**TITLE OF THE CONTRIBUTION**. SUBTITLE

**Author’s Name and Surname**

Department/School

Name of the Institution

e-mail

1. **Chapter Title**

The full paper must be **written in English**.

The contribution will consist of a **maximum of 11 pages and 18.000 characters** (including spaces, footnotes, captions, bibliographic references, and credits). The maximum number of characters in the text corresponds in presence of only one image. The inclusion of more images (maximum 8) corresponds to a progressive decrease in the number of characters. The text font must be Times New Roman, size 9,5pt, the line spacing must be 1,4pt, and the text must be justified.

The chapter title will be numbered, written in small capitals (11 pt), bolded and aligned left.

An abstract of a maximum of 150 words and 3 keywords will also be required during the uploading phase.

**1.1 Subchapter**

The subchapter title will be numbered, written in small capitals (9,5 pt), bolded and aligned left.

It is recommended to leave white space between paragraphs (chapter and subchapter). No additional spacing must be left between the title of a section and the beginning of the body text.

Words in italics: the use of italics should be limited to foreign words not in common usage, for ancient languages, and titles of books, films, paintings, etc.

**Images**

Images shall be supplied as high resolution, JPG or TIFF files (images must have a resolution of 300dpi, for the size, the basis must be a maximum of 12cm, and the height can be a maximum of 17,8cm). Images must not be embedded within the text file but supplied in the specific chapter folder as separate digital image files named with a progressive number.

Example: **Fig. 3** Figure description

All figures must be indicated in the text with a progressive number.

Image captions must include a short description of the image, including place and country and the author’s name and surname in parenthesis.

**Figure 3** Is the third figure of the chapter.

**Lists**

Lists must be dotted or numbered as follows:

* List
* List
1. List
2. List

Footnotes[[1]](#footnote-1)

Footnotes numbering must be continuous. No indents and/or bulleted or numbered list shall be used in footnotes.

Footnotes numbers are to be superscripted without spacing and placed before the punctuation mark (correct version: text1. Text1, “quote” 1. | wrong versions: text.1 Text,1 “quote”.1)

**Citations and bibliographic references**

All statements, opinions, conclusions, etc., taken from the work of another author shall be acknowledged, whether the work has been quoted directly, paraphrased or summarised. The Harvard style does not use bibliographical references in footnotes or endnotes. In Harvard system, if reference is made to another work, in-text citations shall contain, in accordance with the following guidelines, the author(s)’s or editor(s)’s surname, year of publication and page number(s) in parenthesis, while the full reference to the source should be included only in the bibliography.

When the idea of an author is quoted, in-text citations shall include both the author’s surname and the year of publication of the work in parenthesis:

* 1 author: (Bassedine, 1987)
* 2 authors: (White and Brown, 2004)
* 3 or more authors: (Doat et al., 1895)

When the author’s name is mentioned in the body text, the in-text citation should include only the year of publication of the work in parenthesis:

* in a recent study, Lewis (1999) says that..
* White and Brown (2004) state that..
* White et al. (2004) state that..

[for different cases, check the editorial guidelines]

**Bibliographical References**

Surname N., year of publication, *book title (italicized)*, publisher, place of publication. If necessary, the original publication date may be included at the end of the reference list entry within square brackets. In the in-text citation, the original publication year should be included within square brackets.

**Example**:

Cheek J., Doskatsch I., Hill P., Walsh L. 1995, *Finding Out: Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.

[for different cases (like journals and newspapers, chapters in a book, unpublished works, web publications), check the editorial guidelines]

1. The text of the footnote must be Times New Roman, size 7,5pt, and the line spacing must be 0,8pt. [↑](#footnote-ref-1)