

Editorial guidelines

Diritto Costituzionale

- 1) Submissions to the journal should be original unpublished work and should not be under review with any other journal. **Papers should be submitted following the instructions available into this web page:** <http://ojs.francoangeli.it/ojs/index.php/diritto-costituzionale/about/submissions>

At this stage, the articles should be anonymous; name, surname, affiliation (university, research centre, etc.), address, email and phone numbers of the author(s) and further details about the article are to be inserted only in the fields provided on the FrancoAngeli Journals OJS platform.

- 2) **Papers should be sent together with a copyright transfer agreement**, where the author(s) grant(s) and assign(s) to the Editor of the Journal during the full term of copyright (20 years under current regulation) the exclusive rights to translate, reproduce, republish, transfer, sell, distribute or otherwise use the article or parts contained therein, for publication in any format. It thus includes electronic editions and derivative works in all languages and in all media of expression now known or later developed as well as the license or permission given to others to use the article in whole or in part free of charge or against payment.
- 3) **Once the review process is closed**, a new version of the article should be uploaded on the OJS platform and it should contain **name(s) of author(s), affiliation (university, research centre, etc.), address and phone numbers of the author(s)**. Further details about the article are to be clearly indicated as footnote in the first page, using * and ** as reference mark, while for the footnotes through the text make use of the numerical system starting over with number 1 at the beginning of each paper.
- 4) A concise and factual **abstract in Italian and in English** is required. Do not exceed **700 strokes per each one** (including spaces). Each abstract should give the salient information on the contents of the article and be expressed in the third person (Example: the authors affirm that...). All articles written in Italian must include the English translation of the title.
- 5) Immediately after each abstracts, provide a maximum of **6 keywords in Italian and 6 in English**. Words selected should reflect the essential topics of the article and will be used for indexing purposes.
- 6) **Each article**, including footnotes and references section, **should not exceed 80.000 strokes** (including spaces).
- 7) **Set-up of the page and quotations** - Use Roman type, and *Italic* font. Italics should be used for foreign words that do not yet have everyday use and to stress words or short sentences. In order to emphasize sentences or quotations that are not exactly cited, make use of inverted commas (“...”); for exact quotations use guillemets («...»). At the end of the quotation provide in brackets the references to the specific pages of the source used (73-74), if these are not already specified before. Use inverted commas or apostrophes to indicate quotes within quotes. Lengthy quotations (more than 5 lines) should be separated from the text and have a blank line above and below. As they will be printed in a smaller font, it should be advisable to use it also in the manuscript. Use ellipsis dots in brackets (...) to show omission.
- 8) **Font Type**
- **Text:** Garamond at a size 11,5 points, justified, single spacing, paragraph indent 0,5 cm, use automated widow control.
 - **Title of the article:** Garamond, size of the text 14, centered.
 - **Title of the section:** Garamond, size 11,5, bold, flush left, 2 double spacing above and 1 below.

- **Title of subsection:** Garamond, Italic, size 11,5, flush left, 1 spacing above and 1 below.
- **Page number:** Garamond, Italic, size 10, centered, no indent or frame.
- **Footnotes:** placed at the bottom of the page, Times, font at size 9,5 points, one spacing, indent 0,5 cm, numbering sequentially to footnote 1, without references.
- **References:** Garamond, font at size 10,5 points, one spacing, hanging indent 0,5.
- **Heading and footer:** Garamond, font at size 9,5 points.
- **Footer:** on the first page of each article cite the title of the journal, the number and the year of publication (Società e storia 119, 2008).
- **Heading:** it may include the name of the author(s) on the left pages (even), the title of the article or of the section on the right pages (odd).

9) References embedded in the text (footnotes) or in the Reference Section

Book

One author

R. Bin, *A discrezione del giudice*, FrancoAngeli, Milano 2013, pp. 15-23.

Two authors

A. Nieto, F. Cortese, *Critica della ragion giuridica*, FrancoAngeli, Milano 2012, pp. 34-50.

Editor(s) instead of author(s)

B. Pezzini, S. Rossi (eds.), *I giuristi e la Resistenza*, FrancoAngeli, Milano 2016, pp. 43-56.

Chapter or other part of a book

S. Rossi, *Dossetti e la fede nella Costituzione*, in B. Pezzini, S. Rossi (eds.), *I giuristi e la Resistenza*, FrancoAngeli, Milano 2016, p. 150.

Shortening footnotes

The first footnote should give the full information about the source as described above. However, subsequent notes can be shortened in this way:

R. Bin, *A discrezione del giudice*, cit., pp. 23-28.

Or, if the title is too long:

R. Bin, *A discrezione del giudice... cit.*, pp. 23-28.

Multiple notes for the same source

If two notes for the same source follow one right after the other, you may use the abbreviation *Ibidem*.

If the second citation refers to the same source but to different page(s), you should use the following abbreviation: *Ivi*, p. 28 ()

Journal article

G. Ferrandes, P. Mandich, *Riflessioni sulla medicina predittiva e sulla necessità di integrazione delle discipline: proposta di un modello di consulenza genetica integrata*, in *Psicologia della salute*, vol. 112, n. 2, 2017, pp. 16-18.

DOI: 10.3280/PDS2012-003002

Authors should always report the DOI number of all the articles in journals included in the references. DOI can be obtained at the following address: <http://search.crossref.org> or found through Google.

Mimeo

G. Benedetti, «Intervento nel dibattito sulla relazione di John Gunderson al Convegno Internazionale *New Trends in Schizophrenia*», Bologna, 14-17 aprile 1988 (incisione su nastro).

Website

Follow the guidelines for printed books and journal articles, adding: text available at the website... and the date (website in *Italic font*: *www.francoangeli.it*)

Title, abstract, keywords and references should be entered also in the fields provided on the FrancoAngeli Journals' platform (Step 3 of the submission process, "Enter metadata").

- 10) **Figures, tables and graphs:** they should be embedded into the text and allow further editing. Subtitles should be in Arial, font at size 9 points, *Italic*, flush left.

Tables are in Times, at size 8 – 9, heading between two lines (see example)

Table 3 – Distribution in %

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Lmno	7,2	11,6	9,4
Total	100	100	100

- 11) **Punctuation**

Leave one space after but not before the following punctuation marks: full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing guillemets (») and closing inverted commas (");

- 12) **Hyphens** are used when two words modify a third word (a compound adjective).

- Example: Low-income housing

or to join numbers or pages

- Example: in the years 1970-80.

Hyphens do not have spaces around them.

En Dashes are used to stress a nested clause or phrase and to emphasize parenthetical expressions. They want a space before and after.

- 14) **Layout of the text**

Each article should be in A4 size (to select A4, click Page Setup on the File menu).

The text has to be set up according to the following features.

Top margin cm 5,7

Bottom margin cm 6,2

Left margin cm 4,6

Right margin cm 4,6

Heading cm 4,3

Footner cm 5,3

Gutter 0

The text is therefore 11,8 cm wide and 18,5 high. The page number is centered at 0,8 cm starting from the foot of the last line.