![Quaderni di Comunità logo]

# Quaderni di Comunità

### Persone, Educazione e Welfare nella società 5.0

*Community Notebook. People, Education and Welfare in the Society 5.0*

# Author Guidelines

| SECTION | LENGTH |
|---|---|
| **Essays** | **minimum 40.000 maximum 50.000 characters,** including spaces, figures and tables.<br>Max. 60 bibliographical references.<br><br>*The Essays are characterised by their academic nature, are intended for an expert audience, and are subject to 'double blind peer-review'.* |
| **Columns** | **minimum 8.000 maximum 10.000 characters,** spaces, figures and tables included. Max. 5 bibliographical references.<br><br>*The columns have a popular character, are intended for a lay audience and are evaluated by the Scientific Committee.* |
| **In-depth analysis** | **minimum 4.000 maximum 8.000 characters,** including spaces, figures and tables. Max. 5 bibliographical references. |
| **Review** | **maximum 15.000 characters,** including spaces and any bibliographical references. |

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Rome, 31 January 2025

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## SUBMISSION

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| **Abstract** | If responding to a Call for Papers, follow the Call instructions using the [Standard Template](#). |
| **Paper** | To submit their contribution, authors must register on the journal website https://www.quadernidicomunita.it/index.php/qdc/user/register by attaching:<br><br>• Essay **WITHOUT** author(s) name<br><br>• Separate the .doc file from the submission containing the author(s)' details, including affiliation, email and contact person<br><br>• High-resolution tables, images and graphs |

## EDITORIAL RULES

| | |
|---|---|
| **Format** | **Word** (not PDF, Rich text or Open Office) |
| **Language** | Italian/Spanish and English **(British standard)** |
| **Margins** | • upper: 3.5 cm<br>• bottom: 3.5 cm<br>• right: 2 cm<br>• left: 2.2 cm<br>• distance from edge: header: 1.27 cm; footer 1.27 cm |
| **Hyphenation** | Automatic |
| **Characters** | There are three types of font: regular, *italic*, and **bold**. Italics should be used for foreign language words that are not commonly used and also to highlight short words or sentences when you want to give them particular emphasis. |

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| **Quotation marks** | To give greater prominence to words or phrases, and for non-literal quotations, it is preferable to use "English quotation marks", while literal quotations should be reported in «Angles quotes». |
| **Numbers** | Numerical values (percentages, averages, significance, ...) in which decimal numbers are present must be entered with the initial zero followed by the point, not the comma (e.g., p. = 0.05; average = 0.35; 0.98 %). Incorrect editing: .05; |
| **Spacings** | <ul><li>Between the author's name and surname, the chapter title, and the beginning of the paragraph title, type "Enter" 2 times.</li><li>Between the title of paragraphs and subparagraphs and the beginning of the text, type "Enter" once.</li><li>Between the end of the text and the titles of second-level paragraphs, type "Enter" once.</li><li>Between the end of the text and the titles of the third-level subparagraphs, type "Enter" once.</li></ul> |
| **Page number** | Bookman Old Style, body 10, normal, right-aligned, with no indentation, without frame. The introduction and Bibliography should not be numbered. |

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| **STRUCTURE** | |
| **Title of the contribution** | Bookman Old Style, size 16, uppercase, ¶Normal style, bold, left aligned, multiple line spacing (1.15), spacing before: 0, after: 0. Example: <br><br> **3. TRAINING PROPOSALS FOR THE ITALIAN EDUCATIONAL SYSTEM** |
| **Author(s)** | Left-aligned text, Bookman Old Style, size 11, normal, multiple line spacing (1.15), spacing before and after equal to 0. Example: <br><br> By Mario Rossi <br><br> **Only to be included in the final version of the file sent for publication using the template at this link.** |
| **Abstract** | Bookman Old Style, body 9, justified. |

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| **Keyword** | Bookman Old Style, body 9, justified. |
| **Text** | Bookman Old Style, size 11, justified, multiple line spacing 1.15, indents: 0.5 cm for the first line of each paragraph, left indent and right indent: none. |
| **Bibliography** | Bookman Old Style, size 11, normal, multiple line spacing 1.15, special: overhanging 1, with spacing before=0 and after=3.<br><br>Example:<br>Callon, M. (1998), «An Essay on Framing and Overflowing: Economic Externalities Revisited by Sociology», in M. Callon (a cura di), The Laws of the Markets, Blackwell, Oxford, 244-69. |

