NORME EDITORIALI

GENERAL NOTES

Characteristics of the contribution

1. The contribution must be submitted in Word format within the OJS platform, in Times New Roman font size 12. For each author, it must contain the following information: full name / surname / role of the author / affiliation / e-mail address.
2. The contribution must generally be between 18,000/25,000 characters long, abstract, spaces, footnotes and bibliography included.
3. The title of the contribution (in bold, body 14) must not contain subtitles.
4. Paragraph headings (in bold, body 12) should be short and concise, and numbered consecutively, avoiding (if possible) the use of sub-paragraphs.
5. Bold, underlined, spaced out lower case and fully capitalised compositions should be avoided in the text.
6. The contribution must be unpublished.
7. The contribution must contain a bibliography at the end and may contain footnotes.
8. In-text bibliographical references must be placed in round brackets, see examples below.
9. The bibliography at the end of the contribution must respect the in-text citation according to the rules below.
10. Once delivered, no changes, cuts or additions will be accepted, except for possible indications from the referees.
11. The editor in chief of the volume will make minor corrections, if necessary. The final work will be edited before publication.

Abstract

1. The abstract should be placed after the title of the paper and before the text.
2. The length of the abstract must be between 400 and 800 characters (including spaces).
3. The abstract must contain the aim and structure of the entire work.

Key words

4. Five key words should be indicated below the abstract.

Inverted commas

5. Inverted commas (or quotation marks): ' " are used both for quotations and to emphasise certain expressions such as 'so to speak', 'the so-called', etc.
6. If a quotation contains another, quote the inner quotation with single inverted commas ' ' and the outer quotation with double inverted commas " ".

Omissions

7. Marked with three dots in square brackets [...].

Notes

8. They should be numbered with progressive Arabic numbers.
9. Careful checking of the correspondence of footnote numbering with footnote references in the text is recommended, always with Arabic numbers and without brackets.
10. In the text, footnote references should be placed within punctuation: text[1]. and not text.[1]
11. Exceptions are the exclamation and question marks preceding the footnote exponent.

Citations

1. In the case of quotations exceeding four lines, they must be in body 11 and with the margins indented by 0.5 in relation to the main text, separated by line spacing.

Bulleted list

2. Return the bulleted list with a hyphen, indenting the bullet point by 0.5, and indenting the text by 0.5. Return the semicolon at the end of each bullet point and the full stop at the end of the list.
   Example:
   - the ability to connect knowledge acquired in university courses into conceptual threads;
   - the identification of motivated points of reference for the choice of contents;
   - the identification of the load-bearing nodes, their didactic value and related cognitive difficulties.
3. If the bullet point has an additional bullet within it, mark the second bullet point with a different bullet, with an indentation of 1.5 and text indentation of 1.5.
   Example:

1. Possessing cultural (historical-epistemological) mastery of the discipline and knowledgeably framing the major themes it proposes, i.e:

- master the concepts in their articulations, and the syntactic, semantic and conceptual structure of the discipline;
- frame and contextualise their knowledge, in order to grasp its value in the student's cultural formation.

Lines

1. Two cases are distinguished: to join two words (e.g. space-time), the short dash is used without any space, either before or after. To create an aside within a sentence, the hyphen is used, preceded and followed by a space (e.g. the idea - developed in the 1950s by De Beauvoir – was later adopted by Friedan).

Foreign words

2. Foreign words that have entered the everyday language (in Italian, if the paper is written in Italian), such as: on-line, boom, cabaret, chic, cineforum, computer, dance, film, pinball, gag, garage, horror, leader, monitor, pop, rock, routine, set, spray, star, stress, tea, tic, vamp, week-end, etc., should be placed in the round font. They should be placed in the singular form.

3. In general, all foreign words should be placed in italics.

4. *The following also go in italics: alter ego* (without joined short italics), *aut-aut* (with joined short italics), *budget, équipe, media* (media), *passim, revival, sex-appeal, sit-com* (both with joined short italics), *soft.*

Brackets

- Round brackets are used to isolate a phrase or word from the context and to highlight a reference to another part of the text.
- Square brackets are used inside the round brackets to highlight a skip or lack of text, or to introduce the author's comment in an inverted comma.
- Punctuation that refers to the main text should be placed outside the closing parenthesis.

Punctuation marks and typefaces

- Punctuation marks (, : ; ! ?) and parentheses following one or more italicised words are always placed in the round unless they are an integral part of the italicised passage.
- Whole periods within inverted commas or parentheses will have a full stop after the closing parenthesis.
- Names of centuries after the year one thousand should be in full and capitalised (e.g.: eighteenth century); names before one thousand should be in lower case (e.g.: seven hundred). Names of decades go in full and with capital letters (e.g.: 1920s).

