

Editorial guidelines

DPU Journal

1. General editorial criteria.

The inclusion of an initial abstract in two languages (original language and English) is required.

If the text is divided into titled paragraphs, it is necessary to insert an initial summary to be drafted as follows: SUMMARY 1. Paragraph. – 1.1. Sub-paragraph. – 1.1.1. Sub-sub-paragraph. (etc.). The summary must also be written in two languages (Italian and English).

For quotations of parts of text quotation marks (“...”) are used.

The use of double apostrophes or double quotation marks (“...”) is used for words to which a particular meaning is to be attributed or which are to be highlighted, and for quotations within quotations. Any omissions within the quotations will be indicated by three dots in square brackets ([...]).

To indicate an aside, the en dash (–) must be used; the short hyphen (-) in all other cases.

The use of bold is allowed for words or phrases that you want to highlight.

The use of italics is required for words or expressions in Latin, Greek or foreign languages (in a text written in Italian) that are not commonly used (e.g. “test”, “internet”, are written in round script).

2. Footnotes.

2.1 General criteria.

The quotation number is inserted in the text after the word to which the note refers (without a space) and before any punctuation mark; in the case of a note referring to an entire sentence in brackets, the number is inserted immediately after the end of the parenthesis. You can enter a note with an asterisk (*) at the beginning of the text.

Examples:

- A great deal emerges from the literature on the subject¹.
- This was noted by the same author (in a previous contribution)².

For the drafting of footnotes, please refer to the following criteria.

2.2. Notes to volumes and contributions published in periodicals.

- For quotations of volumes or monographs: N. Surname, *Title of contribution*, Publishing house, year of publication, page(s) (in case of precise quotation).
E.g.: C. Marchi, *We are all Latinists*, Rizzoli, 1986, p. 23.
- For citations of publications in journals: N. Surname, *Title of contribution*, in *Journal title*, issue of the magazine and year of publication, page(s) (in case of precise quotation). E.g.: H. Arendt, *Humanity in the Dark Ages. Reflections on Lessing*, in *La Società degli individui*, 7, 2000, pp. 28 ff.

Other editorial criteria for the notes:

- if there is more than one Author, the first and last names of all must be indicated, separated by a comma
- Es.: E. Dolcini, C.E. Paliero (a cura di), *Studi in onore di Giorgio Marinucci, Vol. I, Teoria del diritto penale, criminologia e politica criminale*, Giuffrè, 2006
- if the volume is of "Various Authors", and no editor appears, it starts with the indication of "Aa.Vv."
- if there is an editor, at the word "by" placed in round brackets immediately after the name
E.g. C. Mortati (ed.), *L'ombudsman*, Utet, 1970
- where reference is made to several texts in the same footnote, the indication of the texts shall follow an increasing chronological order, separated by a semicolon
- in the case of reference to more than one text by the same Author in the same note, the indication of the texts follows an increasing chronological criterion, separated by a semicolon. There is no need to repeat the author's name, which will be replaced by the words "Id." (round script)
E.g. N. Surname, *Contribution title*, publishing house, 1978; Id., *Contribution title*, publishing house, 1999)
- the works already mentioned above, are referred to by repeating the name (focused) and surname (in full) of the author, followed by part of the title and then the abbreviation "cit". (round script)
E.g. N. Surname, *Title*, cit., pp. 34 ff.
- if the same work by the same author is cited several times in a row, the indication *Idem* (in italics) followed by the number of pages in case they are different from the previous quotation is sufficient, or *Ibidem* if the pages are the same

- For quotations of **works on the Internet**, the address must be written in italics (e.g. *www. dirittopenaleuomo.org*).

Other examples of correct drafting of notes:

- T. De Mauro, entry "*Mass media*", in *Grande dizionario italiano dell'uso*, UTET, 1999, pp. 1128 ff.
- L. Wirth, *Consenso e comunicazione di massa*, in M. Rivolsi, *Comunicazioni e cultura di massa*, Hoepli, 1969, pp. 133 ff.
- C.G. Jung, *Simboli della trasformazione (1912-1952)*, in Id., *Opere*, Boringhieri, 1970, pp. 1424 ff.
- H. Zipf, *Kriminalpolitik. Ein Lehrbuch* (1980), tr. it. *Politica criminale*, Giuffrè, 1989, pp. 28-29.
- A. Tocqueville, *La democrazia in America*, ed. it. edited by C. Vivanti, Einaudi, 2006, p. 344
- H. Arendt, *L'umanità nei tempi oscuri*, cit., p. 29
- *Idem*, p. 30
- *Ibidem*

2.3. Notes to volumes and contributions published within DPU.

For any quotations of texts already published in DPU the wording is as follows: N. Surname, *Title of contribution*, in *this journal*, date of publication.

