

# **P.A. PERSONA E AMMINISTRAZIONE**

## ***Legal Research on Administration and Economics***

### **EDITING RULES**

#### **Section I**

##### **Preparation of the contribution**

The Journal is not provided with a secretarial service to make the contributions compliant with the editing rules set forth herein. It is therefore indispensable that each author meticulously follows the following editing rules. The Editorial Board will not publish any contribution until its author makes it compliant with the editing rules, although the contribution has passed the peer-review assessment.

#### **Section II**

##### **Language**

The Journal accepts contributions in Italian, English, French, German, Spanish, and Portuguese. Each contribution shall be accompanied by an abstract of the contents and the key-ideas (which enlightens the original impact of the contribution), to be drafted in the language of the contribution and in English as well (please see Section IV below) - in order to allow the Journal to spread the ideas at international level.

#### **Section III**

##### **Submission of the contributions**

The Journal subjects the received contributions to a strict peer-review procedure. The authors shall therefore submit three different files: one containing the complete text to be published; one made anonymous, *i.e.* without any direct or indirect reference to the author; one containing a Statement of Commitment. The authors shall meticulously comply with the “SUBMISSION OF CONTRIBUTIONS AND PEER-REVIEW PROCEDURE” published on the Journal’s website, in preparing the three files and submitting their contribution.

#### **Section IV**

##### **Format, structure and maximum length of the contributions**

Files shall be submitted in .doc or .docx format, or in other equivalent formats easily convertible into .doc or .docx.

The complete text must not have page numbers or headers and shall comply with the following structure and order:

- **Author** (name and surname)
- **Academic qualification** (e.g. “Full Professor of ...”) and **affiliation** (e.g. “at the Faculty of ..., University of ...”)
- **Email** address
- **Title in the language of the contribution and in English** (separated by a blank line)
- **Abstracts of the contents and key-ideas of the contribution, which enlighten the original impact of the contribution, both in the language of the contribution (named “Sintesi”) and English (named “Abstract”)** - to be separated from the title by two blank lines. The abstracts shall be separated by a blank line; the word “Sintesi” for the version prepared in the language of the contribution and “Abstract” for the English version shall be in SMALL CAPS, centred
- **Keywords in the language of the text and in English** (max 5 in both languages; keywords shall be separated from the Sintesi/Abstract by two blank lines; keywords in the language of the text and keywords in English shall be separated by a simple line break; terms “Parole chiave” for the keywords in the language of the text and “Keywords” shall be in SMALL CAPS, at the left, followed by a colon)
- **Table of contents with numbers and titles of the paragraphs**, separated by a dash (the table of contents shall be separated from the Parole chiave/keywords by two blank lines; the word “Indice” or “Table of contents” shall be in SMALL CAPS, at the left, followed by a colon)
- **The contribution shall be divided into paragraphs** (which shall be separated from the table of contents or from previous paragraph by two blank lines).

**The text shall consist of up to 80,000 characters, including spaces** (but Sintesi/Abstract, Parole chiave/Keywords, footnotes and – if any - final bibliographic references excluded).

**The abstracts shall consist of from 2,000 up to 3,500 characters, including spaces.**

It is not mandatory to add to the end of text a final bibliographic reference list; nevertheless, the possibility remains for the authors to do it at their own discretion.

## Section V

### Layout of the contributions

The text shall comply with the following standards:

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|--|--|
| Page layout                            | Left: 2.5 cm<br>Right: 2.5 cm<br>Bottom: 2.5 cm<br>Top: 2.5 cm |
| Line spacing                           | 1.5 cm, without spaces before and after paragraph              |
| Author                                 | Garamond 12 - Small Caps; header; centred                      |
| Academic qualification and affiliation | Garamond 10; right below the author;                           |

|   |  |
|---|--|
| Email address                               | centred<br>Garamond 10 - italics; right below the academic qualification and affiliation; centred  |
| Title in the language of the text           | Garamond 16 - Small caps and bold; below the e-mail address; centred   |
| Title in English                            | Garamond 14 - Small caps and bold; below the title in the language of the text; centred  |
| Abstract in the language of the text        | Garamond 12; below title in English; justified   |
| Abstract in English                         | Garamond 12; below the abstract in the language of the text; justified   |
| Keywords in the language of the text        | Garamond 10; below the abstract in English; justified  |
| Keywords in English                         | Garamond 10; below the keywords in the language of the text; justified   |
| Table of contents                           | Garamond 9; below the keywords in English; justified   |
| Title of paragraphs in the text             | Garamond 12 - bold; number and title only, matching with the table contents; justified; one blank line after such title  |
| Body of text                                | Garamond 12; justified   |
| Footnotes                                   | Garamond 10; justified   |
| Hyphenation                                 | Active   |
| Indentation - text                          | 1 cm left  |
| Indentation - footnotes                     | 1 cm left  |
| Words in other languages                    | Italics  |
| Quotations in the text and in the footnotes | Between quotations marks «...» (e.g., «quotation»): do not italicise the quotation   |
| Acronyms and abbreviations                  | Lower case (e.g., c.p.a.)  |
| Accents                                     | Always marked ( <i>e.g.</i> , àmbito, ambito; principi, principi)  |
| Footnotes numbering                         | Progressive, in arabic numerals  |
| Authorities                                 | The specific authority shall be capitalized ( <i>e.g.</i> Constitutional Court). In case the Author refers to generic authorities, they shall not ( <i>e.g.</i> tribunals or courts) |

## Section VI

### Footnotes, quotation in the text.

**Authors should employ the style of bibliographical references which is standard in their language and be consistent throughout the document.**

Therefore, it is not mandatory to follow the Italian style of bibliographical references adopted by the Journal (see below); nevertheless, the possibility remains for the authors to

do it at their own discretion.

