

# Style Guidelines

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The following guidelines are aimed at providing clear and thorough instructions concerning the drafting of texts to be published in “Economia&Lavoro”. In order to ensure the quality standards required by the publisher – which has always paid great attention to both editorial aspects and scientific contents of its publications –, we kindly invite our authors and editors to strictly comply with these guidelines.

For any further inquiries and clarifications about these guidelines, please contact the Editorial Office at: [economialavoro@fondazionebrodolini.it](mailto:economialavoro@fondazionebrodolini.it).

## General Instructions

- Texts shall be drafted using **plain, clear, concise, and gender-neutral language**.
- As to texts in English, use **British English** (e.g. “organisation” instead of “organization”, “labour” instead of “labor”, etc.).
- Use **double quotation marks** (“”); single quotation marks (‘’) shall be used only for quotations within quotations.
- Use **italics** and **bold** only when really necessary.
- The **numbers one to nine** shall be **spelled out in full** (except when they include decimals, or are followed by a sign or unit of measurement), while subsequent numbers shall be written as numerals (e.g. one, two, three, 2.5, 3%, 10, 11, 12, etc.). If a sentence begins with a number without decimals or unit of measurement, please spell it out in any case (e.g. “Ten Member States”).
- Do not leave a space between the number and the **percentage** sign (e.g. 38%). If you have to use a percentage at the beginning of a sentence, spell out the number and use “per cent” (e.g. “Fifty per cent”).
- As to texts in **English** (including tables and figures), please use **dots as decimal separators**, and **commas as thousands separators** (e.g. 2.5, 3,000, etc.). As to texts in **Italian** (including tables and figures), please use **commas as decimal separators**, and **dots as thousands separators** (e.g. 2,5, 3.000, etc.).
- As to **acronyms**, they shall be spelled out in full at the first occurrence, adding the acronym in brackets (e.g. “the European Union (EU)”).
- **Capital letters** shall be used only when necessary.
- **Pieces of legislation** shall be referred to by including their type, number, and complete date, as well as – in brackets – the wording that will be used in the text (e.g. “Law no. 300 dated 20 May 1970 (Workers’ Statute)”).
- **Footnotes superscripts** shall be placed after punctuation.
- As to first-level **bulleted lists**, black bullet points shall be used.
- **Numbered lists** (with letter and bracket – e.g. “a”) – in the case of first-level lists) shall be used only if necessary.

## Submission of texts

### Text

#### HOW TO SUBMIT TEXTS

Texts shall be submitted **in their final digital version**:

- in a freely editable format (e.g. saved as **doc**, **docx**, **odt**, etc. according to the word processor used); and
- in **pdf** format.

Texts shall moreover include:

- a **well-structured table of contents**;
- each author's **affiliation**; and
- a short **abstract** (around 170 words) – in English and Italian – summing up the content of the article; should the author(s) not be able to provide a native language translation into Italian, the Italian version of the abstract will be the responsibility of the Editorial Office.

#### STRUCTURE OF THE TEXT

- Texts can consist of a maximum of **three levels**: paragraph, subparagraph, and sub-subparagraph.
- The structure of each contribution shall be **uniform and proportional** to the length of the text: for instance, it should be avoided that relatively short texts are divided into too many paragraphs, etc. and/or that the latter are too different from each other in terms of length and number of levels.
- Each level of the text shall be marked with self-explanatory and concise **titles**.
- **Paragraphs** and **subparagraphs** shall be **numbered** with Arabic numerals – subparagraphs with the number of the paragraph they belong to, followed by a progressive number (e.g. “para. 1.1”, “para. 1.2”, etc.).

In case of highly complex texts for which it is difficult to apply the instructions provided above, authors and editors are required to contact the Editorial Office to agree upon a structure that meets the specific needs of the text to be published.

#### FONT

In order to guarantee that the text will not undergo any changes when applying the font used by the publisher, authors are advised to submit texts in a **Unicode** font. This is even more strongly recommended if the text contains terms or parts in a language that uses alphabets other than the Latin one (Greek, Arabic, Coptic, etc.).

