### English title of the essay (max 120 characters including spaces) [Essay Title Style]

### Italian title of the essay (max 120 characters including spaces) [Essay Title Style]

First Name1 Last Name1a, First Name2 Last Name2b, First Name3 Last Name3c, …x,[[1]](#footnote-1) [use Author Style and ALWAYS SPECIFY NAMES AND AFFILIATIONS]

a Affiliation author1, e-mail1 [Affiliation Style and make the link to the e-mail active]

b Affiliation author2, e-mail2 [Affiliation Style and make the link to the e-mail active]

c Affiliation author3, e-mail3 [Affiliation Style and make the link to the e-mail active] …

#### Abstract [Abstract Style]

Papers must be submitted in .docx format using this template.

Above the word “Abstract” leave 2 lines in Normal Style.

Titles + authors’ names + English and Italian abstracts + notes should not exceed 1 page.

Always use a single submission for each contribution. Do not open new submissions for revisions or after references. Never delete an entered submission, but add new ones.

On the front page in the upper right corner, instead of XXX, the type of contribution should be written, i.e. (without the quotation marks) “Editorial” reserved for guest editors of the issue; “Articles” for research section (papers must not exceed 50,000 characters); “Practices / Considerations” for experiences and reflections (papers must not exceed 30,000 characters); “Books reviews” for reviews (papers must not exceed two pages, do not include abstract or bibliography).

Metadata must be complete, with the names of all authors, in the correct sequence, capitalized only initial; ORCID recommended; keywords separated by a Enter.

Keywords [underlined Normal Style]: specify three to five keywords in English, separated by semicolons. [Normal Style]

#### Sintesi [Abstract Style]

Above the word “Sintesi” leave 1 line in Normal Style.

The “Sintesi” [Normal Style] should be in Italian, exact translation of the Abstract in English. If the paper is written in a language other than Italian or English, the second abstract may be in the same language as the paper.

Parole chiave [underlined Normal Style]: specify three to five keywords in Italian, exact translation of the Keywords in English, separated by semicolons. [Normal Style]

# 1. First Paragraph [Title 1 Style] Titles must not exceed one line

After the header page the paper starts on a new page and respects the styles in this template.

Character count includes everything from title to bibliography, including spaces.

Tables must be included in editable form (not as images).

Each paragraph, including introduction and conclusion, must be numbered.

## 1.1. First Sub-paragraph [Title 2 Style]

Each paragraph may contain sub-paragraphs. Do not use additional sub-sub-paragraphs.

Sub-paragraphs should also be numbered as indicated. Never leave blank lines or indent.

# 2. Style and language

Regarding formal aspects

* do not use hyphenation commands or macros;
* when quoting a passage written by another author or direct speech place open (“) and closed (”) double quotation marks at the beginning and end of the quotation. Any words included in the quotation should be placed in square brackets and followed by a comma and *nda* ([e.g., *nda*]). For quotations within quotations use simple open (‘) and closed (‘) quotation marks;
* for apostrophes and quotation marks use the rounded form (‘, ‘’, “”) and not the straight form (', ");
* do not use bold or underline. To emphasize a term use italics, in moderation (e.g., only the first time);
* hyphenate words such as e-learning, e-mail, e-tutor, e-book;
* begin each new line of bullet/numbered list with a lowercase letter and close with a semicolon. Finally, the bullet/numbered list ends with a period;
* do not use acronyms/abbreviations in the title, but make them explicit in full, unless they are particularly well known;
* the first time an acronym is mentioned in the text if it is specified, and from that point on use only the acronym if sufficiently well known. E.g., Organization for Economic Co-operation and Development (OECD);
* capitalize acronyms composed of a number of letters less than or equal to four (OECD, PISA, UN); capitalize only the first letter for any acronym composed of a number of letters greater than four (Easnie);
* use the short dash (-) for compound words (didactic-pedagogical) or for numbers indicating a time period (1970-1975, 2014-2015); use long dashes (–) to insert an aside in the body of the text;
* express in letters numbers up to 10 (three years, seven days, five steps) and vintages (1950s, 1960s, 1980s); express in numbers the quantities greater than ten (387, 65), years (1975-1980) and measurements (25%, 34€, 15 cm, 60 kg), always followed and never preceded by the symbol that connotes them (%, €) or the unit of measurement (cm, kg, with a blank space); use the dot to separate decimals from the whole number (34.6).

For a numbered list use List 1 Style or List 2 Style, depending on the levels:

1. first bullet of first level written in List 1 Style;
2. first second-level item written in List 2 Style;
3. second first-level point written in List 1 Style, etc. After the last bullet take care that there is 6pt distance from the next paragraph.

The bulleted list [Bullet 1 and Bullet 2 Styles] is to be preferred if there is no inherent ordering between the points, whereas the numbered list [List 1 and List 2 Styles] assumes that the points follow a set order.

