

Author Guidelines

Editorial Rules for Authors

During submission, authors are required to upload two separate files:

1. Anonymous Article [[Template](#)]
2. Title Page [[Template](#)]

Guidance for preparing both documents is provided below. The editorial committee will not accept incomplete submissions (e.g., missing one of the two required files) or submissions that do not comply with the journal's editorial criteria.

File 1. Article (Anonymous)

Page settings

- Paper size: A4 (21 × 29.7 cm)
- Margins: top = 2.5 cm; bottom = 3.5 cm; left/right = 2.5 cm; header = 1.3 cm; footer = 1.3 cm

Maximum length: 50,000 characters, including spaces. Articles that exceed this length will not be sent for review.

Text format: Garamond 12. Justified.

Line spacing: single.

Article title: Garamond 14, bold, left-aligned.

Paragraph titles: Garamond 12, CAPITALS, centred. Paragraph titles should have two blank lines above and one blank line below the text. They must be numbered with consecutive Arabic numerals followed by a full stop (please do not use automatic numbering).

Sub-paragraphs: Garamond 12, italics, left-aligned. A sub-paragraph title should be separated from the preceding text by one blank line, but there should be no blank line between the sub-paragraph title and the body text that follows it. Sub-paragraph titles must follow the Arabic numbering of their parent paragraph, followed by a full stop and a further number indicating their position within that paragraph (e.g., 2.1. or 2.2.).

First-line indents: 0.5 cm. These apply from the second paragraph of each section onward; the paragraph immediately following a heading is not indented. Indents must be set using paragraph formatting, not created with repeated spaces or the tab key.

Bulleted/numbered lists: we recommend avoiding bulleted or numbered lists. When they are unavoidable, automatic numbering/bullet formatting must be switched off and the sequence typed manually, keeping the same 0.5 cm first-line indent. For bulleted lists, use a hyphen (-); for numbered lists, use letters rather than numbers (a, b, c, etc.), followed by a closing round bracket, e.g., a).

Hyphenation: never use automatic hyphenation or automatic numbering (for series of paragraphs, lists, internal headings, etc.).

Avoid: double spaces between words, and double spaces after a full stop. Do not leave a space between an opening parenthesis and the first letter of the word that follows it, nor between the last letter of a word and the closing parenthesis; the same applies to quotation marks and single quotes (including superscript note numbers).

In-text reference numbers should always precede the punctuation mark, e.g., correct: Word². Incorrect: Word.²

Italics

In the text, italics should be used only for:

- titles of books (Italian or foreign), newspaper or magazine articles, artworks, films, musical works, and radio or television programmes;
- foreign words not in common use (e.g., *Weltanschauung*). Foreign terms that have entered everyday vocabulary should be set in roman, non-italic type (e.g., cliché, chance).
- Bold and underlining are not permitted in the body of the text.

Quotation marks

All quotations (whether one word or more) must be enclosed in guillemets («»), e.g.: «Mannheim agrees with Mead that there is a process of acquiring the consciousness of ego: firstly, the experience of the Other as different from the Self».

Any quotation marks within a quotation are rendered as double “curly quotes”, e.g.: «The “new society” requires from citizens both self-awareness and a sense of free and open independence». The same curly quotes are used for terms expressing a particular concept (e.g., the concept of “social representation”; the idea of “beauty”).

Single quotation marks should be used only to give particular emphasis to commonly used words (moderate use is recommended). Both double and single quotation marks should be the typographic (curly) kind, not straight marks — correct: “ ” and ‘ ’; incorrect: straight quotes " " and ' '.

Punctuation, dashes, and hyphens

All punctuation marks, including the abbreviation point, require a space after them and never before. A full stop is never used at the end of a title. An ellipsis is formed with three dots, with no space before or after it.

Dashes used to set off explanatory clauses are the longer en/em dash (– rather than -) and must be preceded and followed by a space. Hyphens, by contrast, take no surrounding spaces (e.g., North-East).

Quotations

Quotations longer than three lines should be set as a separate block: wider left and right indents (+0.5 cm on each side), Garamond 10, italics, no first-line indent, justified, without opening or closing quotation marks. A blank line should precede and follow the block quotation.

When reporting a quotation, omissions are indicated with [...]. The bracketed ellipsis should not be placed at the very start or end of the quotation, since the quoted passage is inherently incomplete at those points in any case. Any explanatory additions by the author, editor, or translator must always appear in square brackets.