#### MONOGRAPHIC SECTIONS

In addition to the above, the editor of a monographic section is required to coordinate the authors contributing to that section, ensuring **consistency** as to:

- **bibliographical references** (which shall be structured according to the “author-year” pattern);

- **footnotes**, which should be evenly distributed throughout the various contributions, and be either present in, or absent from all of them;
- the **length of each contribution**, as well as its **internal structure** (it is recommended that, for the sake of consistency, all or none of them be divided into subparagraphs);
- **titles of paragraphs**; for instance, it should be avoided that the introductory paragraph is titled “Introduction” in a contribution and “Introductory Remarks” in another, or that the concluding paragraph is titled “Conclusions” in a contribution and “Concluding Remarks” in another;
- the **spelling of recurring words** (e.g. always “time span” – and not “timespan”, etc.); and
- the adoption of **transliteration systems** of any terms in foreign languages.

### Pictures and Figures

#### FIGURES INCLUDED IN A TEXT

Figures such as graphs, histograms, etc. included in a text shall be:

- **numbered** progressively (e.g. “Figure 1”, “Figure 2”, “Figure 3”, etc.);
- preceded by a **title**; and
- provided also as a separate file in their **original format** (e.g. MS Excel). Please make sure the separate file adopts the **same numbering** as the main text.

For each figure, the relevant **source** should be specified (wherever applicable). Wherever necessary, a **key** should be provided below the figure (before the source).

#### PICTURES AND SCANNED IMAGES

Images such as photographs, maps, etc. or scanned images shall be **numbered** progressively (e.g. “Figure 1”, “Figure 2”, “Figure 3”, etc.). Moreover, they shall be preceded by a **title** and provided in a **separate file**

- either in one of the following **formats**: tiff, jpeg, eps, png, or psd, or
- in **pdf** format should none of the previous formats be available.

Please make sure the separate file adopts the **same numbering** as the main text.

For each picture and scanned image, the relevant **source** should be specified (wherever applicable). Wherever necessary, a **key** should be provided below the picture or scanned image (before the source).

#### FIGURES AND PICTURES WITH TEXTS ADDED BY THE AUTHOR(S)

If pictures include texts or graphic elements added by the author(s), or consist of multiple elements, all the elements shall be **grouped together**.

Texts within images shall be **in the same language as that of the main text**.

Figures created with software applications such as Photoshop, Illustrator, InDesign, MS Excel, etc. shall preferably be submitted in their original formats (psd, ai, indd, xls, etc.) in order to allow proof-readers to modify the texts included in these figures.

## MINIMUM REQUIREMENTS

In order for a full-page picture to print well, it shall comply with the following minimum requirements:

- resolution not inferior to **300 dpi**;
- a base of at least **800 pixels** (if oriented horizontally); and
- a height of at least **1,000 pixels** (if oriented vertically).

In order for such requirements to be complied with, please make sure pictures look fine on screen by setting:

- the base at 11 cm (in case of horizontal pictures); and
- the height at 18 cm (in case of vertical pictures).

As to pictures whose **resolution is below 200 dpi**, the publisher cannot guarantee they will print well; the Editorial Office can therefore require they be replaced or removed.

Please note that, except for cases agreed upon with the publisher, pictures and figures are always printed in **black and white**. Authors are thus invited to submit pictures whose original version is in black and white. Should it not be possible, preference shall be given to pictures with strongly contrasting colours and with not too dark a background.

The same applies to figures with a **rich greyscale**; in such cases, authors are advised to opt for figures with a **maximum of three shades of grey** in addition to black and white. Alternatively, in case of a higher number of shades of grey, it is possible to replace them with, e.g., vertical or oblique stripes.

To get an idea of how well colour and greyscale pictures will print in black and white, authors can print them in black and white, complying with the real size of the layout. Please **do not send too big pictures**: inasmuch as they need to be adapted to the page size, texts contained in such pictures could become partially or wholly illegible.

## Tables

Tables shall be:

- **numbered** progressively (e.g. "Table 1", "Table 2", "Table 3", etc.);
- preceded by a **title**; and
- followed by a **key** and the **source** (if applicable).