Page and year numbers

- Should be given in full (e.g.: pp. 112-146 and not 112-46; pp. 113-118 and not 113-8; 1953-1964 and not 1953-964 or 1953-64 or 1953-4).
- The last page of a volume is even and so it should be cited. In an article, the odd final page exists, and so should only be cited if the next even page is in another context; otherwise the even page, even if blank, should be cited as the last page.
- Roman numerals should be in small capitals if the Arabic numeration is in small capitals, in capital letters if the Arabic numeration is in small capitals (e.g.: XXIV, 1987; XXIV, 1987).

Iconographic documents

- Images, graphs, diagrams should be in black and white and with a resolution of at least 600 pixels. It is therefore necessary to check that there is good colour definition within a grey scale.
- Images should be included in the body of the text, but it is also a good idea to provide them as separate files in .jpg or .tiff or .pdf format.
- If images are under copyright, the source must be cited.
- In the case of graphs and diagrams, it is a good idea to also provide the excel file from which they were taken.
- However, you should try to limit the number of images and graphs in the text.

Tables

- Tables should be included in the body of the text and must not exceed 13 cm in width.

Captions of tables, graphs or figures

- Images must be captioned, numbered consecutively and cited within the text. The editors reserve the right to change this positioning in relation to the layout.
- Include the abbreviation Tab. for table, Fig. for figure and Graf. for graph, followed by the number, colon and title. Example: (Fig.1: The development project)

Internet Sites

- In the text, Internet sites should be cited in lower case without inverted commas if the entire electronic address is specified (e.g.: www.libraweb.net; www.supergiornale.it). If, on the other hand, only the name is given, they should be cited in

upper/lower italics without inverted commas like the title of a work (e.g.: Libraweb; Libraweb.net); they should be cited in upper/lower italics between high inverted commas if they refer to periodical electronic publications (e.g.: 'Supergiornale'; 'Supergiornale.it').

Normative references

- Give references in full, indicating the type of regulation, date and number, followed by hyphen and title in round type.

Example:
Presidential Decree no. 470 of 31 July 1996 - Regulations concerning the didactic organisation of the Specialisation School for the training of secondary school teachers.

BIBLIOGRAPHICAL REFERENCES in the text

- The surname of each author cited should be placed in round brackets, followed by a comma, the year of publication, followed by a comma and the page(s), if any.
- Use semicolons between authors of different works.

Examples (relating to bibliographical references)

If the authors' names are NOT contained in the text
... is defined as intercultural (Pinto Minerva, 2002, passim)...

If the authors' names are contained in the text
...is what Ulivieri (2007, p. 14) states ...

For authors with the same surname, insert the first initial of the first name
(E. Johnson, 2001, p. 184; L. Johnson, 1998, pp. 1-2)

For texts by the same author published in the same year use alphabetical order (a, b, c)
... Berndt's (1981a) research illustrates...

For references in footnotes
See, among others, Plato (1995, pp. 27-29), Cicero (2010, passim) and Seneca (2009, pp. 439-441).
... encounters that also take place at school. Cf. Ariès (1968) and Frabboni, Pinto Minerva (2014).

BIBLIOGRAPHY

References in the Bibliography must be complete in the following order:
1. Surname and First Name (dotted) of the Author or Author in the round (if there are two or three authors, they should be separated by a comma);
2. date of publication in round brackets (1987) followed by a full stop;
3. edition number, when not the first, with Arabic numeral in exponent to the year cited (e.g.: 1932^2)
4. title of the work in italics;
5. possible indication of volume with Roman numeral;
6. place of publication (followed by a colon);
7. name of publisher and, in the case of old editions, of the printer;
8. in the case of translations, the date of the original edition placed in round brackets.

Examples

Single author

Ulivieri S. (1995). *Educare al femminile*. Pisa: ETS.
Nussbaum M.C. (2006^2). *Coltivare l'umanità. I classici, il multiculturalismo, l'educazione contemporanea*. Roma: Carocci.
Butler J. (2023). *Questione di genere. Il femminismo e la sovversione dell'identità*. Roma-Bari: Laterza (Edizione originale pubblicata 1990).

Two or three authors
Dato D., De Serio B., Lopez A.G. (2007). *Questioni di "potere". Strategie di empowerment per l'educazione al cambiamento*. Milano: FrancoAngeli.

More than three authors

Demetrio D. *et alii* (2001). *Con voce diversa. Pedagogia e differenza sessuale e di genere*. Milano: Guerini.

Edited volumes
Seveso G. (a cura di) (2017). *Corpi molteplici. Differenze ed educazione nella realtà di oggi e nella storia*. Milano: Guerini.
Cagnolati A., Pinto Minerva F., Ulivieri S. (a cura di) (2013). *Le frontiere del corpo. Mutamenti e metamorfosi*. Pisa: ETS.
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
Santelli Beccegato L. (2001). Prefazione. In D. Demetrio *et alii* (2001). *Con voce diversa. Pedagogia e differenza sessuale e di genere* (9-11). Milano: Guerini.