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| **TITLE** |

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| **Language** | Italian (max 80 characters) and/or English. |
| **Titles of paragraphs and sub-paragraphs** | Bookman Old Style, size 12, italic, left aligned, multiple line spacing (1.15), spacing before and after equal to 0. Example:<br><br>*1.1 Cognitive evolution and organizational development: motivation, training and professional culture projects* |

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| **AUTHOR** |

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| **Standards** | The name, surname, and institutional affiliation of the author (or authors) and any notes regarding the contribution must be inserted in a footnote. The symbols * and ** are used for these notes, while for the notes in the text, progressive numbers starting again from 1 for each contribution.<br><br>**This information will only accompany the text at the final publication stage. At the submission stage, the procedure must be followed to ensure anonymisation of the contribution and 'double-blind' evaluation.** |

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| Note | Example: <br><br> Mario Rossi, Associate Professor, University of Roma 3: m.rossi@uniroma3.it |
|---|---|
| **Further information** | To facilitate the dissemination of the contribution via the journal's social channels, it is requested to be included separately at the time of publication a brief: <br> ● Author's biography (3-4 lines) <br> ● Author's e-mail |

## ABSTRACT

| Language | **Italian** (max 500 characters) **and English** (max 500 characters) |
|---|---|
| Keywords | After the abstract, three to six keywords must be written in Italian and the same number of keywords in English, clearly indicating the topics covered (these keywords are used for indexing the article in international databases). |

## FOOTNOTES

In an essential minimum number, the footnotes must never be used for bibliographical references but only for citations of the source, which refer to the complete text in the bibliography.

| Numbering | automatic |
|---|---|
| Font | Bookman Old Style size 9, normal, single spacing, special first line, indent 0.5 and no spacing before and after. |
| Notes | It is preferable to note any references to websites and other materials found on the web, particularly if the links are long. Please remember to remove any hyperlinks. |

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## BODY OF THE TEXT

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| **Dashes** | Three types:<br>1. **Short (-):** should be reserved for compound words, for example: "historical-critical analysis", or for numbers, for example: «in the years 1970-80», "pp. 46-47", "pp. viii-viii", "pp. XV-XVI", etc. (short dashes must never be preceded or followed by spaces)<br>2. **Middle (-):** they must be used for incidental sentences, that is, to open a sort of parenthesis in the text, and in this case, there must always be a space before and after the hyphen (for example: «See professor - said the student<br>- today while you were interrogating me..."); middle dashes can also be used to indicate the minus sign<br>3. **Long (—):** should not be used. |
| **Punctuation** | **Spaces should always be included in** the following punctuation marks: . (period), (comma) : (colon) ; (semicolon) ! (Exclamation point) ? (question mark) " (closed quotation marks) » (closed-angle quotes). Instead, spaces must always be **left after these same punctuation marks**. |
| **Accents** | The Italian words that end with the accented letter "e" generally have the acute accent (e.g.:perché, poiché, affinché, né, sé, etc.), except for the third person singular of the present tense of the verb to be (è); some names in common use (caffè, tè, cioè, etc.) and some proper names (such as Noè, Giosuè, Mosè, etc.) have a grave accent. The accented capital letter "e" (È) must not be replaced with the apostrophe letter (E'). |
| **Notes** | The titles of books, articles, essays, works and expressions in foreign languages are indicated in italics (except terms that have become part of the Italian lexicon, e.g. computer, politically correct, etc.). To quote particular expressions, concepts and terms that you intend to emphasise or that are used with a meaning different from the one in common sense, use single quotes, not double quotes. |

