figures. This file will be published *as is* next to the PDF of your article, and it will be titled “**Supplementary materials**”. Supplementary materials will be freely downloadable but will not count as an independent publication and will not follow the pagination of the journal.
* In the Article, number figures from 1 to 5, like this: *Figure 1*, *Figure 2*, etc.
* In the Article, number tables from 1 to 5, like this: *Table 1*, *Table 2*, etc.
* Ther is no third category. A graph is a figure. A table is a table.
* In the Supplementary Materials, continue the numbering, like this: *Figure 6*.
* If you have Supplementary Materials, make sure you reference them properly in the text of your article. Like this: “see *Figure 6* of the Supplementary Materials”.
* All figures shall be high quality. At least 300 PPI/DPI. Typical width is 180 mm (~600 pixels).
* Ideally, figures should be provided as an **editable vector file**. Example: \*.svg, \*.ai, \*.afdesign, \*.eps. If that is not possible, choose among the following formats of **uneditable files**: \*.png (transparent background, if possible), \*.jpeg, and \*.tiff. Avoid pasting graphs from your data management software, as it could import the entire table into Word. Export all your graphs as images.
* If you are unsure, *upload figures* as a separate file, together with your manuscript. Reviewers will be able to access them. Number the files according to the numbering of the figures instead of pasting such figures in your Word document.
* Remember captions should be *external* to the figures. Therefore, *avoid* putting titles and captions *in* the figures. However, you are free to put data labels and legends.

*6.1. Common sense when using tables and figures*

*Formazione & insegnamento* is not a “data journal”. Authors are encouraged to choose figures and tables that could be meaningful for the reader, and keep their numbers at a minimum. This means that if your results could be neatly summarized in one or few lines of text, you should prefer text over figures.

For example:

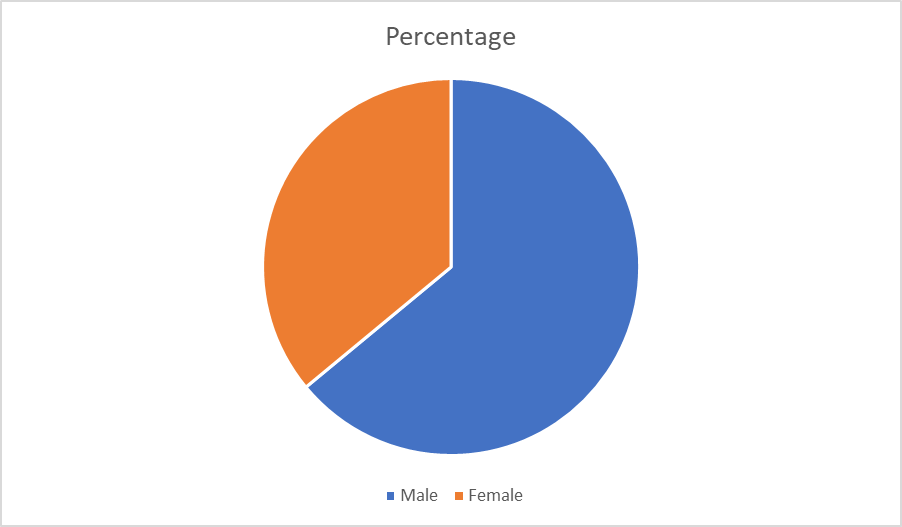


Figure 1. Sample composition by gender.

**This figure is wrong**. The caption is fine, but there are no data labels. Anyway, the entire figure should be removed, because it could be replaced by a line of text: “Compared to females (36%), men were over-represented in the sample (64%)”.

When choosing a figure, ask yourself: how is this improving the experience of an educated reader?

The same line of reasoning shall be applied to tables. **Do not create tables for raw data *outside* the supplementary materials**. Data series should always be analysed, with monovarietal analysis being the bare minimum for a scientific publication that involves data analysis. Always use aggregate data. When in doubt, send in raw data as supplementary materials. If you do not want to have raw data published but they are necessary for reviewers to form an opinion, make it clear by opening a discussion thread with the Editor in OJS. Rule of thumb:

Wrong: a table that includes all the answers by individual participants.

Correct: a table that illustrates the results of ANOVA.

**Do not use tables to “showcase” parts of your body of text**. Occasionally, Authors persuade themselves that questions, items, or paragraphs would look better if put in a box. *Formazione & insegnamento* accepts only tables that have at least two columns and two records. *Any table with a single column is, in fact, a list, and should be treated as such*.

**All tables should be editable.** Do **not** make figures out of tables. This will prevent copyeditors and typesetters from changing the font and the size of the table at leisure. That means you should never submit a table as a \*.jpeg file.

Make sure **you own the publishing rights of a picture** before submitting it. This might require seeking permission from participants or blurring their faces, depending on the country where you conducted your research. When in doubt, please take into account that *F&I* is a European publication and abides by the European Privacy Law.

# 7. Punctuation

Avoid dots. Dots are always three. Word Processors transform dots… into a single three-dotted character. Leave it as is.

In direct quotes, omissions (*omissis*) should be flagged with three dots in square brackets: […]. Do not use round brackets. Do not put *omissis* marks at the beginning and at the end of the direct quote.

# 8. Conclusions

Do not number pages. Do not change headers and footers. Page layout is 2 cm on all sides.

# References

The reference list is written in Times New Roman 10. All bibliographic entries are hanging (1 cm). APA7 applies. *Include only the works cited in the manuscript, do not include works that have been read but not cited in the text*. Remember the APA style uses a stop (“.”) to separate each type of metadata from the others. Examples follow.

Bianchi, Z. K. (2019). *Very Long Title of a Book, Which Exemplifies the Subtitle as Well: The Subtitle you were looking for*. Lecce & Brescia: Pensa MultiMedia.

Bianchi, Z. K. (2022). Title of the chapter. In J. Smith (Ed.), *Title of the book* (pp. 1056–1099). Bari: Laterza.

Holmes, F., Yourcenar, M., Hemingway, E., Foucault, M., & Trump, D. (2014). *Title of the book*. Springer.

Neri, D. (2000). Title of the Conference Paper. In S. Cooper (Ed.), *7th Annual Conference in Genetics* (pp. 11–19). Springer. <http://dx.doi.org/10.1093/ajae/aaq063>

Neri, D. (2002). Title of Another Conference Paper. *Name of the Journal that Published the Proceedings in Its Supplement*, *11*(S1), 56–300. <http://dx.doi.org/10.1093/ajae/aaq063>

Rossi, N. (2021). Title of the Article: Subtitle of the Article. *Journal title*, *14*(1), 76–89. <http://dx.doi.org/10.1093/ajae/aaq063>

Rossi, N. (2022). Title of the Article. *Journal title*, *15*(3), 100–115. <http://dx.doi.org/10.1093/ajae/aaq063>

Russo, E. E. (2015). *Title of dissertation/thesis: Use sentence case* [Unpublished doctoral dissertation]. Faculty of Education, University of Nowhere. Retrieved June 10, 2022, from <https://www.example.com>

Verdi, F., Hegel, G. W. F., Engels, F. (2022). *How I Met Your Mother*. In A. Smith, M. Gioia, & R. Malthus (Eds.), *A Book that Collects Many Things* (pp. 112–139). Oxford: Oxford University Press.

For all cases that are not exemplified above, see APA7.

1. Footnotes: footnotes should *not* be used for bibliographical purposes. They may contain references but work in the same way as the main text. Footnotes are used to illustrate further points or clarify something. Please do not abuse this system. All footnotes shall be in Times New Roman 10, justified. **Keep footnotes to a minimum**. [↑](#footnote-ref-1)