Chapters in edited volumes
Becchi E. (2007). Allevare, curare, istruire, educare nel segno della donna: da casa a scuola. In S. Ulivieri (a cura di). *Educazione al femminile. Una storia da scoprire* (pp.181-197). Milano: Guerini.
Riva M.G. (2006). Il teatro come dispositivo pedagogico. In C. Covato (a cura di). *Metamorfosi dell'identità* (pp. 115-140). Milano: Guerini.

Paper in academic journals
Frauenfelder E. (2013). La "scuola di Firenze" e l'album di famiglia della pedagogia italiana. *Studi sulla Formazione,* 1, pp. 49-53.
Coltheart M. *et alii* (1993). Models of reading aloud: dual-route and parallel-distributedprocessing approaches. *Psychological Review, 100*, pp. 589-608.
Smyth A.M., Parker A.L., Pease D.L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating, 8*, pp. 120-125.

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 ComputerSupport for Col- laborative Learning*. Mahwah: Erlbaum.

Online publications
<http://www.repubblica.it/salute/interattivi/2010/11/23/news/anziani_pi_in_salute_ma_pi_soli-9408532/_____> (ultima consultazione: 11/12/2010).
Caocci D., Finelli M. (1999). Il dibattito internazionale. *Pianeta Infanzia. Questioni e documenti, 7,* pp. 24-42. In <http:/www.mi- nori.it/pubblicazioni/quaderni/indice_quaderni.html> (ultima consultazione: 30/01/2005).
Roma G. (2010). Terza età, la realtà italiana letta dal direttore del Census. In <http://www.repubblica.it/salute/2010/11/23/news/terza_et_la_realt_italiana_vista_dal_censis-9409097/> (ultima consultazione: 11/12/2010).

Norms
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.

Abbreviations (Italian)
a. = annata
a.a. = anno accademico
a.C. = avanti Cristo ad es. = ad esempio *ad v.* = *ad vocem* (c.vo)
anast. = anastatico
app. = appendice art.,
artt. = articolo, -i
autogr. = autografo, -i
cap., capp. = capitolo, -i
cfr. = confronta cit., citt. = citato, -i cl. = classe
cm, m, km, gr, kg = centimetro, ecc. (senza punto basso)
cod., codd. = codice, -i
col., coll. = colonna, -e
cpv. = capoverso
c.vo = corsivo (tip.)
d.C. = dopo Cristo ecc. = eccetera ed., edd. = edizione, -i es., ess. = esempio, -i
et alii = et alii (per esteso; c.vo)
f., ff. = foglio, -i

f.t. = fuori testo facs. = facsimile fasc. = fascicolo Fig., Figg. = figura, -e lett. = lettera, -e

m.lo = maiuscolo (tip.)

m.lo/m.tto = maiuscolo/maiuscoletto (tip.) m.tto = maiuscoletto (tip.)

misc. = miscellanea ms.,

mss. = manoscritto, -i

n.n. = non numerato n.,

nn. = numero, -i

N.d.A. = nota dell'autore

N.d.C. = nota del curatore

N.d.E. = nota dell'editore

N.d.R. = nota del redattore

N.d.T. = nota del traduttore

nota = nota (per esteso)

n.s. = nuova serie

n.t. = nel testo op.,

opp. = opera, -e

op. cit., opp. citt. = opera citata, opere citate (c.vo per- ché sostituiscono anche il titolo)

p., pp. = pagina, -e par., parr.,

§, §§ = paragrafo, -i

passim = *passim* (la citazione ricorre frequente nel- l'opera citata; c.vo)

r = *recto* (per la numerazione delle carte dei mano- scritti; c.vo, senza punto basso)

rist. = ristampa

s. = serie

s.a. = senza anno di stampa

s.d. = senza data

s.e. = senza indicazione di editore

s.l. = senza luogo

s.l.m. = sul livello del mare

s.n.t. = senza note tipografiche

s.t. = senza indicazione di tipografo

sec., secc. = secolo, -i

sez. = sezione sg.,

sgg. = seguente, -i

suppl. = supplemento

supra = sopra

t., tt. = tomo, -i

t.do = tondo (tip.)

Tab.,Tabb. = tabella, -e

Tav.,Tavv. = tavola, -e tip. = tipografico

tit., titt. = titolo, -i

trad. = traduzione

v = verso (per la numerazione delle carte dei ma- noscritti; c.vo, senza punto basso)

v., vv. = verso, -i

vedi = vedi (per esteso)

vol., voll. = volume, -