Title is set in 17pt Montserrat Medium and should not exceed 3 lines

Author(s) Name(s), Author(s)
Affiliation(s) Jost Medium 11pt

Keywords

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Abstract

We recommend using this formatted template by directly writing your contribution to the journal in a copy of this document. This saves you and the editorial team a lot of time and effort. You can simply replace the existing text with your own and keep the existing formatting. The abstract must provide a short overview of the article in a maximum of 200 words. The abstract must be a single paragraph. Ideally, the abstract should present the research question, the theoretical and methodological background of the article, and the case study used to illustrate it. It should also provide a summary of the central arguments and results. The abstract must be in the same language as the article (for the moment ENG. The editors if necessary will add other languages.)

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1. Document format

The document has the following dimensions: upper, lower, left and right margins are 1.5 cm, with the same size gutter and multiple pages have mirror margins. The first page have a different header and footer from the rest of the article. This first header should include the journal's logo, the title of the contribution, the name of the author(s) and their institutional affiliation, and the date of the article's first online publication. The first footer should include the name and institution of the author(s), the e-mail address of a corresponding author, the title of the article, and, if necessary, copyright information. The pages are to be numbered starting with the second page. Page numbering will be continuous over each journal issue. Header and footer is then mentioning the name of the author on one side, the title of the article in quotation marks on the other side. Footer shows the title of the journal, issue number and year.

2. Headings: About the main heading

The journal's layout allows for two levels of heading. Use the main headings to separate the main sections of the article, which should be numbered by contrast to secondary headings. Keep as much as possible the main heading to one line.

Secondary headings: About second-order headings

In order to separate subsections, secondary headings should be used within a main section. These form different aspects of an argument; consider that if secondary headings are in place, there should be at least two of them.

NB. Valid layout specifications do not provide the possibility of a third-order heading. Authors should try to structure their ideas in a coherent narrative and avoid breaking the flow of the argument through the excessive use of separate headings.

3. Body of the text

The body of the text comprises various elements: words, paragraphs, and quotes. The following section will deal with specific elements of style such as copyediting format, grammar, and punctuation.

Elements of the text

The font for the text body is Times New Roman 10pt, with 1.2pt interline. Paragraphs in the body of the text of the article should be separated by a 6pt space. Paragraphs should be understandable as thematic unities, where a central idea is proposed and developed into an argument or *ad minima* a factual example. Paragraphs should be kept within the limits of fifteen lines and exceed five to six lines.

Sufficient information to lead the readers to the sources used is essential, along courtesy, ethics and copyright laws (cf. Chicago Style, 16.1 &2). Direct quotes need "double quotation marks" (Reference, see below). Citations within citations "must be indicated with 'single quotation marks,' as showed here". The quotation marks should always correspond to the language of the article, in most cases English. You can propose a longer quotation as follows:

> " Some longer quotation may deserve to be preceded by a quotation mark icon in the same colour as the main heading. By adding a 1cm indentation on each side and the font size of 10pt, the text stands out elegantly. NB. quotation would not in this special case be placed in quotation marks. Direct quotes that are shorter than two lines must be presented in quotes within the body of the text. Longer direct quotes are advantageously used in the quotation format displayed here. We invite the author to mention the reference at the end of the quotation, after the final period. (Haaz 2022: 3)

Indented direct quotations should be preceded by a colon before the quotation if the introducing sentence is complete (as in the example above), and by a comma if the introducing sentence is continued by the quotation.

Style guide

The journal uses a single set of stylistic criteria for all languages with a few exceptions detailed below. The following account shows how lists are used:

— Itemized lists are introduced by a long em-dash. Itemized lists should be indented by 1cm on the left. Each item on a list must conclude with a period (.) or with a semicolon (;) if the list is more akin to an enumeration. The last item on the list must conclude with a period. The same criteria apply to numbered lists.

— In the case of a direct quote, grammatically necessary commas "should be placed within the quote," as demonstrated in this sentence. If a parenthetical reference follows a direct quote, the punctuation mark "should be placed after the reference" (Reference), as shown in this example. Punctuation that is part of the quoted matter should, of course, always be included within the quotation marks, whereas marks, which are not part of the quotation (often colons or semicolons), are consequently excluded from the quotation marks.

— Footnotes should be the last element at the end of a sentence, as demonstrated here.[1] Footnotes are placed after punctuation marks.

— To emphasize a word or expression or to indicate that a word or expression is used in an unconventional way, *italics should be used*. Quotation marks should be avoided for these purposes.

— Words in foreign languages and diacritical transcriptions should be italicized as *arete*, *philia* or *agape*.

