
EDITORIAL STANDARDS

EDITORIAL CRITERIA

Referencing Authors

References are set according to the author/date method. The author's surname can be quoted in the body of the text or in brackets, while the year of publication must always be inserted in brackets:

The intention of this paper is not to create a higher number of unnecessary artifacts (Papanek, 1971), ...

For instance, people did not sufficiently value Victor Papanek's (1971) ideas ...

In the case of two authors, the surnames must be inserted in the body of the text or indicated in brackets; if mentioned in brackets, the surnames must be separated by the commercial "e" (&):

We entered what can be defined as a "hybrid age", argue Ayesha and Parag Khanna (2013).

... the material nature of design is having clear impact on education. (Somerson & Hermano, 2013).

In the case of multiple authors, the abbreviation "et al." is used in both cases, following the name of the first author

Referencing Text

Direct quotations of text less than 40 words must be placed between double quotes («...»).

To insert direct quotations longer than 40 words, it is necessary to leave a blank line before and after the quotation, without setting variations in the body of the text, including the extract's page numbers between brackets.

Bibliography

It is essential to ensure that all references cited in the text appear in the Bibliography list. The complete list must be provided in a separate file from the body of the text.

Book: Author, A.A., Author, B.B. & Author, C.C. (year of publication). "Book title" (pp. x-z). City: publisher.

Article from book: Author, A.A., Author, B.B. & Author, C.C. (year of publication). "Article title". In D.D. Editor, E.E. Editor & F.F. Editor (Edited by), *Book title* (pp. x-z). City: publisher.

Journal: Author, A.A., Author, B.B. & Author, C.C. (year of publication). "Journal title" (pp. x-z). City: publisher.

Article from journal: Author, A.A., Author, B.B. & Author, C.C. (year of publication). "Article title". In D.D. Editor, E.E. Editor & F.F. Editor (Edited by), *Journal title* (pp. x-z). City: publisher.

Thesis: refer to **Book** or **Article from book** sections.

Web: Author, A.A., Author, B.B. & Author, C.C. (year of publication), "Book title, journal or article". Excerpt from: <link>. (date of last visualization).

Notes

Short notes can be used to elaborate on concepts or add particularly relevant information. Notes should be entered manually in the text with sequential numbers in round brackets (not using automatic systems). Notes follow punctuation marks and precede hyphens (–) and, if they refer to a part of the text contained in brackets, they should be inserted before the brackets are closed:

... is proposed as the third stage in the development of distance learning(2), ...

... the professional path of the graphic designer –who learnt to animate his work on the timeline(4)– is now...

The artifacts (currently preserved in the British Museum (3)) ...

The complete list of notes must be provided in a separate file from the body of the text.

Credits

It is essential to ensure that all photographs and images, whose rights do not belong to the author, are mentioned in the list of Credits. The complete list must be provided in a separate file from the body of the text.

TEXT DRAFTING

Formatting and editing of the texts

The italic style is only used for words and phrases in a foreign language; it must be set by using the corresponding command only. Other font styles (bold, uppercase, underlined, etc.) and paragraph formats (indents, bulleted lists, etc.) cannot be used.

Inverted commas

Use only high, double and oriented inverted commas (“...”) for:

- quoted words;
- uncommon or slang terms or expressions;
- names or titles of a work, book, exhibition, event or product.

Single high quotes ('...') or double low quotes («...») should not be used.

Accents

Accents should only be reported if necessary for understanding the meaning of the word.

Acronyms

Acronyms should be written in full the first time they are used in the text only, inserting the acronym itself in round brackets: United Nations (UN).

Subsequently, the same acronym may be used without the full form.

Dates

The formatting of dates must be made according to the model month-day-year, with the day and the year indicated in figures and the month in title case (October 12, 2004).

Centuries must be indicated in lower case (in the eighteenth century) or in Roman numerals (XVIII century). Decades shall be indicated in lower case (in the twenties).



Numbers and numerals

Numbers from zero to nine are expressed in letters, as well as cardinal numbers involving enumeration (In his speech he referred to three central problems. The first...).

Numbers starting from 10, percentages, ages and sums of money are expressed in digits.

Numbers equal to or greater than one million are expressed in letters (2 million). The comma separating thousands must be used only starting from five-digit numbers (2000, 20,000); decimal numbers are indicated with the dot (72.25). Metric systems (grams, metres, litres, etc.) may be abbreviated (lower case and without a dot, preceded by a space) and should not be repeated for pairs of measurements (12 l, 25 cm, 15 to 20 kg).

ORGANIZATION OF MATERIALS

Texts

Files containing the texts must be saved and sent in .doc, .docx, .odt (or compatible) format; the texts may be written in any font.

The table of contents should be written as follows:

Title Part 1: bold, 14 point size;

Title Chapter 1: bold, 12 point size;

Subtitle (level 1): bold, 10 point size;

Subtitle (level 2): italic bold, 10 point size;

Subtitle (level 3): italic, 10 point size;

Title Chapter 2;

...

...

Title Part 2;

...

...

Titles used for the Bibliography, Notes and Credits shall be in bold, 12 point size.

The body of the text must be written in 10 point size. No particular font styles (bold, uppercase, underlined, etc.) or paragraph formats (indents, bulleted lists, etc.) should be used, except in the cases mentioned above.

Proofreading

A thorough proofreading and revision is recommended before final submission. In the case of dual-language publications, or texts in a foreign language, it is recommended to delegate the proofreading to a native speaker.

Graphic elements

In the text documents, the corresponding position of the graphic elements (photos, images, drawings, etc.) must be specified, indicating the respective titles or file numbers.



Photos and/or images must be sent in .tif or .jpeg format, 300 dpi with a minimum base resolution of 1400 pixels.

Publication size in cm	12,5 x 16	13,5 x 17,5	15 x 21	16 x 23	17 x 24	29,7 x 21
Size in pixels per 300 dpi	1476 x 1890	1594 x 2067	1794 x 2549	1890 x 2717	2008 x 2835	3508 x 2480

Technical drawings, logos, graphs, diagrams, etc. (made by or for the author, and whose rights are held) must be sent in editable vector format .ai.

Submission of materials

All texts and graphic elements shall be sent as .zip folder and subdivided following the same order of the table of contents:

Folder Part 1

> Folder Chapter 1

> Folder Subchapter 1: text files, images, image caption files;

> Folder Subchapter 2: text files, images, image caption files;

> ...

> Folder Chapter 2

> ...

Folder Part 2

> ...

> ...

Bibliography (text file)

Credits (text files)



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