Citations

The source of a quoted passage is indicated using the American (author-date) citation style, e.g., (Becker 1973: 55). The same style is used for in-text references generally, e.g., (Viviani 2011).

When there are two authors, the surnames are separated by “and”, e.g., (Keniston and Quinn 2008). When there are three authors, the first two surnames are separated by a comma and the last is preceded by “and”, e.g., (Desvaux, Devillard-Hoellinger and Baumgarten 2007). When there are four or more

authors, use the first author's surname followed by *et al.* and the year of publication, e.g., (Van Dijck et al. 2018).

For classical texts, it is recommended to also indicate the original publication date, e.g., (Weber 2005 [1920]: 100) rather than (Weber 2005: 100).

Use of *Ibidem* and *Ivi*: *Ibidem* (in brackets and italics) indicates the same text and/or the same page as the immediately preceding reference, e.g., (Ibidem). If a subsequent reference is to the same text but a different page — regardless of whether the preceding reference was a direct quotation — *Ivi* is used, in brackets and roman type, e.g., (Ivi: 238).

Notes

Garamond 10, justified. Notes must be numbered continuously with Arabic numerals, with no blank line between one note and the next. The note reference number in the text must be superscript. Each note must appear at the bottom of the page on which it is referenced.

References to web pages should be placed in a footnote, with the hyperlink formatting removed. The reference should be preceded by a brief description of the page's content and, where available, the organisation/author and title, e.g.:

ILO, 2017 Global Estimates of Child Labour and Modern Slavery – Americas Regional Brief:
http://www.ilo.org/global/topics/child-labour/WCMS_597871/lang--en/index.htm

Figures, graphs, and tables

These must be inserted within the body of the text, preceded by a title and followed by the source, in Garamond 11 (e.g., Figure or Table). In addition:

- Tables, graphs, and figures are numbered independently of one another (each has its own numbering sequence).
- The label (Figure or Table) is bold, followed by bold numbering and the title in roman type.
- The source is given below, in italics, following the American citation style; if the table/figure is the author's own work, it should read: *Source: Author's elaboration.*
- Tables: Garamond 11, italic column headings, roman (non-italic) cell text — see the example below.
- Tables must be set within the text margins.
- Graphs and figures may be inserted in colour.
- In-text references to figures/tables should read, e.g., (see Table 1).

Example:

Tab. 1. Quattro step per riflettere sui processi interculturali

<i>Step</i>	<i>Obiettivo</i>	<i>Domande-autoriflessioni</i>
1	Revisione degli assunti culturali alla base dell'operato dei singoli agenti / decisori	Cosa so io della mia cultura? Cosa considero davvero essenziale e irrinunciabile? Cosa sono disposto a fare per difenderli?
2	Revisione dei linguaggi e vocabolario usati dai singoli agenti / decisori nei contesti interculturali	Quali termini uso per rivolgermi agli altri e perché? Quali termini sono solo "politicamente corretti" e quali sono invece interiorizzati e usati in modo consapevole?
3	Riconoscimento della natura "ambivalente" e carica di tensione, ansia e imprevedibilità dell'interculturalità	Quali vincoli e dubbi sorgono ogni volta che introduco l'approccio interculturale? Cosa rispondo quando mi vengono riportate le paure degli altri, nei confronti di ogni tipo di "diversità"? Quanto "carico emotivo" sono in grado di reggere?
4	Informazione, apprendimento ed elaborazione di un "glossario" comune	Cosa posso apprendere dall'esperienza (positiva e negativa)? Quali passi avanti possiamo fare per creare un linguaggio comune, un vocabolario, una trama di concetti che non suscitino ambiguità, rimozioni e tensioni?

Source: Author's elaboration on Eurostat data.

References

The final bibliography must include only the works actually cited in the text, listed in strict alphabetical order. This section should be justified, with a 0.5 cm hanging (second-line) indent.

Books

Author's surname, initial of first name [for multiple authors/editors, names are separated by commas, with "and" before the last name] (year of publication), *Title of the text in italics*, Publisher, Place of publication. Do not include the ISBN.

e.g.

Becker H. S. (1973), *Outsiders: Studies in the Sociology of Deviance*, The Free Press, New York.

