



## EDITORIAL GUIDELINES

### La Nuova Giuridica - *Florence Law Review*

The following instructions are the guidelines that Authors are asked to comply with in drafting their paper. We require the use of 'Baskerville' as font and 12 points as font size.

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HEADING IN ROMAN TYPE, UPPER CASE  
Subheading (if present) in Roman, lower case

*Italian abstract in italic*

*English abstract in italic*

If the paper is set up in paragraphs and subparagraphs, a summary will be drafted in a smaller font size (10 points) than the main text, as follows:

SUMMARY IN SMALL CAPS: 1. Paragraph heading in Roman. 1.1. Subparagraph heading. 1.2. Subparagraph heading. 2. Paragraph heading. 3. Paragraph heading.

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1. *Paragraph heading in italic*. – followed by the text.

2. *Subparagraph heading in italic*. – followed by the text.

Expressions in other languages than Italian will be drafted in *italic*.

Quotations up to two lines have to be placed «within double angle brackets» if primary, while «...within 'single quotation marks'...» in case they are secondary ones.

Long quotations (i.e. more than two lines) will be set in a new paragraph and drafted in a smaller font size.

Place ellipses within square brackets in order to indicate omitted text from a quotation: [...].

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Footnotes will be drafted in Roman, with a smaller font size than the main text (10), indicated as superscripts in Arabic numerals. Punctuation marks must follow the footnote call, except for exclamation and question marks, which always precede it.

A monograph will be cited as follows:

- a. Initial of the Author's first name (or full first name, whenever a risk of ambiguity occurs) and full surname, in SMALL CAPS (note that when using small caps, the first letter of the surname must be in upper case, while the rest of the surname in lower case);
- b. Full Heading and subheading (if present) in *italic*;
- c. Place of publication in Roman;

- d. Year of publication;
- e. Volume and tome numbers (if present); page number(s).

Example: <sup>1</sup>G. MONACO, *Pubblico ministero ed obbligatorietà dell'azione penale*, Milano, 2003, pp. 57-64.

A journal paper will be cited as follows:

- a. Initial of Author's first name (or full first name, whenever a risk of ambiguity occurs) and full surname, in SMALL CAPS (note that when using small caps, the first letter of the surname must be in upper case, while the rest of the surname in lower case);
- b. Full Heading and subheading (if present) in *italic*;
- c. Name of the journal, preceded by "in";
- d. Year of publication;
- e. Year of the issue or volume number in Roman numerals;
- f. Fascicle number (if present) and page number(s).

Example: <sup>2</sup>G. CRISTOFOLINI, *Efficacia della sentenza nel tempo*, in *Rivista di diritto processuale civile*, 1935, I, pp. 293 ss.

A collective publication is to be cited by indicating the name(s) of the editor(s) right after the heading of the collective book.

Example: <sup>3</sup>E. MARZADURI, *La sospensione dei processi penali nei suoi rapporti con la previsione dei c.d. criteri di priorità*, in *L'azione penale tra obbligatorietà e discrezionalità*, Atti del Convegno, Bari, 29 novembre 2008, a cura di V. Garofoli, Milano, 2009, pp. 25 ss.

When citing an essay of a publication directed by the same author, the heading of the book will be preceded by "in *Id.*" or "in *Ead.*".

Works which have already been mentioned in a previous footnote will be cited as follows:

- with the term *Ibidem* (in *italic*) in case of a sequential quotation of a contribution without any variations from the previous.
- with the term 'Ivi' (in Roman) in case of a sequential quotation of a contribution with variation of one or more elements from the previous.

Note that these wordings cannot be used in case the previous footnote contains references to more than one work.

- with the indication to the Author's last name in SMALL CAPS, heading of the contribution unambiguously shortened (in *Italics*), and with the addition of the abbreviation 'cit.' (in Roman).

Example: <sup>4</sup>MARZADURI, *La sospensione*, cit.