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| Quotations (e.g. from legal scholarship, case law, or legislation) in the text and/or in the footnotes | Between quotations marks «...» ( <i>e.g.</i> , «quotation»): do not italicise the quotation.  |
| Author   | SMALL CAPS: initial(s) of name followed by surname (only the first letter is capitalized as usual); full points must be included after each name's initial ( <i>e.g.</i> M.S. GIANNINI)   |
| Co-authors   | Each author: initial(s) of name followed by surname (only the first letter is capitalized as usual), in SMALL CAPS, by including full points after each name's initial; the authors are separated by a comma ( <i>e.g.</i> R. VILLATA, M. RAMAJOLI)   |
| Title  | Italics   |
| Following quotation of the same work   | Author (as per the above), <i>title</i> , <i>cit.</i> , page  |
| Consecutive quotations from the same author  | The name of the author should be replaced with the abbreviation ID. (in SMALL CAPS, the first letter is capitalized as usual)   |
| Pages  | If you refer to sentences quoted in the text, the relevant pages.<br>If you refer to the whole work, the beginning page.<br>If you refer to a part of the work, the beginning page and the page you mean to refer ( <i>e.g.</i> , p. 3, especially from p. 23)  |
| Books  | AUTHOR, <i>Title</i> , place of publication, publisher, year of publication.<br>The place of publication shall be indicated in the original language.<br>In case the book consists of more than one volume or tome, the number of the volume ( <i>e.g.</i> : vol.) or tome (t.).<br>If the book has been published in several edition, the edition shall be indicated in superscript and small caps right after the title and before the comma ( <i>e.g.</i> <i>Title</i> <sup>III</sup> ). |
| Essays in journals, volumes or encyclopaedia   | After the title and the relevant comma, indicate «in» and the title of the journal, volume or encyclopedia in italics, and the editors (if any).  |
| Journals   | The title of the journal shall be quoted in most common short-form. In case of possible ambiguity, the title of the journal shall be quoted in the complete form. In  |

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|  | <p>both cases, the font is italic.</p> <p>After the title, the author shall indicate the year and the page or column, both preceded by a comma.</p> <p>In case of reference to a journal published in countries where it is usual to quote the volume number, not the year of publication, you shall indicate the number of the volume in arabic numerals and the year of publication in brackets [<i>e.g.</i> 25 (1984)]</p>   |
| Encyclopaedias, commentaries and treatises | <p>To be indicated as follows:</p> <p>Encyclopaedias - AUTHOR, (<i>item</i>) <i>Title</i>, in <i>Encyclopaedia's title</i>, vol. [roman numerals], place of publication, publisher, year of publication and page</p> <p>Commentaries and treatises - AUTHOR, (<i>sub</i>) <i>Title</i>, in <i>Commentary or Treatise's title</i>, vol. [roman numerals], place of publication, publisher, year of publication and page</p> <p>or if the commentary/treatise has an editor, AUTHOR, (<i>sub</i>) <i>Title</i>, in <i>Commentary or Treatise's volume title</i>, in <i>Commentary or Treatise's title</i>, edited by Editors vol. [roman numerals], place of publication, publisher, year of publication and page</p> |
| Collective volumes                         | <p>To be quoted as follows:</p> <p>AUTHOR, <i>Title</i>, in <i>Title of the Volume</i>, edited by Editor(s) – please do not use small caps for the book's editor(s) -, place of publication, publisher, year of publication and page.</p> <p>The editor's name may be omitted in case of in honour or <i>in memoriam</i> volumes or volume collecting conference papers</p>   |
| Case law                                   | <p>Ruling Court, date (e.g., 12 July 2017), number of the ruling. Should the reference to the Section of the court be necessary, the quotation shall be as follows:</p> <p>Ruling Court, section number in Roman numerals (<i>e.g.</i> IV), date, number of ruling.</p> <p>If the ruling is published, the reference of the publication shall be quoted as well. The Author shall also indicate the comments to the ruling that have been already published (if any).</p>   |
| Legislation                                | <p>Codes and other sources of law shall be</p>  |

indicate by acronyms, according to common use, and lower case, as follows:

dir. 2013/23/UE

d.lgs. 16 April 2016, no. 50.

Articles, paragraphs, numbers, and letters shall be quoted as follows:

Art. 1, par. 2, no. 3, let. *a*)