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## QUOTES

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| **In text** | Quotations from other authors' sentences, extrapolated from their original texts, or extracts from interviews/observations should be enclosed in quotation marks.<br><br>Literal quotations should be put in «Angles quotes». If they are longer than five lines, you should skip a line both at the beginning and at the end of the quotation (at the time of printing, these longer quotations will be in more minor characters, and they should be in the original version, too). The non-literal quotations and words to which you want to give a particular emphasis should be put in English quotation marks (as in "non-literal quotation" or "emphasised the word").<br><br>If you want to skip a part of a quotation, you should indicate with three dots in brackets (...).<br><br>If citations **exceed five lines**, they must be separated from the text, preceded and followed by a space, in the following style:<br>Bookman Old Style, size 10, regular, single line spacing, particular first line, indent 0.5, and no spacing before and after.<br><br>Short quotations, less than five lines, remain in the body of the text. |
| **References** | Bibliographic citations in the text must be reported in the following way:<br>● If the quotation concerns a single author, place the last name in round brackets followed by a comma and the year of publication (and by colon and page number if it is a direct citation): Es. (Baumann, 2009:22).<br><br>● In the case of a text by two authors, the surnames of both should be indicated, linked by conjunction: Ex. (Zuccermaglio e Alby, 2006), even in the case of non-Italian texts<br><br>● In the case of a text with more than two authors, only the surname of the first author should be indicated, followed by et al. in italics (the full surnames of all other authors should be given in the bibliography at the end of the text): Ex. (Dubet et al., 2003).<br><br>● When reference is made to texts by the same author, published in the same year, the different works will be distinguished using the following indications: a, b, c, which will have the same correspondence also in the bibliography at the end of the text: Ex. (Baudrillard, 1995a, 1995b). |

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- When an author is cited in the text without brackets, the latter must be quoted by first name and surname. Ex: recommendations of Lauren Atkinson and Andrea Cipriani (2018).

Links to the in-depth text may be included if they are excerpts and critical analyses from other scholarly sources (website, original PDF)

## FIGURES, TABLES AND GRAPHS

Should be inserted into the text in a format that allows for subsequent interventions

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|---|---|
| **Sending** | Tables (Tab.), Graphs (Graf.) and Figures (Fig.) should be sent in separate files. |
| **Captions** | Bookman Old Style, body 9 italics, left-aligned. |
| **Table text** | Bookman Old Style, size 10, with the header at the top in italics. |
| **Indications** | The exact insertion point must be indicated in the text file in Word by giving the accurate Table/Figure title(s) in body 9 as follows:<br><br>Table 1 - Teachers age range<br>Graph 1 - ICT preparation level<br><br>In the Word text in which the title of the Table, Graph or Figure is given, it is essential to indicate the source from which the Table, Graph or Figure is drawn in body 8, as in the example:<br><br>Source: Research "Digital Skills at School, 2016"<br><br>In the body of the text, it is good to refer to tables and figures by mentioning the name Table, Graph, and Figure in full.<br><br>YES: Table 2, Figure 1<br><br>NO: Tab, 2, Fig. 1 |

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| **Graphs** | | • It is essential to send the Excel file with the original data from which they are processed.<br>• For charts, it is also necessary to use the white, grey, and black colour scales. Other colours are not accepted because the printing is not in colour. |
| **Images** | **Format** | The images, if any, accompanying the text must not be covered by copyright and must be sent in high resolution. Pictures and figures should be in black and white, in jpeg format with the highest possible resolution, and the background should be white. |
| | **Title** | Above the image, written in font size 9, |
| | **Source** | Under the image, written in the font size 8. |

## BIBLIOGRAPHY

The complete bibliography, referring to the publications, journals, or references cited in the text, should be placed alphabetically at the end of the contribution.

| | |
|---|---|
| **References** | **Books**<br><br>Comfort, A. (1997). A good age. London: Mitchell Beazley.<br><br>• **Two or more authors**<br><br>Saddy, R. S., & Hogan, T. (1997). The definition of disability in Australia: Moving towards national consistency. Canberra: Australian Institute of Health and Welfare.<br><br>• **Translation**<br><br>Freud, S. (1970). An outline of psychoanalysis (J. Strachey, Trans.). New York: Norton. (Original work published 1940).<br><br>• **Work in several volumes** |

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Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). Handbook of teratology (Vols. 1-4). New York: Plenum Press.

- **Conference Proceedings**

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings of CSCL '95: The First International Conference on Computer Support for Collaborative Learning. Mahwah, NJ: Erlbaum.

- **Chapter of a book**

Blaxter, M. (1976). Social class and health inequalities. In C. Carter & J. E. Peel (Eds.), Equalities and inequalities in health (pp. 120-135). London: Academic Press.

## Journals

Sellar, S., & Lingard, B. (2013). The OECD and global governance in education. Journal of Education Policy, 28(5), 710-725.

