Manuscript Submission Guidelines

To FormaMente, Digital Universities, Guide Conference

Pre-submission

The authors who wish to submit an article to one of the Scientific Journals of Guide Association or a Guide Conference are kindly required to send an Abstract with the following components:

- Title, short and informative
- Subtitle (optional) differently formatted
- Keywords, significant, not general, maximum 5, in alphabetical order
- Short bio and bibliography

The Abstract should be a significant synthesis of the final work that will be presented in a second stage. With reference to the structure, the abstract could be descriptive, informative or a mixture of both. The author is free to choose the most suitable approach for its his/her work. The descriptive abstract refers, in a narrative way, to the titles of the paragraphs up to create an index-like form. The informative abstract, the most appropriate for scientific papers, organizes the synthesis of the full work focusing on the objectives or on the hypotheses of the research, the state of art explored by the author; the methodology, the techniques, the tools and the sources implemented. It exposes the results achieved, the unexpected impact; it highlights the limitations and the overall experience of the research; it elucidates the results and considerations obtained by the author. Lastly, if necessary, the informative abstract provides additional information about appendices, questionnaires, graphs, etc... The mixed abstract includes both formats. Neither the descriptive nor the informative abstract should include subjective value judgments or personal opinions.

The paper needs to be formatted in A4 with Microsoft Word 97-2003(.docx), 6.0/95 (.doc) file typeface Times New Roman 12 point font.

Submission policy

A group of experts is collaborating with the scientific journals’ committees and the conference board of GUIDE to revise the submitted contributions.

The editorial office will keep you informed on the revision process. The articles must be referred to innovative and actual researches didactics and problems.
The Review Committee will first revise and assess the abstracts, then evaluate the final research in a second stage. The abstract’s approval does not imply automatically that the research will published by the Journals or by the Conference.

**Submission of the manuscripts**

In the scholarly publications, the articles may cover the following research fields: empirical studies, literature reviews, theoretical articles, methodological articles, case studies, interviews, other types of articles. The submitted contributions may range in length from 10 to 15 pages, including the bibliography. The Paragraphs and the optional subparagraphs should not have a numerical citation. Pictures, graphs, statistics and the appendices need to include a specific caption, containing the source citation and their relevance to the text.

**Quotes** inside the research should have quotation marks and should clearly cite the author.

**Keywords** are indicative terms and should allow scholars and researchers to retrieve effectively the article through online search engines such as Google. The choice of the keywords should include specific and non-generic terms highlighting the innovativeness of the research findings.

**Bibliographical references included in the text** should have the author’s name in brackets, followed by a comma and the year of publication. If there are more than two authors, the appropriate format should include the author’s last name in brackets followed by et al., by a comma and the year. All the authors cited in the text should be included with their full name (last name and name) in the reference list at the end of the research. Authors – also the ones implied with et.al – have to be included in full form (name and last name) the reference list.

**Articulated Bibliography** should be sorted in alphabetic order by the author’s full name (last name and name) followed by the year of publication in brackets and the – if present – contribution information. Monographs are cited by including by the title, the subtitle (if present), the place of publication and the editor. It is preferable to specify the original title of the
work and the date of publication, followed by the translation in the language employed and date of the translation.

To reference Journal articles, title and subtitle are followed by Journal’s information (V. volume, N. number, pp. pages) and online links (if present). The authors represented by Organizations may be mentioned in the text with their acronym but they should then be mentioned with their full name in the Reference list (i.e WHA World History Association, GUIDE Association, etc.). It is not necessary for the acronyms related to broadly recognized organizations (i.e Onu, Unicef, Unesco, Ocse, Fao, etc.).

The following examples will clarify the proper punctuation and the different sections of the bibliographical item providing a conceptual picture of the different areas of the authorship such as date, place, editor, journal, etc.

**Monographies**


Burke Peter (2004 b), *What is Cultural History*? Cambridge, Polity


https://www.h-net.org/announce/show.cgi?ID=124615

Extract
Hey Tony, Trefethen Anne (2003), The Data Deluge: An e-Science Perspective, in Fran Berman, Geoffrey Fox, Tony Hey (Eds.), Grid Computing: Making the Global Infrastructure a Reality, New York, John Wiley & Sons, pp. 809-824


Journals
Laurillard Diana (2001), The E-University: What have we learned?, “The International Journal of Management Education”, V. 1, N. 2, pp. 3-7

The Manuscript Submission Guidelines will take into consideration the most popular citation style guides currently used according to the pillar ones: APA Style, Vancouver Style, Chicago Manual of Style.