

LQ *The Lab's Quarterly*

Editorial guidelines



PAGE LAYOUT (General rules)

Page layout

Paper size	Custom size: 14 cm x 21 cm	
Margins	Top: 2 cm	Bottom: 2 cm
	Left: 2 cm	Right: 2 cm
	Orientation: landscape	
	Multiple pages: normal	
	Apply to: Whole document	
Layout	Headers and footers:	Different odd and even
	From edge:	Header: 1 cm
		Footer: 1,5 cm
	Vertical alignment: Top	
	Apply to: Whole document	

Paragraph

Indents and spacing	Spacing:	Before: 0 pt
		After: 0 pt
	Line spacing: Single	
Apply to: Whole document		
Line and page breaks	Uncheck all options	

Headers and footers

Header	Font: Times New Roman 10 pt, Small caps		
	Border: Bottom		
	Page numbers:	Right: odd pages	
		Left: even pages	
	Text:	On the left: FIRST NAME AND SURNAME	
		On the left: THE LAB'S QUARTERLY, VOLUME (IN ROMAN NUMERALS), ISSUE (IN ARABIC NUMERALS)	

WARNINGS

Text length	The total length of submitted texts, including notes and bibliography, must not exceed 60.000 characters (spaces included) for essays and 15.000 characters (spaces included) for reviews.
Submission	Manuscripts must be submitted in electronic format (compatible with Word for Windows: *.doc or *.rtf formats) at the Editorial Board at: thelabs@sp.unipi.it

PAPER – Title page

Header: Empty	
Distance: three empty lines	
Title	Font: Times New Roman, 11 pt, all caps, red color Alignment: justified
Subtitle	Font: Times New Roman, 11 pt
Distance: one empty line	
Author	Font: Times New Roman, 10 pt, italic Alignment: justified
Title (in English)	Italic
Abstract (in English)	The purpose is to provide a short and thorough overview of the paper. Don't exceed 7-10 lines in length.
Keywords (in English)	Three or four
Footnote	Font: Times New Roman, 8 pt
	Alignment: justified
	Short presentation of the author (three lines) and e-mail address

PAPER – Main text

Header	Font: Times New Roman 10 pt, Small caps	
	Border: Bottom	
	Page numbers:	Right: odd pages
		Left: even pages
Testo	On the left: FIRST NAME AND SURNAME	
	On the left: THE LAB'S QUARTERLY, VOLUME (IN ROMAN NUMERALS), ISSUE (IN ARABIC NUMERALS), YEAR (IN ARABIC NUMERALS)	
Chapter title		Font: Times New Roman, 10 pt, italic
		Alignment: justified
		Consecutive numbering in Arabic numerals
Sub-chapter title		Font: Times New Roman, 10 pt, italic
		Alignment: justified
		Consecutive numbering in Arabic numerals
Distance: one empty line		
Text	Font: Times New Roman, 10 pt, spacing: condensed 0,1 pt	
	Alignment: justified	
	Line spacing: single	
Epigraph	Font: Times New Roman, 9 pt, spacing: condensed 0,1 pt	
	Alignment: right	
Indentation (First line)	First paragraph: 0 cm	
	Subsequent paragraphs: 0,5 cm	
Block quote	Font: Times New Roman, 9 pt	
	Alignment: justified	
	Line spacing: single	
	Indentation: left 0,5 cm	
Footnotes	Font: Times New Roman, 8 pt, spacing: condensed 0,2 pt	
	Alignment: justified	
	The footnote numbering at the bottom of the page must be in superscript format	
Spacing after paragraph: 1,5 lines		
In-text or block quote bibliographic references	If the author is not named in the text or in the block quote	(Surname, year, page number/s) E.g.: (Habermas, 2003, tr. it. 2007: 121) E.g.: (Kant, 1781, ed. 1966: 42-43)
	If the author is named in the text or in the block quote	(year: page number/s) E.g.: (2003: 121)
	For subsequent consecutive reference to the same work, ≠ pages	(Ivi: page number/s) E.g.: (Ivi: 122)
	For subsequent consecutive reference to the same work, same page	(<i>ibidem</i>)
Citations	In-text (if less than 4 lines)	Between guillemets. E.g.: «abcdefghi...»
		Without guillemets
	Block quote (if more than 4 lines)	Font: Times New Roman, 9 pt
		Alignment: justified
		Line spacing: single
		Indentation: left 0,5 cm
Ellipsis points, if indicating an omission, can be put into square brackets. E.g.: [...]		