For external quotations of contributions published in this journal the correct indication is: N. Last name, *Title of contribution*, in *Diritto Penale e Uomo - Criminal Law and Human Condition*, date of publication.

In correspondence with the title of the work, insert a hyperlink to the page of the contribution within DPU (for more details, see § 3).

E.g.:

- S. Archers, G. Baer, [Intervista a Laura Boella](#), in *this journal*, 21 December 2018
- I. Gittardi, [Il database di casi giudiziari del Center for Science and Law](#), in *Diritto Penale e Uomo - Criminal Law and Human Condition*, 28 December 2018, p. 3.

2.4. Legal and jurisprudential quotations.

2.4.1. Regulatory documents.

Regulatory documents are indicated as follows: type of document, date, number, article, paragraph, letter.

E.g.:

- L. 25 September 1979, n° 405
- D.L. March 3, 1989, n. 233, conv. with amendments from the L. 02 May 1989, n° 354 Italian Ministerial Decree 23 December 1990
- L. 27 January 1989, no. 20, art. 1, par. 3, letter a)

2.4.2. Case Law.

The case law is identified as follows: body, section or city, date, number.

E.g.:

- Civil Cassation, section I, 25 February 1990, no. 124
- App. Turin, 25 September 1988, No. 156

The type of document should not be indicated when it is the typical document of the issuing body (e.g. judgement of the Court of Cassation); otherwise, the type of document should be indicated before the date.

E.g.:

- Court of Cassation, Section II, Ruling no. 54 of 27 November 1990.
- Court of Milan, decr. 30 March 1986, n° 124

The journal in which the case law is published shall be indicated in abbreviated form and in italics, in accordance with the procedures described in point 2.2:

E.g.:

- Civil Cassation, section one, 15 May 1992, no. 213, in *Mass. Giust. civ.*, 1992, fasc. 11
- Civil Cassation, section I, 3 April 1990, no. 3365, in *Giur. it.*, 1991, I, 2

3. Hyperlinks.

In correspondence with any quotations of material published in DPU it is necessary to create a hyperlink to the web page of the publication, as shown below:

- the link must be placed next to just the title of the contribution to which reference is made, and not to the entire note (therefore, also not next to the name of the author, the place and date of publication, or the page number);
- in the case of a reference to a contribution published in the form of a paper, the link must refer to the DPU html page from which the paper can be downloaded, and not directly to the PDF of the document.

To create a link correctly, follow the steps below:

- select the text to which to apply the hyperlink;
- in the Word tab "Insert" click on "Hyperlink" or right-click on the selected text and then choose "Hyperlink" from the shortcut menu;
- paste the URL address of the referral web page into the "Address" box;
- click OK.

4. Bibliography

It is necessary to include a bibliography at the end.

In the bibliography, the texts consulted must be listed one below the other, in alphabetical order according to the author's surname and according to the procedures

indicated in the section “Footnotes”, remembering that the starting page of the contribution must be indicated for an article or part of a collective work.

E.g.:

- H. Arendt, *L’umanità nei tempi oscuri. Riflessioni su Lessing*, in *La Società degli individui*, 7, 2000, pp. 28 ff.
- T. De Mauro, entry “*Mass media*”, in *Grande dizionario italiano dell’uso*, UTET, 1999, pp. 1128 ff.
- C. Mortati (ed.), *L’ombudsman*, Utet, 1970.
- L. Wirth, *Consenso e comunicazione di massa*, in M. Rivolsi, *Comunicazioni e cultura di massa*, Hoepli, 1969, pp. 133 ff.

5. Images, graphs and tables.

Where there are images, graphs or tables in the body of the text, it will be necessary to either:

- insert the images, graphs and tables directly into the text file, with relative caption and possible source (e.g. “Tab 1. - DAP data source”). With particular reference to images, use *royalty-free* images and indicate the *credits*;
- insert the files of images, graphs and tables, renamed with their progressive numbering, into a compressed folder to be sent at the same time as the *paper*, specifying in the text the exact location of each element and the relative captions and sources;
- for judgements subject to annotation or comment, provide a copy of the measure indicating – if taken from a freely accessible database – the source. Avoid sending versions from databases that are not freely accessible.

