

## NORMS FOR PUBLICATION OF ARTICLES / NOTES IN *SALESIANUM*

In the preparation process of a contribution for the publication in the *Salesianum*, it is necessary to follow some basic guidelines. Both individual authors and deans of faculties are therefore kindly requested to collaborate and precisely apply or enforce the following rules in accordance with their proper competence and description below:

1. Every author of an article submitted to *Salesianum* should indicate (by using an asterisk) in the apparatus of the notes his academic identity and corresponding location.
2. An article should not be longer than 12-15 pages. **Please, set up the page (layout) with the following main data:**
  - page format: A 4
  - top margin: 2,5 cm
  - bottom margin: 2 cm
  - left margin: 2 cm
  - right margin: 2 cm
  - line spacing: 1
  - font text: Times New Roman, size 12
  - notes: Times New Roman, size 10Contributors are requested to carefully follow the above indications for the page layout and are reminded that an article should have about 35.000 / 50.000 characters (including spaces).
3. An article should be written in a language of which the author has a perfect knowledge (Italian, English, French, Spanish, Portuguese).
4. A *complete bibliography* of the works consulted should preferably be mentioned in the notes (rather than at the end of the text).
5. A *superscript* (or footnote reference) should always be in the round and placed after punctuation with no space before and with a space after.
6. A *hyphen*, used instead of a comma, should always be the long one ( – ) separated by a space from the word that precedes it and the one that follows it.
7. A *hyphen in compound words*, in the citation of page numbers, in the citation of dates (day-month-year) must always be the short one ( - ) without spaces either before or after.
8. An *accented capital e* should be written as follows: È (not E').
9. *Punctuation marks* ( . , ; ? ! ) should be placed without spaces before and with a space after; always in the round (unless you are quoting in italics).
10. After an *open round bracket*, do not put a space: (e.g. ...;
11. Before a *closed round bracket*, do not put a space: e.g. ...).
12. **In the bibliographic citation in footnotes, provide information in the following order:**
  - an author's full name (preferably) or just the initial capital letter; then SURNAME of the author (it should be written with the initial capital letter and the rest in SMALL CAPS (e.g.: ARISTOTELE; Emmanuel MOUNIER; E. MOUNIER...), the following comma should be in the round;
  - *Title and subtitle* (in italics);
  - series should be enclosed in round brackets, e.g. (Strumenti 5);
  - then, in the following order: publisher, the city of publication and the year of publication;
  - then, the number of pages;
  - if one page number is being referred to, use the abbreviation p. (not pag.) for page followed by a space;
  - if there are multiple pages use pp. (not pags.) to represent pages followed by a space;
  - to indicate "following" (referring to pages) use ss. (e.g. p. 80 ss.);

- to indicate “confer” use cf.
  - **the bibliography citation style should be uniform throughout the article.**
13. Quotations of passages within the main text should be placed in round inverted commas in this order: «... “.....” ...», paying attention to the space before the open inverted commas and the space after the closed ones.
  14. Please, indicated your font choice (e.g. for Greek: Greek or Plato...).
  15. A brief summary of 7-10 lines of each study should also be submitted in Italian (either in French, Spanish, or Portuguese, depending on the language in which the article is written) and in English.
  16. There should be two types of academic judgements on an article: the first, with regard to the scientific aspect of the contribution and the second, regarding the Catholic morality and doctrine (the latter is required for any author inside or outside UPS, if an article is related to faith and morals).
  17. It is a duty of the dean to whom an article is addressed to appoint a commission composed of the professors of his faculty that prepares three academic judgements. Before forwarding an article to the *Salesianum* Editorial Office, the dean must ascertain whether the judgments are fully positive or negative.
  18. In order to publish an article in *Salesianum*, all the academic judgements must be favourable / positive.
  19. In case of a discrepancy between the academic judgements (one positive and the other negative), the dean should submit an article to a third academic evaluation which determines whether or not it can be published.
  20. When the academic judgements are positive and yet one or both reviewers recommend corrections, additions, etc., the dean should contact the author, who, if agrees, must apply the requested changes.
  21. When the academic judgements are positive, but one or both reviewers allow publication but under a condition of applying recommended corrections, adjustments, etc., the dean should contact the author who, if he wishes his article to be published, must modify the text according to the reviewers’ indications.
  22. When the academic judgements are negative, an article cannot be published in *Salesianum*.
  23. It is a duty of a dean to assure that a study (and the summary in Italian and English) that arrives at the Editorial Office has undergone all the necessary revisions by the author in accordance with the evaluations expressed in the academic judgments.
  24. An article, in its DEFINITIVE version, with the summaries in Italian (either French, Spanish, or Portuguese) and English, together with 2 or 3 academic judgments, should be sent to the Editorial Office of *Salesianum* either in paper format or by email, as an attachment in a separate file in WindWord (PDF files are not accepted) to this address: [salesianum@unisal.it](mailto:salesianum@unisal.it)
  25. Articles that are forwarded to the Editorial Office and do not conform to the above indications cannot be published in *Salesianum*.

Rom, 21 January 2021