Punctuation	Full stop is not used at the end of a title, heading, subheading or in captions for pictures, images, and tables
	Punctuation goes after the footnote reference number in the text
	Ellipsis points are not needed after “etc.”
Units of measure	Don't follow units of measure symbols with a period
	Always use abbreviations for unit of measures followed by a number
Uppercase and lowercase	In the text always use lowercase for: names of departments (E.g.: tax department, technical department, etc.), for office-holder titles (E.g.: mayor, alderman, councillor, commander, prefect, judge), for professional titles and abbreviations (E.g.: professor, doctor, etc.). Titles should be capitalized when used immediately before the person's name or as part of their name. Use lowercase also for public administration, local authority, municipality, province, region (even when they indicate the institution)
	In the text always use uppercase for: Council, Court, Prefecture, Commission and similar when they indicate the administrative body.
	Consecutive numbering in Arabic numerals
Acronyms	Write acronyms capitalizing only the first letter, without periods after each letter. (E.g.: Anci, Ce, Cee, Cip, Cipe, Cnel, Consob, Dia, Enel, Gip, Ici, Ilor, Imi, Inail, Inps, Irpef, Istat, Iva, Onu, Pil, Sim, Siulp, Sme, Unesco, Unicef, Usi, Csm, Tar, etc.)
	Use lowercase with periods after each letter for acronyms concerning corporate law (E.g.: s.r.l., s.p.a., s.n.c., etc.)
Foreign words	Foreign words unfamiliar to the intended audience or with a commonly used English synonym must be italicized.
	Foreign words familiar to the intended audience or with a specific technical meaning, without a commonly used English synonym, should not be italicized.
	Proper nouns (of institutions, companies, parties, persons, places etc.) and official designations of acts, laws, institutions, are not considered foreign words and must be written in plain text, following the original capitalization, and must not be translated.
	Latin words are considered foreign and must be italicized. E.g.: <i>de quo</i> , <i>una tantum</i> .
Iconographic material	Citations in foreign languages must be in plain text.
	Iconographic material (tables, illustrations, charts) illustration must be submitted separately (not embedded in the text), with the indication of its location in the text.
	All iconographic material must have captions and must be numbered consecutively, with tables, illustrations, and charts numbered separately.
Appendix	If the iconographic material used is covered by copyright, the author must obtain explicit authorization from the copyright holder, publisher and author. In case the authorization is obtained, copyright holder must always be mentioned by the author. Specify if the material is under a Creative Common licence or in public domain.
	The appendix contains documents considered essential for a better comprehension of the text. The proportion between the text and the appendix must be “reasonable”.

BIBLIOGRAPHIC REFERENCES

The bibliography must contain all texts consulted by the author, and other recommended works.	
Works must be listed in alphabetical order by surname of the author, in the manner described below.	
The description of the listed works must contain all elements necessary for their unique identification:	
Book	<ol style="list-style-type: none"> 1. Surname first, followed by the initials of the author, all in small caps; 2. year of publication between parentheses; 3. title of the work in italic; 4. place of publication; 5. publisher. <p>E.g.: STRENGER, C. (2015). <i>Zivilisierte Verachtung. Eine Anleitung zur Verteidigung unserer Freiheit</i>. Berlin: Suhrkamp.</p>
Book, translated edition	<ol style="list-style-type: none"> 1. Surname first, followed by the initials of the author, all in small caps; 2. year of publication between parentheses; 3. Title of the work in italic; 4. “transl. by” followed by surname and the initials of the translator; 5. place of publication; 6. publisher; 7. year of publication of the translated edition. <p>E.g.: ADORNO, TH. W. (1957), <i>Parole chiave. Modelli critici</i>, transl. by M. Agrati. Milano: Sugar, 1974.</p>
Chapter in a book	<ol style="list-style-type: none"> 1. Surname first, followed by the initials of the author, all in small caps; 2. year of publication between parentheses; 3. title of the chapter in plain text; 4. initials and full surname of the editor(s) in plain text; 5. title of the book in italic; 6. number of page(s); 7. place of publication; 8. publisher. <p>E.g.: HABERMAS, J. (2009). Der philosophische Glaube in der postsäkularen Gesellschaft. In A. Hügli, D. Kaegi, B. Weidmann (Hg.), <i>Existenz und Sinn. Karl Jaspers im Kontext</i> (pp. 239-278). Heidelberg: Winter.</p>
Journal article	<ol style="list-style-type: none"> 1. Surname first, followed by the initials of the author, all in small caps; 2. year of publication between parentheses; 3. title of the article in plain text; 4. journal name in italic; 5. volume number in Arabic numerals; 6. issue number in Arabic numerals between parentheses; 7. number of page(s). <p>E.g.: MALY, S. (2005). Die Rolle der Religion in der postsäkularen Gesellschaft. Zur Religionsphilosophie von Jürgen Habermas. <i>Theologie und Philosophie</i>. 80(4): 546-565.</p>
If more than one work by the same author is referenced, repeat for every occurrence its surname, followed by the initials, all in small caps. E.g.: HABERMAS, J. (1980). <i>Replik auf Einwände</i> . In Id., <i>Vorstudien und Ergänzungen zur Theorie des kommunikativen Handelns</i> (pp. 475-570). Frankfurt a.M.: Suhrkamp, 1984.	