Greco, F., & Polli, A. (2020). Emotional Text Mining: Customer profiling in brand management. International Journal of Information Management, 51, 101-134. https://doi.org/10.1016/j.ijinfomgt.2019.04.007.

## Articles

Wharton, N. (1996). Health and safety in outdoor activity centres. Journal of Adventure Education and Outdoor Leadership, 12 (4), 8-9.

Mariani-Costantini, R., Ottini, L., Caramiello, S., Palmirotta, R., Mallegni, F., Rossi, L., Jones, R. B. (2001). Taphonomy of the fossil hominid bones from the Acheulean site of Castel di Guido near Rome, Italy. Journal of Human Evolution, 41, 211-225.

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When citations come directly from the web, include details on how they are published, for example:

- **Digital book** (eBook) with DOI or without DOI (in which case the URL of the provider page is used)

Vallar, G., Cantagallo A., Cappa, S. F. & Zoccolotti, P. (Eds.). (2012), La riabilitazione neuropsicologica. Un'analisi basata sul metodo evidence-based medicine [Springer reader version]. DOI 10.1007/978-88-470-2349-9

If the DOI is not available, use the URL. Do not put a full stop at the end of the DOI or URL.

Goffman, E. (1974), Frame Analysis. An Essay on the Organization of Experience, Cambridge, Harvard University Press (trad. it. Frame Analysis. L'organizzazione dell'esperienza, Roma, Armando Editore, 2006).

Colombo, M. (2009). Coping with ambivalence. Unanticipated outcomes as challenges for experienced teachers. Italian Journal of Sociology of Education, 3(11), 136-150. Retrieved from http://www.ijse.eu/index.php/ijse/article/viewFile/36/44

| | |
|---|---|
| **Webpage** | Citation Elements: Author a.a, (year - n.d. if publication date not known).Title. Retrieved (data) from URL |
| **Number of references** | <ul><li>Section Columns and In-depth analysis: Maximum 5 bibliographical references</li><li>Essays Section: Maximum 60 bibliographical references</li></ul> |

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# GENERATIVE ARTIFICIAL INTELLIGENCE TOOLS

Generative Artificial Intelligence tools (GenAI)—such as ChatGPT and others based on large language models (LLMs)—can increase productivity and foster innovation if used appropriately, safely, ethically, and securely. The European Commission published the [Living Guidelines on the Responsible Use of Generative AI in Research](#) to support the proper use of Generative AI in researchers and publications.

The author is fully responsible for the accuracy of any information provided by the tool and for correctly referencing any supporting work on which that information depends. GenAI tools must not be used to create, alter or manipulate original research data and results. Suppose an author has used a GenAI tool to develop any portion of a manuscript. In that case, its use must be described transparently and in detail in the Methods section (or via a disclosure or within the Acknowledgements section, as applicable). Tools used to improve spelling, grammar, and general editing are not included in the scope of these guidelines. The final decision about whether using a GenAI tool is appropriate or permissible in the circumstances of a submitted manuscript or a published article lies with the journal's editor or other party responsible for the publication's editorial policy.

Referring to the authorship rules, the editorial policy confirms the accordance with [COPE's position statement on Authorship and AI tools](#), which states that these tools cannot fulfil the role of, nor be listed as, an author of an article.

GenAI tools should be used only on a limited basis in connection with peer review. An editor or peer reviewer can use a GenAI tool only to improve the quality of the written feedback in a peer review report. This use must be transparently declared upon submission of the peer review report to the manuscript's handling editor.

Independent of this limited use case, editors or peer reviewers should not upload manuscripts (or any parts of manuscripts, including figures and tables) into GenAI tools or services. GenAI tools may use input data for training or other purposes, which could violate the confidentiality of the peer review process, the privacy of authors and reviewers, and the copyright of the manuscript under review. Further, the peer review process is a human endeavour and responsibility and accountability for submitting a peer review report, in line with a journal's editorial policies and peer review model, sits with those individuals who have accepted an invitation from a journal to undertake the peer review of a submitted manuscript. This process should not be delegated to a GenAI tool.

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# THIRD-PARTY CONTENT DECLARATION

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In particular, you should pay close attention to sensitive images containing identifiable persons, logos, brands/trademarks, images from agencies, or from the Internet as well as text content such as song lyrics, poems, interviews, social media content and references to commercial entities. **You are responsible for authorising rights to third-party content contained in the article submitted by you for publication.**

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