6. Some acronyms.

- cap. and capp. = chapter and chapters
- cfr. = compare: refers generically to a text, without indicating a precise point
- cit. = cited
- ed. = edition
- *et al.* = and others
- fig. and figg. = figure and figures
- *infra* = see below
- n. and nn. = note and notes
- [N.d.A.] = author’s note
- [N.d.C.] = Editor’s note
- [Editor’s note] = Editor’s note
- [N.d.T.] = Translator’s note
- par. and parr. = paragraph and paragraphs
- *passim* = at different points (when the concept referred to is expressed in a source not on a precise page but here and there)
- s. and ss. = following and following

- s.d. = no date (in case a source does not indicate the date of issue)
- s.l. = no place (in case a source does not report the place of publication)
- sez. = section
- [sic] = as in the original. It is used when reporting a quotation that contains a strange or wrong word, thus making it clear that it is not just an error but by the author of the quotation.
- tab. = table
- tr. or trad. = translation
- vol. and voll. = volume and volumes

7. Some useful abbreviations and related items.

- C.E.D.U. = European Convention on Human Rights
- Atti parl. Cam. = Parliamentary acts of the Chamber of Deputies
- Atti parl. Sen. = Parliamentary acts of the Senate
- circ. = circular
- d. interm. = Interministerial Decree
- d.C.p.S. = Order of the Provisional Head of State
- disp. prel. = provisions on the law in general (preliminary to the Civil Code)
- disp. reg.= regulatory provisions
- d.l. = Decree-Law
- d.lgs. = Legislative Decree
- d.m. = Ministerial Decree.
- d.P.R. = Decree of the President of the Republic
- d.p. giunta reg.= Decree of the President of the Regional Council
- l. = law
- l. cost. = Constitutional Law
- l. rg. = Regional Law
- l. prov. = Provincial Law
- r.d.l. = Royal Decree-Law
- r.d.lgs. = Royal Legislative Decree
- r.d. = Royal Decree
- reg. = regulation
- r.m. = Ministerial Resolution
- t.u. = Consolidated Act
- App. = Court of Appeal
- App. mil. = Military Court of Appeal
- Ass. = Court of Assizes
- Ass. app. = Court of Assizes of Appeal
- BGH = Bundesgerichtshof
- BverfG = Bunderverfassungsgericht
- Cass. = Court of Cassation
- Cass., sez. un. = Court of Cassation, United Chambers
- Cass. civ.= Court of Civil Cassation
- Corte conti = Court of Auditors

- Court cost. = Constitutional Court
- Corte giust. EU = Court of Justice of the European Union
- Court EDU = European Court of Human Rights
- C.I.J. = International Court of Justice
- Coll. Arb. = Board of Arbitrators
- Comm. centr. imp. = Central Tax Commission
- Comm. tribut. 1st = 1st Level Tax Commission
- Comm. tribut. 2nd = 2nd Level Tax Commission
- Com. tribut. centr. = Central Tax Commission
- Cons. reg. sic. = Administrative Justice Council for the Region of Sicily
- Cons. St. = Council of State
- Cons. St., ad. gen. = Council of State, General Assembly
- Cons. St. ad. plen. = Council of State, plenary session
- G.u.p.= Judge of the preliminary hearing
- Giud. Pace = Justice of the Peace
- G.I.= Investigating Judge
- G.i.p.= Preliminary Investigation Judge
- Giud. Tut. = Judge supervising a guardianship
- G.u.p. = Judge of the preliminary hearing
- Lodo arb. = Arbitration award
- Proc. Rep. = Public Prosecutor's Office
- Proc. Gen. app. = Public Prosecutor at the Court of Appeal
- P.m.= Public prosecutor
- Pret. = Magistrate's Court
- TAR = Regional Administrative Court
- Trib. = Court
- Trib. acque = Regional Court of Public Water
- Trib. Ce = Court of First Instance of the European Communities
- Trib. mil. = Territorial Military Court
- Trib. sup. acque = Superior Court of Public Water
- Trib. sup. mil. = Supreme Military Court
- Trib. Sorv. = Supervisory Court