HABERMAS, J. (1981). <i>Teoria dell'agire comunicativo. Vol. II. Critica della ragione funzionalistica</i> , trad. di P. Rinaudo. Bologna: il Mulino, 1986.	
If the work is by multiple authors and there is no editor, use full surname and initials in small caps for all authors in presentation order; using <i>et al.</i> for authors after the third.	
If there is more than one author, use full surname and initials in small caps for all authors, separating authors with commas.	
If citing a work in multiple volumes, place the volume number in roman numerals after the title.	
If citing monographs in multiple volumes with different titles, cite the title of the single volume followed by its number in roman numerals and then the title of the general work. E.g.: DEGNI, F. (1970). <i>La successione a causa di morte. Vol. I. La successione legittima</i> . Padova: Cedam.	
If the work had multiple editions, it must be specified which one is being cited. E.g.: HABERMAS, J. (1961). <i>Storia e critica dell'opinione pubblica</i> , trad. di A. Illuminati, F. Masini, W. Perrotta. Roma-Bari: Laterza, 2002 ² .	
If the work is included in a book or journal already cited, the full surname and initial of the editor(s), the title of the book/publisher/place of publication or the journal title/volume/issue are replaced by "cit."	
If any of the bibliographic elements are missing (author, place of publication, date of publication etc.) and it's not possible to identify them: for the author use the indication Anonymous; for the place of publication: use n.l. (no location); for the date: n.d. (no date).	
Web publications	<ol style="list-style-type: none"> 1. Surname first, followed by the initials of the author, all in small caps; 2. year of publication between parentheses; 3. title of the publication in plain text; 4. title of the journal, newspaper, or website in italic; 5. date of publication; 6. number of page(s) E.g.: HABERMAS, J. (2018). Europas zögerliche Liebhaber. <i>Die Zeit</i> , 1. März. Disponibile online: https://www.zeit.de/2018/10/soziale-ungerechtigkeit-europa-deutschland-juergen-habermas
Legislation	Legislation is described by: type of act, date, number, article, paragraph, clause. E.g.: l. 25 settembre 1979, n. 405. d.l. 3 marzo 1989, n. 233, conv. con modif. dalla l. 2 maggio 1989, n. 354. d.m. 23 dicembre 1990. l. 27 gennaio 1989, n. 20, art. 1, c. 3, lett. a). The abbreviated indication of the act type may precede act number/year. E.g.: l. 405/79. d.l. 233/89, conv. con modif. dalla l. 354/89. l. 20/89, art. 1, c. 3, lett. a).
Legal cases	Legal cases are described by: court, section or city, date, number. E.g.: Cass. civ., sez. I, 25 febbraio 1990, n. 124. App. Torino, 25 settembre 1988, n. 156. The case type must not be specified when it's the typical type of judgement for that court. E.g.: decisions of the tributary Commission, sentences of the Supreme Court, etc. Otherwise, the type of act must be specified before the date. E.g.: Cass. civ., sez. II, ord. 27 novembre 1990, n. 54. Trib. Milano, decr. 30 marzo 1986, n. 124.