Pharr S. J. and Putnam R. (2000), *Disaffected Democracies. What's Troubling the Trilateral Countries?*, Princeton University Press, Princeton.

For classical texts, where there is a significant gap between the original publication and the edition consulted, the original publication year should also be given in square brackets, as in the in-text citation:

e.g.

Durkheim É. (1964 [1895]), *The Rules of Sociological Method*, Collier Macmillan, New York and London.

Edited/collective volumes

Author's/editor's surname, initial of first name [for multiple editors, names separated by commas, with "and" before the last name], (Ed.)/(Eds.) (year of publication), *Title of the text in italics*, Publisher, Place of publication. Do not include the ISBN.

e.g.

Lagerspetz E. and Pulkkinen O. (Eds.) (2023), *Between Theory and Practice: Essays on Criticism and Crises of Democracies*, Palgrave Macmillan, Cham.

Risman B. J., Froyum C. and Scarborough W. J. (Eds.) (2018), *Handbook of the Sociology of Gender*, Springer International Publishing, Cham.

Contributions to edited volumes

Author's surname, initial (year of publication), «Title of the contribution», in Editor's initial and surname (for multiple editors, separated by commas, with “and” before the last name), *Title of the volume*, page range preceded by “pp.” Do not include the ISBN.

e.g.

Viviani L. (2011), «Partito politico», in G. Bettin Lattes and L. Raffini (eds.), *Manuale di sociologia*, vol. 2, Cedam, Padova, pp. 709-728.

Campbell E. (2008), «Teaching Ethically as a Moral Condition of Professionalism», in D. Narváez and L. Nucci (Eds.), *The International Handbook of Moral and Character Education*, Routledge, New York, pp. 601-617.

Mannheim K. (1952), «The Problem of Generations», in P. Kecskemeti (Ed.), *Essays on the Sociology of Knowledge*, Routledge and Kegan Paul, London, pp. 276-320.

When the author is also the editor of the volume containing the contribution, use the following formula:

e.g.

Bettin Lattes G. (2002), «Le forme della cittadinanza», in Id. (ed.), *Mutamenti in Europa*, Monduzzi, Bologna, pp. 317-376.

When there is more than one author and they are also the editors, use the following formula:

Keniston A. and Quinn F. J. (2008), «Representing 9/11: Literature of Resistance», in Ead. (eds.), *Literature After 9/11*, Routledge, New York, pp. 42-59.

Journal articles

Author's surname, initial (year of publication), «Title of the article», *Journal Name*, issue number: page range. Where possible, the article's DOI should be added after the page range, separated by a comma and followed by a full stop.

e.g.

Colombo M. (2016), «Education and Citizenship between Decline of Charisma and Need of Educational Anchoring», *Italian Journal of Sociology of Education*, 8(1): 87-101, DOI: 10.14658/pupj-ijse-2016-1-5.

When the bibliography includes multiple works by the same author, they should be listed in chronological order (oldest to most recent), repeating the author's full surname and initial for each entry.

e.g.

Mannheim K. (1950), *Freedom, Power and Democratic Planning*, Oxford University Press, New York.

Mannheim K. (1952), *Essays on the Sociology of Knowledge*, Routledge, London and New York.

When the bibliography includes multiple works by the same author published in the same year, they should be listed alphabetically (by title), with a letter added after the year (a, b, etc.). This letter must also appear in the corresponding in-text citation, e.g., (Cerulo 2018a).

e.g.

Cerulo M. (2018a), «L'étude sociologique des émotions dans la société du capitalisme. Dialogue avec Eva Illouz», *Rassegna Italiana di Sociologia*, LIX(4): 815-830, DOI: 10.1423/92205.

Cerulo M. (2018b), *Sociologia delle emozioni. Autori, teorie, concetti*, il Mulino, Bologna.

File 2. Title Page

The second file must contain: the title; the name(s) of the author(s); an abstract in both Italian and English (maximum 1,500 characters each); keywords in both Italian and English; and a short biobibliographical note for each author (maximum 1,500 characters each).

Abstract format: Garamond 10, roman (non-italic), justified. The abstract must be provided in both Italian and English (maximum 1,500 characters each).

Keywords: each abstract (Italian and English) must be followed by three to five keywords in the corresponding language.

Biobibliographical note: this should describe each author's affiliation and give a short CV, together with their most recent publications (maximum 1,500 characters per author).