Tables should be created by means of the relevant **"Table" tool** available in the word processor used (i.e. using rows, columns, and cells). In this way, tables can be inserted directly into the text flow; moreover, this enables the Editorial Office to make changes (if necessary).

If the author(s) wish(es) to include tables taken from other publications, such tables shall be recreated by using the relevant tool available in the word processor used. **Tables provided as images** will not be accepted, unless otherwise agreed upon by the Editorial Office.

If tables have been created with software applications such as MS Excel, etc., they shall be provided in a separate file in **editable format**. This file shall adopt the **same numbering** as the main text.

**No coloured background shall be used** to differentiate rows and/or columns, nor shall **bold** be used to highlight texts (if necessary, please use italics).

Please also make sure that tables are **legible**, i.e. that their **size** allows graphic designers to include them into the layout (in a part of the page, on a full page, on two facing pages, etc.) considering the size of a standard page.



## Bibliography and Bibliographical References

### Bibliographical References

As to the bibliography and bibliographical references, the publisher has adopted the “**author, year**” pattern; **no other pattern** shall be used.

As a consequence, in-text bibliographical references (including in footnotes) shall be structured as follows: the author’s **surname** (starting with a capital letter, without the author’s first name), the **year of publication** (separated by a comma), and (if applicable) the **page** number (preceded by a comma; in case of multiple numbers, only the first number shall be written in full, whereas, as to the following ones, only the differing digits shall be included – e.g. “pp. 15-6”, “pp. 139-42”, etc.). In case of edited publications, there is no need to specify the editor(s).

Some **examples** of bibliographical references are provided below:

- reference to a contribution:  
Boyer, Saillard (2002); Moretti (2001-3); Moretti (2002a; 2002b); Gregory *et al.* (1981); (cf. Bobbio, 1996); (Rossi, 1996; O’Connor, 1973)
- reference to, and quotation taken from a translated contribution:  
O’Connor (1973, English translation p. 145)
- reference to a contribution in original language, and direct quotation:  
Rossi (1996, pp. 14-6), O’Connor (1973, p. 45)
- reference placed at the end of a quotation (in the main text or in a footnote):  
... (Rossi, 1996, p. 14).
- reference forming part of a sentence (in the main text or in a footnote):  
As stated by Rossi (1996, p. 14), ...

In case of subsequent **references to the same contribution**, please use the following abbreviations:

- *ibid.* (italics) when all the elements of the quotation remain unchanged; and
- *ivi* (roman type), followed by the differing elements, when reference is made to different pages of the same contribution:  
This scheme was adapted from Rossi (1996, p. 14). In the same essay, Rossi develops the concept of “continuity” (*ivi*, p. 37) and, a few lines below, that of “discontinuity” (*ibid.*).

When using the “*ivi*” and “*ibid.*” abbreviations, please make sure consistency is guaranteed in both the main text and footnotes.

**Footnotes containing nothing but bibliographical references should be avoided**, unless so many such references are provided in a row as to make the text not very harmonious or readable.

### List of References

#### ORDER OF BIBLIOGRAPHICAL REFERENCES

In the list of references:

- authors’ surnames are listed in alphabetical order, followed by the initial of the first name, “ed./eds.” (if applicable), and the year of publication in round brackets; the **alphabetical order** is determined by the initial of proper surnames. Elements such as de, van, and von shall thus follow first names, except for those cases in which such elements have become an integral part

of a surname (e.g. Van Dyck or Italian surnames – in case of doubt, please refer to relevant sources);

- when **multiple contributions by the same author** are included, the author's surname shall be replaced with "ID." after the first occurrence; and
- when **multiple contributions by the same author and with the same year of publication** are included, the year shall be marked with a letter in roman type:

BALZAC H. DE (1995), ...

CUTRO A. (ed.) (2005), ...

DE MARTINO E. (1959), ...

GOETHE J. W. VON (1991), ...

OLIVELLE P. (1972a), ...

ID. (1972b), ...

