



CIRSDe – University of Torino
"Quaderni Donne&Ricerca" Quarterly
(Research and Women's Booklets)

GUIDELINES FOR PUBLICATION

General information

Each text should be saved as a Microsoft Word document and named "Author'sFullname.doc".
The file should be sent by mail to cirsde@unito.it
The mail should include the title of the "Quaderno" (Booklet)

Guidelines for the text

Each text will include an introductory section written by the advisory professor (see any "Quaderno") and an abstract (see the paragraph "n" below)

a) PAGE LAYOUT (see the menu bar at "file" → "page layout" → "margins")

Top: 2 cm
Bottom: 2 cm
Right: 2 cm
Left: 2 cm

Heading: 1.25 cm
Footer: 1.25 cm

b) FONT STYLE

Chapter text

Font: Times New Roman
Style: regular
Font size: 12 pts

Chapter title

Font: Times New Roman
Align: left
Style: regular

Font size: 14 pts

Space: no line space before the chapter title, 5 one line space after

Section title

Font: Times New Roman

Align: left

Style: regular

Font size: 14 pts

Space: 2 one line space before the section title, one line space after

Subtitle

Font: Times New Roman

Align: left

Style: regular

Font size: 12 pts

Space: one line space before the section title, one line space after

c) PARAGRAPH STYLE

Align: justify

Left indent: 0

Right indent: 0

Special: no

Space:

before: 0

after: 0

Line space:

Before: 0

After: 0

Line space: 1.5

Tabs: no

N.B. the text should be saved as Microsoft Word document and named <**Author'sFullname.doc** > (ex.: johnsmith.doc)

Example: johnsmith.doc

f) SPACE BETWEEN TITLE, SUBTITLES AND TEXT

Five one line space are needed between the subtitle of the chapter and the beginning of the first paragraph.
One line space is needed between the subtitle of the chapter and the beginning of the first section.
Three on line space are needed between the end of the section and the subsequent subtitle
At the end of each chapter, a page break (from the menu bar: page break) should be included

g) FOOT NOTES

Alignment: justify
Font: Times New Roman 10 pts
Style: regular 10 pts
Line space: 1.5

h) BIBLIOGRAPHIC REFERENCES

Bibliographic references should be included in the footnotes or in the text as follows: Surname, year)
When the authors have the same surname the initial letter of the name should be includes as follows:
surname initial of the name, year)

i) BIBLIOGRAPHY

References should include the full names of the authors in order to explicit gender.

Books

Surname Name, *Title of the book (in italics)*, Publishing house, Place of publication, year of publication

Example

Branca Giuseppe, Pizzorusso Alessandro, *Commentario della Costituzione*, Zanichelli, Bologna, 1992

Essays /articles or collection

Surname Name, "Title of the article", in: *Title of the journal / collection (in italics)*, Number of the review (Arabic number), year of the journal, pages

Example:

Farina Fatima, "L'immagine della donna nella Guerra del Golfo", in *Sociologia e Ricerca Sociale*, n.39, 1992, pp. 119-139.

I) BOLD, ITALICS AND PARANTHESES

Foreign words should be written in italics

Bold type should be avoided in the text.

Parentheses should be avoided in the text. Footnotes can be used instead when quotation references or other references should be included.

m) LINK

Links should be underlined and kept in black

n) ABSTRACT AND KEY WORDS

An abstract in English with 4/5 key words (both in English and Italian) should be sent as a separate document