— Numbers between one and ten must be written in letters, with the exception of indications of measurements, such as 5 cm. Numbers above ten should be written in numerical form and in line with English speaking usage of commas and periods for

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[1] Footnotes should be used sparsely and with the aim of providing further information. Footnote size is 9pt, with 13pt interline.

     decimal numbers. For instance, 1,984.5 stands for, "one thousand nine hundred eighty-four point five."

— Centuries and years must be written in Arabic numbers, for instance, the 20th century. Dates are following the DD/Month/YYYY form, as 8 June 1949.

— Sentences within dashes (em-dashes) are without spaces, as illustrated by the example in the following sentence. This is an example—used in the Chicago Style—on how dashes ought to be included.

Articles in English should use British English spelling. We kindly invite the authors to use accessible language and to avoid unnecessary, excessive, or demonstrative uses of technical or scientific terminology. New noun-to-verb transition, as in dialect and jargon, as *new university programmes are mainstreaming students with special needs*, should be used cautiously if at all.

4. In-text references and bibliography

This section describes the required format for in-text citations and for the bibliography. Overall, all references are based on the *Chicago Manual of Style*.

In-text references

All in-text references must use the parenthetical, author-year system. References to a whole book or article as a general reference should not mention page numbers, unless it is necessary to identify a relevant passage (Meyer-Bisch 2011). Direct quotes must always indicate the page number or page range. The year and the page number or page range are separated by a colon. Page numbers are connected by a dash (en-dash) and not by a simple hyphen (Meyer-Bisch 2011: 23–24). Multiple references must be separated with a semicolon (Meyer-Bisch 2011; Stückelberger 2020). Expressions such as, "see also", "ibid.", "id.", or "idem" should be as much as possible avoided. If necessary, the full reference ought to be repeated.

Alternative forms of citation are allowed, for instance, when the name of the author has already been mentioned in the body of the text. Consider the following example in which, say, Green is quoted as stating "an important fact" (2022: 23–24). The alternative notation referring to Green's (2022: 23–24) statement of "an important fact" is also acceptable. It is also possible to refer to the work of, say, Stückelberger (2021) as shown in this very sentence. Publications by the same author published in the same year are made distinct using the letters a, b, … after the publication year, without a space (Itty 2017a). Several references to works by the same authors published in the same year should be separated by a semicolon without repeating the author's name (Itty 2017a; Itty 2017b). In case of authors with the same family name, the initial of the first name must be mentioned (S. Brown 2013; P. Brown 2005).

In case of publications with two or three authors, the names of all authors must be mentioned, separated by a slash "/" (Dembinski/Kamerling/Perret 2019). In case of publications with more than three authors, only the name of the first author needs to be mentioned, followed by the abbreviation "et al." (Ike et al. 2019). Citations must be ordered firstly by date and then alphabetically (Stückelberger 2020; Gandolfi/Akkari 2020).

Bibliography

What follows are examples of bibliographical entries for books, articles, edited books, chapters in edited books, encyclopaedia articles, and websites. The bibliography is organized alphabetically, and then according to the year of publication. The name of the author is included in each entry, middle names are abbreviated.

The title of an independent work (monograph, anthology, journal, and encyclopaedia) is italicised; dependent works (journal articles, anthology contributions, encyclopaedia articles) are enclosed in quotation marks. Since abbreviations for works (such as encyclopaedias and journals) are often not common internationally, we ask that titles be written in full.

Abbreviations of institutions and name of institutions should be following English standards and translated into English when translation is available, in

case of French or Spanish institutions without translation, we invite to follow the French and Spanish ways of copyediting proper names, which is different from English conventions.

In the case of publishers with different locations, only the first location is mentioned. In case of missing information, the following abbreviations should be used: [s. l.] place of publication unknown; [s. d.] date of publication unknown; [s. t.] title unknown. If no author can be identified, then an attribution to the publication organ or an appropriate institution is permissible (Vatican 2022).

Online academic journals are cited in the same way as printed journals. In addition to the web address, texts on websites should, if possible, indicate the author, the year in which the text or the page version was created and the date of retrieval (in the format MM/DD/YYYY, at the end, in brackets), as in Vatican (2022), in order to facilitate research via the Internet Archive.

DOI number should also be given, whenever possible. If relevant/informative, the year of the first publication in the original language can be given in square brackets after the year of publication. The name of the translator should be credited after the title of the publication, when easily recognizable. Each reference ends with a period.

5. Bibliography

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6. Short biography

Authors are invited to provide a short biography of 80 words and an email address. The short biography is aimed at clarifying the institutional main role of the author, it is placed at the end of the article, after the bibliography, without a title. The email address will not be updated after the publication of the article. In the case of multiple authors, a corresponding author will be indicated on the first page of the article. However, each author will be invited to provide a short biography and an email address.

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