#### MONOGRAPHS, MISCELLANEOUS PUBLICATIONS, AND CONFERENCE PROCEEDINGS

Monographs, miscellaneous publications, and conference proceedings shall be referenced by providing the elements listed below (in the following order of priority), separated by a comma:

- the author/editor (including first names in case of authors/editors with the same surname) in small capitals. If a contribution features more than three authors, only the first one shall be provided in full, followed by "*et al.*";
- "ed." or "eds." in brackets (if applicable) – such specification should be included in the original language if the contribution is in Italian ("a cura di"), German "Hrsg.", or French ("éd." or "éds.");
- the year of publication in round brackets;
- the full title (exact wording) of the contribution, including the subtitle (in italics) – if applicable;
- the publisher;
- the place of publication (in the same language as the text referenced):  
 BENNETT M. (a cura di) (2002), *Principi di comunicazione interculturale*, Franco Angeli, Milano.  
 BOYER R., SAILLARD Y. (eds.) (2002), *Regulation Theory: The State of the Art*, Routledge, London.  
 GREGORY T. *et al.* (1981), *Ricerche su letteratura libertina e letteratura clandestina nel Seicento*, Atti del Convegno di studio di Genova (30 ottobre – 1° novembre 1980), La Nuova Italia, Firenze.  
 MEYER C. (éd.) (1991), *Aspects de la musique liturgique au Moyen Âge*, Editions Créaphis, Paris.
- if applicable, the **prefacer**, **editor**, or **translator** (after the title):  
 BENTLEY A. F. (1983), *Il processo di governo*, a cura di G. Buttà, Giuffrè, Milano.  
 CLEMENTE DI ALESSANDRIA (2006), *Gli Stromati: note di vera filosofia*, introduction by M. Rizzi, translation and notes by G. Pini, Edizioni Paoline, Milano.

If a **collection consists of multiple tomes or volumes** and the author(s) intend(s) to reference a specific volume, the latter shall be specified. If volumes have been published in different years, the volume number shall precede the publisher and the place of publication, which – along with the year of publication – shall concern only

the referenced volume. If the author(s) wish(es) instead to reference the collection in its entirety, the years of publication of the first and the last volume shall be specified:

MORETTI F. (a cura di) (2001-3), *Il romanzo*, 5 voll., Einaudi, Torino.

ID. (a cura di) (2001), *Il romanzo*, vol. I: *La cultura del romanzo*, Einaudi, Torino.

ID. (a cura di) (2002a), *Il romanzo*, vol. II: *Le forme*, Einaudi, Torino.

ID. (a cura di) (2002b), *Il romanzo*, vol. III: *Storia e geografia*, Einaudi, Torino.

ID. (a cura di) (2003a), *Il romanzo*, vol. IV: *Temi, luoghi, eroi*, Einaudi, Torino.

ID. (a cura di) (2003b), *Il romanzo*, vol. V: *Lezioni*, Einaudi, Torino.

ROMEO R. (1977), *Cavour e il suo tempo*, vol. II, t. I, Laterza, Roma-Bari, pp. 205-10.

TATARKIEWICZ W. (1979), *Storia dell'estetica*, vol. II: *L'estetica medievale*, a cura di G. Cavaglià, Einaudi, Torino (original edition Warszawa 1970).

Any **new editions** or **reprints** shall be specified in brackets after the place of publication:

BOBBIO N. (1996), *Saggi sulla scienza politica in Italia*, Laterza, Roma-Bari (new edition).

DRAETTA U., FUMAGALLI M., MERAVIGLIA M. (2005), *Il diritto delle Organizzazioni Internazionali*, Giuffrè, Milano (2<sup>nd</sup> edition).

#### CONTRIBUTIONS PUBLISHED IN A PERIODICAL

References to contributions published in a periodical shall include (after the author(s), the year, and the title of the contribution):

- the title of the periodical between quotation marks, preceded by "in";
- the number of the year or of the volume;
- if applicable, the number of the issue (it is mandatory if page numbering restarts each time); and
- the number of relevant pages (the first one shall be written in full, whereas, as to the following ones, only the differing digits shall be included):

BALDISSERA F. (1999-2000), *Sinister Fluids: The Evil Juices of Love, Writing and Religion*, in "Bulletin d'Études Indiennes", 17-18, pp. 153-72.