# 3. Figures

Images, graphs, diagrams and tables are always to be treated as “Figure” or “Figures”.

Figures should be numbered according to the order in which they appear in the text.

Each figure should be referred to in the text, either by putting the reference in parentheses (Figure 1), or by direct explication: e.g., “In Figure 2 are illustrated...”. Do not use references such as “see”, “we refer to”, or similar, nor write “the figure below”, “the previous figures”, because the Editors reserve the right to move figures around.

Authors will insert the figure in the relevant place according to their own reasoning, and then the Editors will place them appropriately according to layout requirements.

A caption no longer than two lines should be inserted under each figure in Caption Style. End the caption with a period.



Figure 1. Water lilies on the lake. [Caption Style]

Figures, if taken from another source, should contain in the caption the bibliographical reference preceded by the formulas “From” or “Adapted from”. It is the author’s responsibility to have obtained permissions to publish.

The image should not exceed page limits, be centered in width, and be clearly legible even in black and white.

Lettering must be large in relation to the image: Editors can reduce or enlarge the image, but the ratio of image to lettering cannot technically be changed, so large lettering must be used (e.g., for quantities or for axes in graphs).

Do not insert automatic links either between captions and references in the text or between tables and external programs (e.g., between Word and Excel).

# 4. Note

Notes should be footnoted, numbered consecutively and written in Footnotes Style. Limited use and short length (maximum 2-3 lines each) are recommended.

The number that links from the text to the footnote should precede any punctuation mark.

Include in footnotes the translation of quotations in languages other than the language of the contribution.

# 5. In-text citations

For in-text citations, follow APA standards (for more details, see the following link: <https://apastyle.apa.org/style-grammar-guidelines/citations>).

Below some additional information.

* Place in round brackets, the author’s name and the year of publication of the referenced work separated by a comma. Example: Reported empirical evidence would support this finding (Hattie, 2009).

If the author’s name is already part of the text, insert the year of publication immediately after, in round brackets. Example: Empirical evidence reported by Hattie (2009) would confirm this finding;

* in the case of direct citation, put in round brackets, the author’s last name, year of publication, and page number, separated by commas. Example: The Internet is an “ecosystem of interruption technologies” (Carr, 2010, p. 116).

If the author’s name is in the text, insert the year of publication of the referenced work immediately after, in round brackets, and, at the end of the citation, the page number. Example: According to Carr (2010) the Internet is an “ecosystem of interruption technologies” (p. 116);

* in citations of multiple works by the same author separate the dates of the reference works with a semicolon. When citing multiple authors, follow alphabetical order first and then chronological order. Example: Several studies (Brown, 1992; 1993; Brown & Campione, 1990; Brown & Palincsar, 1982) show that...
* when citing bibliographical references found online, place the active link to which you are referring in round brackets. Move the reference to footnote in case the link is too long and makes reading difficult. Example: YouTube statistics (<https://www.youtube.com/yt/press/it/statistics.html>) Education at a Glance 2014[[2]](#footnote-2);
* all references to online resources (e.g., software, generic sites of interest, ...) should be placed in the bibliography. Example: This e-book was made with EpubEditor (do not put the reference to EpubEditor here; it should be put in the bibliography instead).
* the title of a book or the name of a software product are indicated with italics and should not be put in quotation marks.

# 6. Conclusions [Title 1 Style]

Each contribution must end with a Conclusions paragraph.

# Appendix [Title 1 Style]

It is strongly discouraged to introduce appendices, but if essential they should be inserted immediately before the bibliographical references and numbered: Appendix 1, Appendix 2, etc.

# Reference list [Title 1 Style]

Bibliographic references [References Style] should follow the APA standards (for more details, see the following link: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

All and only contributions cited in the text, including regulatory acts, websites, software, should be indicated. Editors will delete references not cited in the text.

For resources accessible online, include the link to the web page (e.g., <http://www.fupress.net/index.php/formare/article/view/15124>) or, better yet, the DOI in the extended form (e.g., <http://doi.org/10.13128/formare-16000>). After the links, do not insert punctuation.

Do not enter only DOI:10.xxxx/…

Do not give the web reference if the article is downloadable for a fee.

Bibliographic references should respect the alphabetical order of the authors and, within that, the chronological order from the oldest to the most recent publication.

In the case of multiple publications by the same author, the works of the individual shall precede the works published in collaboration with others. If there are multiple works with the same authors and the same year of publication, it is necessary to distinguish them with the letters of the alphabet (e.g., “2006a,” “2006b,” etc.).

If a title ends with a question mark, do not put an additional period.

1. Footnotes should include paragraph attributions and acknowledgements. [Footnotes Style] [↑](#footnote-ref-1)
2. <http://www.keepeek.com/Digital-Asset-Management/oecd/education/education-at-a-glance-2014/to-what-level-have-adults-studied_eag_highlights-2014-4-en> [↑](#footnote-ref-2)