AUTHOR'S GUIDE

In this guide, you will find all necessary information to submit a file <u>ready for inclusion in the digital proceedings</u> published by LediPublishing. Please submit the final version of your manuscript, in good American English, proofread and ready for the publication.

Please use the Template here annexed.

File Format: submit your text in MS Word (.doc or .docx) or RTF (.rtf) format. You need to submit a separate .pdf identical to the Word.

Illustrations, figures, maps, and graphs

They must be pasted into the MS Word document as you want them to appear in the final text, as near as possible to their quotation in the text.

Always <u>provide captions</u> for your illustrations and refer to them in the text.

If the illustration was not made by the author, or it contains recognizable subjects, you need to have obtained permission to publish it and give credit for it in your text. Otherwise, it will be removed.

Please be aware that the final positioning of the illustrations might change at the time of typesetting.

References

Please follow consistently the APA 7 Style (more information on theAPA Style official website).

In the references section, when citing URLs, please add the following: *[Last access dd/mh/yr].*

When DOIs of cited publications are available, please include them.

Before finalizing your manuscript

- Check the clarity and consistency of headings, quotations, paragraphs, insertion points for illustrations and tables, endnotes, etc. Do not use footnotes.
- References must be complete and contain only the publications quoted in the text.
- Acknowledgements or information on the chapter should be placed in an 'Acknowledgement(s)' or 'Note' section at the end of the text and before the References section.
- Avoid underlined text; <u>use italics instead</u>.
- Use acronyms without full stops (e.g. USA, no U.S.A.) and explain them at first usage.
- Quotation marks: Please use single quotation marks for citations; never use italics. Larger sections (3 lines or more) of quoted text should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side (1 cm). No quotation marks should be used for these block quotes.

Copy-Editing and Typesetting

Once you have submitted the manuscript, it will be professionally typeset and converted to the LediPublishing Typographic Style. Copyediting will be ensured by the Proceedings Editors.

Submit a draft that is clean and ready to go, in good American English and with no typos.