BETTINI M. (2000), *I Classici nella Bufera della Modernità*, in "Critica del testo", III.1, pp. 75-109.

BONAMENTE G. (2006), *Costantino santo*, in "Critica Storica", 27, pp. 735-73.

#### CONTRIBUTIONS INCLUDED IN MISCELLANEOUS PUBLICATIONS, ENCYCLOPAEDIAS, AND CONFERENCE PROCEEDINGS

Contributions included in miscellaneous publications, encyclopaedias, or conference proceedings shall be referenced by specifying (after the author(s), the year, and the title):

- the initial (followed by a full stop) of the first name, and the surname of the editor(s), preceded by "in";
- all data related to the publication; and
- the page number of the contribution:

DURANTE S. (1982), *La guida armonica di Giuseppe Ottavio Pitoni: un documento sugli stili in uso a Roma al tempo di Corelli*, in S. Durante, P. Petrobelli (a cura di), *Nuovissimi studi corelliani*, Atti del terzo convegno internazionale (Fusignano 4-7 settembre 1981), Olschki, Firenze, pp. 285-326.

MAZZEI F. (1987), *La città giapponese*, in P. Rossi (a cura di), *Modelli di città. Strutture e funzioni politiche*, Einaudi, Torino, pp. 201-21.

SCALVINI M. L. (1990), *Movimento moderno*, in *Grande Dizionario Enciclopedico UTET*, vol. XIV, UTET, Torino.

When an essay included in a collection **by the same author** is referenced, the abbreviation “Id.” shall always be used:

BOBBIO N. (1996), *Pareto e il diritto naturale*, in Id., *Saggi sulla scienza politica in Italia*, Laterza, Roma-Bari (new edition), pp. 133-57.

CALVINO I. (1964), *Prefazione*, in Id., *Il sentiero dei nidi di ragno*, Mondadori, Milano.

#### TRANSLATED WORKS

Works translated can be referenced:

- by providing in round brackets – immediately after the title – the year of publication of the original edition, or by specifying (in round brackets at the end of the reference) all the data of the original edition, preceded by “original edition”:

O’CONNOR J. (1977), *La crisi fiscale dello Stato* (1973), Einaudi, Torino.

O’CONNOR J. (1977), *La crisi fiscale dello Stato*, Einaudi, Torino (original edition *The Fiscal Crisis of the State*, St. Martin’s Press, New York 1973).

- alternatively, by providing all the details of the original edition, followed (in brackets) by those of the translation:

O’CONNOR J. (1973), *The Fiscal Crisis of the State*, St. Martin’s Press, New York (Italian translation *La crisi fiscale dello Stato*, Einaudi, Torino 1977).

Once a referencing method has been selected, please be consistent throughout the publication.

The above applies to any translated version whatsoever of a referenced contribution.

#### ONLINE RESOURCES

As to online resources, the above-listed criteria shall be complied with (if possible); however, the following details shall be added:

- the URL address, preferably referred to the specific page of the referenced text; the address shall be written in full (including the initial part and the protocol indicator – e.g. http://). Please do not break it (if necessary, start a new line before the address); and
- the date when the link was accessed:

GUGLIELMI G. (2005), *Un’idea di racconto*, in “Bollettino ’900”, 1-2, I-II

(<http://www3.unibo.it/boll900/convegni/gmpellizzi.html>; accessed on 4 May 2010).

#### MISSING ELEMENTS

Any elements missing from the source shall always be marked with the following abbreviations: “s.l.” (*sine loco* – when no place of publication is given), “s.n.” (*sine nomine* – when no publisher is given), and “n.d.” (when no date of publication is given). If the author(s) know(s) one or more missing data, they can be added in square brackets:

RAO E. I. (n.d. [1992]), *The Humanistic Invective as Literary Genre*, in G. C. Martin (ed.), *Selected Proceedings of the Pennsylvania Foreign Language Conference 1988-1989*, Department of Modern Languages of the Duquesne University, Pittsburgh, pp. 261-7.

Please make sure bibliographical references are **consistent**. In case of inconsistencies, bibliographical references shall be brought in line with the lowest level of completeness.