

EDITORIAL GUIDELINES

This document contains the mandatory editorial guidelines of the scientific journal 'DE IUSTITIA', applicable to anyone, for any reason, who intends to request the publication of their own article in it.

1. LENGTH OF THE WORK

a. Note to a judgment

The note to a judgment must have a minimum length of 4 pages and a maximum of 10 pages, considering the available format at the bottom of these editorial guidelines.

b. Essay

The essay must have a minimum length of 5 pages and a maximum of 50 pages, considering the available format at the bottom of these editorial guidelines.

N.B. four pages, not four column

2. PAGE SETUP AND *ALLOWED FONT*

a. Page Setup

The page setup must be standard for the entire document.

The *standard* page format is as follows: **A4** with **portrait orientation**.

The document *layout* should be set as follows: **Two Columns**.

The page should be set with the following parameters*:

a.	Left margin	2 cm
b.	Right margin	2 cm
c.	Top margin	3.4 cm
d.	Bottom margin	2 cm
e.	Header and footer	1.5 cm
f.	Binding	0 cm
g.	Tabs	1.5 cm

* Instructions for setting parameters:

- in *Microsoft Word (Office)*: in the function bar: "*Format*" - "*Document*";
- in *Pages (MacOS platform)*: in the toolbar: "*Document*".



b. Line spacing

For line spacing, the instructions in the table below must be followed:

a.	For the body of the text	1.15 pts
b.	For footnotes	1.0 pt
c.	For the body text of judgments	1.15 pts

c. Fonts and font sizes

The *font* to use is: "Baskerville - Regular".

The score to use for the *font* must be as follows:

a.	For the body of the text	11 pts
b.	For footnotes	9 pts

The text should always be fully **justified** except for the chapter title, which should be aligned to the left and in bold.

There should be no blank lines or spaces between one sentence and the next.

At the beginning of each new paragraph, tabulation (pressing the "Tab" key) should be used to make the text clearer and more readable.

d. Formatting headings and paragraphs

1. The **title** of the article, at the top of the document, should be formatted as follows: **Bold, Uppercase**, without a period at the end, with "One Column" layout and will be classified in the "Styles Box" as "**Heading 1**".

The Author's name should be inserted immediately below with "Two Columns" layout - which will be maintained throughout the rest of the article - with the following format: Name in **Bold** and Surname in **Uppercase Bold**.

The name will be followed by an asterisk (*) to refer to the footnote where the author's qualification will be inserted in the same format as the footnotes (see above).

E.g.: by **Mario ROSSI***

2. This will be followed by any "**ABSTRACT**" to be reported in the following format:

- For the title: **Bold, Capitalized, Italic;**
- For body text: *Italics.*

3. The summary will follow and should be inserted in the following format:

- For the title "Summary": **Bold, Capitalized, Italic;**
- For body text: **Bold, Italic.**



N.B. It is recommended to insert the automatic summary at the end of the article's drafting process, so that it already includes all the headings of the paragraphs.

4. The titles of the individual paragraphs will then be inserted in the following format:

- Numbered list, Bold, Uppercase, Italic, Left-aligned;

They will then be classified in the "Styles Box" as "**Heading 2**".

E.g.: 1. PARAGRAPH TITLE

Between the end of a paragraph and another insert a "Spacing" equal to n. 6 pt.

3. CRITERIA FOR CITING BOOKS, ARTICLES, ETC.

a. FOR VOLUMES

- Bulleted name of the author followed by the surname, title in italics, place of publication, (if any), year of publication, pages (if only one page "p.", if more pages "pp." and "ss.).

E.g.: P. ROSSI, *Title of the work*, Rome, YX Editore, 2014.

- If the volume is part of a series, it is necessary after the title, to quote in quotation marks («/») the name of the series followed by the number.

E.g.: P. ROSSI, *Titolo dell'opera*, «Collana Nome della collana», p. - , Roma, ZX Editore, 2014.

N.B. you can abbreviate the publisher to "Ed."

- If it is necessary to cite the pages of the volume, after the indication of the year, insert "p." or "pp.". **E.g.:** P. ROSSI, *Titolo dell'opera*, Roma, Editore XY, 2014, p. 100.

- If the volume is edited by another author, the title is followed by the indication: "edited by" followed by the bulleted name and surname of the editor.

E.g.: P. ROSSI, *Titolo dell'opera*, edited by M. BIANCHI, I vol., Roma, XY Editore, 2014.

- If it is an introduction: Author, Title of the Introduction, introduction to Author of the volume, title, place, edition, year. (If the introduction does not have a title: Author of the introduction, Introduction to Author of the volume, title, etc.)

E.g.: P. ROSSI, Title of the work, introduction to M.BIANCHI, *Title of the work*, Rome, Editore XY, 2014.

- If you cite an essay included in a volume of essays by many authors: Author, Title of the single essay, the initials AA. VV. (signifier various authors), followed by the title of the volume, etc.**E.:** P. ROSSI, *Title of the work*, in AA. VV. *Title of the work*, I, Rome, 2014.

b. FOR SCIENTIFIC JOURNALS AND NEWSPAPERS

- Author, title of the article (in italics), name of the Journal (in italics); number of the journal, year of the journal, number of pages.
- Author, Article title, newspaper title, day, month, year and page, if any.



c. ENCYCLOPEDIA ENTRIES

Name of the author, it is necessary to preface the article title with the Latin abbreviation "s.v." (sub voce); other data. E.g.: P. ROSSI, s.v. "Article title", in *Encyclopedia title*, ...

d. CITING QUOTATIONS OR PASSAGES FROM AUTHORS

If the quotation is short (less than 6 lines) it will be inserted into the text by interposing it in quotation marks («...»).

