

EDITORIAL RULES

DIRITTO DELLO SPORT JOURNAL

1. Text delivery format

- a. Write the text in Microsoft Word
- b. Compose the entire text in 12 point size (Times New Roman) with 1.5 line spacing

2. Character variants

- a. Use roman type as much as possible
- b. Use italics (and only italics) in the following cases:
 - ◆ to highlight distinctive elements (terms, phrases, etc.) within the text, to which you want to give particular emphasis (see quotes at 3)
 - ◆ for foreign terms that have not entered common use
 - ◆ for the titles of books, contributions to books, articles in periodicals
- c. Never use underline
- d. Do not use bold or limit its use to cases of strict necessity

3. Quotation marks

- a. Use double quotation marks (“ , ”)
- b. Use superscripts (‘ , ’) for inter citations, i.e. for quotations contained in passages already cited within the body of the text

EXAMPLE: Quando Boccaccio scrive “La giovane di buona fede rispose: ‘O padre mio, poscia che io ho il ninferno, sia pure quando vi piacerà’” intende dire che [...]

4. Citations

- a. It is permissible to insert short quotes outside the body of the text to which you wish to attribute particular relevance or which must be the subject of in-depth analysis
- b. To report omissions within a quotation, use the three dots in square brackets ([...]): see 7.c

5. Punctuation and footnote references

- a. The full stop always follows any closing bracket or closing quotation mark
 - EXAMPLE: [...] in tal contesto”.
- b. A full stop is never allowed before the closing of the quotation marks
 - EXAMPLE: NOT [...] in tal contesto.”
- c. In the case of a quotation ending with an exclamation or question mark, after closing the quotation marks it is permitted to continue regularly with a possible punctuation mark
 - EXAMPLE: [...] in tal contesto?”.
- d. Footnote references must be inserted after any punctuation marks, quotation marks and closed brackets, and must be followed by a space
 - EXAMPLE: [...] in tal contesto»).^1 Vediamo ora [...]

6. Short and medium strokes

- a. Use the short stroke (-) in compound nouns (proper and common). The stroke must not be followed or preceded by spaces
 - EXAMPLE: Lévi-Strauss, caratteristiche tecnico-amministrative
- b. Use the middle stroke (–) for the engravings. However, it is advisable to use them moderately, so as not to make the reading heavier, and to instead use (where possible) the inscriptions between round brackets (see 7.a), which have the advantage of being directional, allowing the reader to immediately understand where the passage begins and where it ends
 - ◆ The middle stroke must always be preceded and followed by a space.

7. Parentheses

- a. Round brackets: use for asides (see also **6.b**), in particular for clarification ones
- b. Square brackets: use to introduce clarifying text within quoted passages, and in any case for any addition to the original text
- c. Omissions within cited passages: must be indicated with three dots in square brackets ([...]); never use the formula (...)

8. Foreign terms

- a. Those that have entered into common use must be written in roman type
□ EXAMPLE: un film, due film, uno scanner, due scanner
- b. Those that have not entered into common use must be written in italics
□ EXAMPLE: un patchwork, due patchworks, una Vorstellung, due Vorstellungen

9. Numbers

- a. When they constitute or are part of telephone numbers, dates, times, precise quantities, they must be written in figures; in other cases they must be written in letters
- b. When they denote a quantity followed by a unit of measurement, they must be written in numbers with the relevant symbol, or in full in letters
□ EXAMPLE: 3 km, tre chilometri (NOT tre km, 3 chilometri)
- c. When they indicate a historical period they must be written in capital letters
□ EXAMPLE: gli anni Venti, il Novecento
- d. Percentages must be expressed in figures and the percentage symbol is not preceded by a space
□ EXAMPLE: il 47,5%

10. Bibliography

For studies (monographs and articles), use the following methods

- a. Books with a single author:
◆ M. Rossi, *Titolo del libro*, Bologna, Bononia University Press, 2020.
- b. Books with two or three authors:
◆ M. Rossi, P. Bianchi, C. Neri, *Titolo del libro*, Bologna, Bononia University Press, 2020.
- c. Books with more than three authors:
◆ M. Rossi *et al.*, *Titolo del libro*, Bologna, Bononia University Press, 2020.
- d. Books with editor:
◆ M. Rossi (a cura di), *Titolo del libro*, Bologna, Bononia University Press, 2020.
- e. Contributions to books:
◆ M. Rossi, *Titolo della contribuzione*, in P. Bianchi (a cura di), *Titolo del libro*, Bologna, Bononia University Press, 2020, pp. xx-yy
- g. Articles: the title of the article and the title of the journal in italics; the title of the magazine is preceded by “in”:
◆ M. Rossi, *Titolo dell’articolo*, in *Rivista*, 2020, pp. xx-yy

11. Rules for bibliographic citations

- a. For monographs and articles, provide full references only the first time the work is cited (following the rules illustrated in point **10**). Then, cite only the author and title, following them with the words “cit.”.
□ EXAMPLE: M. Rossi, *Titolo del libro*, Bologna: Bononia University Press 2001, p. x (FIRST TIME)
□ EXAMPLE: M. Rossi, *Titolo del libro*, cit., p. x (SUBSEQUENT TIMES)
- b. Never use the formula “op. cit.”