

Editorial Guidelines

- 1) **Submissions** to the journal should be original unpublished work and should not be under review with any other journal. Papers should be submitted by clicking on the button “Submit a paper”, available into this web page: <https://www.francoangeli.it/Riviste/sommario.aspx?IDRivista=19&lingua=EN>. **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 sent to the Editorial board 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** should be included in the article file. Do not exceed 1.000 strokes per each one (including spaces). **The article file should also include the English translation of the title and a maximum of 6 keywords in Italian and 6 keywords in English**. Words selected as keywords should reflect the essential topics of the article and will be used for indexing purposes.
- 5) **Each article**, including footnotes and references section, **should not exceed 110.000 strokes** (including spaces).
- 6) **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 5,5
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.

- 7) **Set-up of the page and quotations.** Use Roman type, *Italic* and **Bold** 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 («...»). 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 dots in brackets [...] to show omission.

8) Font Type

- **Title of the article:** Times New Roman, size of the text 14, bold, flush left.
- **Name of the Author:** Times New Roman, size of the text 12, Roman type, flush left.
- **Text:** Times New Roman at a size 10 points, justified, single spacing, paragraph indent 0,5 cm, use automated widow control.
- **Footnotes:** placed at the bottom of the page, Times New Roman, font at size 9 points, one spacing, indent 0,5 cm, numbering sequentially to footnote 1, without references.
- **References:** Times New Roman, font at size 9 points, one spacing, hanging indent 0, 5.
- **Heading and footer:** Times New Roman, font at size 9 points.

9) References embedded in the footnotes.

Examples:

- a) Nogler, 2000, 1 ss.
- b) Romagnoli, 1963, 141.
- c) Barbieri, Leccese, 1993, 305 ss.
- d) Flammia, 1988, 3-4.
- e) Zoppoli L., 1991, 20 ss.
- f) Cgce 14.4.1994, *Schmidt c. Spar – und Leihkasse der früehren Äuter Bordersholm, Kiel und Cronshagen*, C- 392/92, *Racc.*, 1994, 1325 and *RIDL*, 1995, II, 608 ss., nt. Lambertucci

- 10) **Reference section:** the complete reference list of the authors comes at the end of the article and consists of an unnumbered section sorted alphabetically according to their last name; for each author follow the year of publication of his works. If works were published in the same year use letters a, b, c.

If there are two authors with the same last name (for example Melanie Klein and George S. Klein), cite them alphabetically according to the order of their first name; if the last names and the initials of their first names are the same, use their full name: first and last name and also middle initial (for example Daniel N. Stern and Donnel B. Stern). After the last name and the initial of the first name, cite the year in brackets followed by a full stop.

- Example: Freud S. (1910).
Avoid spaces between first name initial and middle initial.
- Example Kernberg O.F. (1975).

Should a text have many authors/editors, you have to cite them all. The editor(s) name is followed by brackets with ed. or eds. Please quote only what it is contained in the article. If the publication year is different from that of the original one, cite it after the name of the publisher, otherwise it is enough to put the year in brackets at the beginning of the entry, immediately after the name of the author.

References should be written following some common examples shown below.

Volume

- Author A (year) *Volume Title*. Place: Publisher name.

D'Antona M. (1979). *La reintegrazione nel posto di lavoro*. Padova: Cedam.

Editor(s) of a book

- Author A (ed.) (year) *Volume Title*. Place: Publisher.

Sciarra S., a cura di (2007). *Solidarietà, mercato e concorrenza nel welfare italiano*. Bologna: il Mulino.

Chapter in a book

- Author A (year) Chapter title. In: Author B (ed.) *Volume Title*. Place: Publisher.

Marazza M. (2017). I controlli a distanza del lavoratore di natura “difensiva”. In: Tullini P., a cura di, *Controlli a distanza e tutela dei dati personali del lavoratore*. Torino: Giappichelli, 27 ss.

Journal article

- Author A (year) Article title. *Journal*, vol: 00-00. DOI: 000000000

Brino V. (2020). Diritti dei lavoratori e catene globali del valore: un formante giurisprudenziale in via di definizione? *DLRI*: 451 ss.

Authors should indicate the DOI of all the articles in journals included in the references. DOI can be obtained at the following address: <http://search.crossref.org>. Otherwise, they may also be found on Google.

Website

- Follow the guidelines for printed volumes and articles, adding: text available at the website (and the date).

Orlandini G. (2012). Il rapporto di lavoro con elementi di transnazionalità. *WP CSDLE “Massimo D’Antona” .IT*, 137/2012. Testo disponibile al sito: http://csdle.lex.unict.it/Archive/WP/WP%20CSDLE%20M%20DAntona/WP%20CSDLE%20M%20DAntona-IT/20120117-070600_orlandini_137-2012itpdf.pdf (consultato il 6.6.2020).

Title, abstract, keywords and references should be entered not only in the article file, but also in the fields provided on the FrancoAngeli Journals’ platform (Step 3 of the submission process, “Enter metadata”).

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 (”).