E.g.: In this regard, ROSSI observes: "text of the quotation".

If the quote is long (more than 6 lines) then it must be separated from the text, as follows:

'Citation text' (centered)

N.B. When quoting or paraphrasing a passage or excerpt, **a citation is required**.

e. CITATIONS FROM INTERNAL SITES

URLs should be cited in italics, eliminating the hyperlink.

Ex. : *www.cortecostituzionale.it*.

f. LATIN OR FOREIGN WORDS

They should always be italicized.

Ex. : *ipso iure*; *leading case*, *tout court*.

g. LISTS AND HYPHENS

If you list a list, you can choose to use, as needed:

1. the numbered list;
2. the Bullet Point: in this case the hyphen must be small.

If a compound word is quoted, the hyphen (-) must be small.

Ex. : *political-mafia pact*. If the hyphen is used to introduce an incidental sentence it must be wide.

4. THE FINAL BIBLIOGRAPHY

The rules seen above apply to the bibliography that will be placed at the end of each work.

N.B. It is advisable to indent the next line with a tabulation to facilitate reading of the bibliography. It is necessary to place the surname in alphabetical order.

Finally, note that with the line "_____" the author's name is repeated; this can be replaced with **IDEM** (in the case of a male author) or **EADEM** (in the case of a female author). The use of one system excludes, of course, the other.



5. ABBREVIATIONS

For the use of abbreviations see the table below:

Repealed	abr.
AGCM, AGCOM, CONSOB, ANAC, IVASS (other authorities)	A.G.C.M., A.G.C.O.M. and cc. .
Articles	Arts.
Article	art.
Various authors	A.A.V.V.
Civil Cassation	Cass. Civ.
Criminal Court of Cassation	Cass. pen.
Cassation of the labour section	Cass. Sec. lav.
Court of Cassation joined sections	Cass. S.U.
ECHR, EDU	C.E.D.U., E.D.U.
Civil code	c.c.
Code of the administrative process	c.p.a
Navigation code	c. nav.
Code of Criminal Procedure	c.p.p.
Code of Civil Procedure	c.p.c
Criminal Code	c.p.
War Military Penal Code	c.p.m.g.
Peace Military Penal Code	c.p.m.p.
Comma	comma
Tax Commission	Comm. Trib.
Regional Tax Commission	Comm. Trib.reg.
Council of Administrative Justice	C.G.A.
Council of State	Cons. St.
Council of State, General Meeting	Cons. St., A.G.
Council of State, Plenary Meeting	Cons. St., A.P.
Constitutional Court	Court. Cost.
Court of Appeal	C. App.
Court of Auditors	Court of Auditors
Court of Cassation	Court. Cass.
Court of Justice of the European Union	C.G.U.E.
European Court of Human Rights	E.D.U. Court



So-called	c.d.
Constitution	Cost.
Decree of the President of the Republic	Presidential decree.
Interministerial Decree	D.I.
Decree Law	d.l.
Legislative Decree	d.lgs.
Ministerial Decree	d.m.
Directive	dir.U.E.
Transitional arrangements	Disp. Trans.
Official Journal of the European Union	G.U.U.E.
Official Gazette of the Italian Republic	OJ
Judge of the preliminary hearing	G.u.p.
Justice of the Peace	G.d.P.
Judge for Preliminary Investigations	G.i.p.
Law	l.
Constitutional law	L. Cost.
Law abolishing administrative litigation	L.A.C.
Provincial Law	L. Prov.
Regional law	L. reg.
Administrative Procedure Act	L.P.A.
Ordinance	Ord.
Public administration	p.a. or P.A.
Prosecutor	p.m. or p.m.
Royal Decree	r.d.
Royal Decree-Law	r.d.l.
Regulation	Reg.
Statute	St.
Consolidated text	T.U.
International treaty	Tract.
Regional Administrative Court	T.A.R.
Collegiate Court	Trib. Coll.
Single Tribunal	Trib. Mon.
Superior Water Court	T. S. A.
Regulation of the European Union	Reg. E.U.



Pages	Pp.
Page	p.
Following	ss.
Court	Trib.
Sentence	sent.
Section	sec.

N.B. In any case, abbreviations should be bulleted.

6. ARTICLE FORMAT

The following page provides an example of formatting an article according to the criteria outlined in this document.

For any doubts regarding these editorial guidelines, please contact the editorial office using the contact information available on the journal's website.



TITLE OF THE ARTICLE (BOLD, NO TRAILING PERIOD, FONT 11 - BASKERVILLE)

by **Mario ROSSI*** (BOLD NO TRAILING PERIOD, CHARACTER 11, CAPITALIZED SURNAME)

ABSTRACT

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SUMMARY

1.Preamble.....	81
2.Paragraph I.....	1
3.Paragraph II.....	1
4.Paragraph III.....	1

1. PREAMBLE

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2. PARAGRAPH I

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3. PARAGRAPH II

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4. SECTION III

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*Insert here your own qualification.

¹ Insert note (Baskerville 9)

² Insert note (Baskerville 9)