



GUIDELINES FOR THE AUTHORS

Articles' length: Approximately 40 000 characters (including spaces).

Articles are published in English. Only original articles will be considered for publication.

File format: Microsoft Word 97-2003 and 6.0/95 (.doc).

Articles' submission must include:

- 1) The author/s name and surname, institution, position, e-mail.
- 2) Abstract in English (maximum 1 000 characters including spaces).
- 3) 5 keywords in alphabetical order.
- 4) Clear indication of the area of research: Pedagogy, Science, Technology or Business.

Please, send articles by e-mail to digitaluniversities@guideassociation.org

Please, follow this specification and format:

Articles should be divided into not numbered paragraphs.

Orthographic and grammatical correction is authors' responsibility.

Title (Calibri 14, bold)

Name and Surname of the author/s (without abbreviations), Institution, City, State

Abstract

The abstract must be in English. It summarizes the objectives of the research, the methodology, innovations and main results.

Keywords

5 keywords in alphabetical order.

Title of the paragraph (Calibri 11, bold)

The text of the paragraph is written in Calibri 11 and line-spacing 1,15. The text should be justified in all part.

Quotations: quotation shorter than two/three lines are enclosed in inverted commas ("quotation").

Quotations longer than three lines must be separated from the main text as follows:

The text of quotations longer than three lines should be written in Calibri 10 with single line-spacing and left margin of 1 cm. Please, don't enclose this kind of quotations in inverted commas

and don't use italics for the quotations. All quotations must always include the source as follows:
(Surname of the author, year, pp.)

Please, avoid the use of bold, except for the title of the paragraphs, and do not underline part of the text.

Use italics only when strictly necessary, avoid the use of italics or inverted commas to emphasize part of the text. Use italics for words in a language different from the one used in the article, only if not commonly used.

Title of sub-paragraph (Calibri 11, bold and Italics)

The text of sub-paragraphs has the same characteristics of the paragraphs.

Images and graphics

Please, clearly indicate the position of images and graphs in the article. Include a short caption/description of figures and graphs. Please send images also separately and in high definition.

REFERENCES

All text quoted in the article must be included in the bibliographical references.

References must be in alphabetical order by author's surname.

The authors name must be in full form, without abbreviations (see following examples).

Examples:

Books:

Wenger Etienne (1998), *Communities of practice: Learning, meaning and identity*, New York, NY, USA, Cambridge University Press

Excerpts or articles from books:

Stoll Louise, Jackson David (2009), *Liberating leadership potential*, in Alan Blankstein, Paul Houston, Robert Cole (Eds.), *Building sustainable leadership capacity*, Thousand Oaks, CA, USA, Corwin Press, pp. 65-84

Articles in journals:

Lovett Marsha, Greenhouse Joel (2000), *Applying cognitive theory to Statistics instruction*, "The American Statistician", Vol. 54, n. 3, pp. 196-206

Web sites:

The Bologna Process, http://ec.europa.eu/education/higher-education/bologna_en.htm