PUBLICATION AGREEMENT

Journal/Series "_____"

THIS AGREEMENT (hereinafter called the Agreement) is made this ____ day of _____, between

- LED - Edizioni Universitarie di Lettere Economia Diritto S.r.l.- Milano, Italy, Registro delle Imprese di Milano (MI 314009), R.E.A. MI 1360431 - Cod.Fisc. P.Iva 10295540156 (hereinafter called "Publisher" or "LED");

- _____
(hereinafter called the "Department");

WHEREAS the Department desires to publish an on-line journal/series entitled

"_____" (hereinafter called "Journal/Series")

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Publisher shall publish and distribute exclusively, for Italy and any other country in the world, both in paper form and in open access digital form, the Journal/Series entitled _____" (hereinafter "Journal/Series"), in the manner and under the terms indicated in the annexes to this contract (see point 11).

2. The Department declares that the works that will be published in the Journal/Series are the exclusive property of the Authors and do not contain anything which infringes any third party's copyright or other rights; authorises the Publisher to publish the papers in print form and on line on the electronic archive http://www.ledonline.it, under the "LED Edizioni Universitarie di Lettere Economia Diritto" and "Led on Line" trademarks, in the terms stated in the annex to this agreement*(see paragraph 8 below).*

3. The copyright of the content is maintained wholly by the respective Authors, while the editorial format and the graphical layout of the works published in print and/or on-line by LED remain the exclusive property of LED.
Unless then otherwise agreed, no fee or royalties are due to Authors, and Authors (when no other restrictions unconnected with Led on Line apply) may re-publish their works at any time and in any form with another publisher, subject to the following restrictions:
— the new publication must not reproduce the graphical layout of the publication which appears under the LED trademark, nor use or reproduce the PDF files published on the www.ledonline.it website;
— in the new publication, the legal page must cite the references of the previous publication under the LED trademark, including the URL of the online publication
— the new publication must not exclude nor limit the publication, the distribution, nor the commercial use of the text, by LED in any way; this applies both in paper and digital formats.
External links must point to www.ledonline.it web pages of each book or journal and not directly to PDF files.

4. The texts, even if republished under another title and/or by another publisher, may be published, reproduced, distributed, archived by LED or its partners under license, both in paper and digital form in all formats and through all means and distribution and dissemination channels that are currently or may be used in the future by them, including databases, even partially, both individually and as part of collections or other works created or distributed worldwide.

5. The publication charges are detailed in the paragraph 3 of the annex *Publication Service Details and Charges*. The publishing process will start when the financial sponsorship for publication has been communicated to the Publisher by written order form.

In conjunction with signature for approval of the final proofs being provided by the Authors or Journal/Series Editors, the Publisher will invoice the Department or the Sponsor that the Department will specify, and payment should be made within 30 days of the invoice date. When the Sponsor is not a public institution, payment should be made in conjunction with signature for approval of the final proofs.

6. The papers to be published will be provided to LED in MSWord format. They will be in final form, as stated in paragraph 4 of the annex *Publication Service Details and Charges"* , so that no correction or change would be required in proofs.
Also *the Authors' Statements* and the *Authors' and Editors' Publication Agreement* duly signed will be provided.
The papers will be published by LED in a definitive graphical layout but without any editing service, unless expressly requested (*See charges at the paragraph 3 of the annex "Publication Service Details and Charges"*).

6. 7. he current agreement has a duration of 5 years and will be automatically renewed by tacit agreement for a further 5 years unless notice of cancellation by any parties involved is sent at least 6 months prior to the date of renewal. Cancellation must be notified by registered mail.
Starting from the second year of validity of this agreement, the charges stated in the attachment *Publication Service Details and Charges* will be automatically updated in accordance with the Consumer Price Index as published by ISTAT (http://www.istat.it/en/)

7. 8. This Agreement may only be modified in writing signed by an authorized representative of the Department and of the Publisher.

8. 9. The attachments *Authors' and Editor's Statement. Publication Service Details and Charges,* are an integral and substantial part of this agreement. The parties declare to have read, accepted and agreed to all the contents of this agreement and of the attachments about technical details, copyright, circulation and charges.

9. 10. This Publication Agreement, including the *Authors' and Editors' Statement* and the annex *Publication Service Details and Charges*, is falling under the jurisdiction of Italian Law and as such all and any disagreements arising there from are to be decided exclusively by the Court of Milan upon application by either party and any such decision by the said Court is to be legal and binding.

Milano, _____

On behalf of the Department

On behalf of the Publisher

Pursuant to articles 1341 and 1342 Italian c.c., the following *clauses are expressly approved*: 1, 2, 3, 6, 7, 8 e 9.

Milano, _____

On behalf of the Department

On behalf of the Publisher

PUBLICATION SERVICE DETAILS AND CHARGES

Electronic publishing today is expanding quickly and becoming vital for the dissemination of research results, for publication visibility, and for the evaluation of findings.

Led on Line was established in order to take advantage of online open access publishing by *LED Edizioni Universitarie di Lettere Economia Diritto*, an independent publishing house specializing in academic research texts and textbooks.

Led on Line constitutes a flexible and reliable publication service for academic texts worthy of scholarly attention, ensuring promptness and optimal visibility. It is an attractive option for paper and online publication of collective books and monographs, journals and periodicals, conference proceedings and theses.

1. ONLINE OPEN ACCESS PUBLISHING

Consistent with open access policies, full texts published by *Led on Line* at www.ledonline.it can be accessed in their entirety free of charge.

Journals and periodical issues are published under Creative Commons licenses.

Books are published open access upon agreement among LED, authors, editors, sponsoring Institutions. If not specifically agreed upon, LED retains the right to publish open access all collections of essays by various Authors three years after the first publication.

Led on Line constitutes the section of the Publisher's archive which can be accessed online. There is no difference between the promotion and distribution of works published online from other works in the LED Catalogue, except for the advantages of online access – an additional resource which in no way substitutes paper publications – and online ordering procedure for paperback copies at a lower price.

An ISBN number *(International Standard Book Number)* is assigned to each book. An ISSN number *(International Standard Serial Number)* is assigned to each journal. These codes, defined by the *Standard ISO 2108* and by the *Standard ISO 3297*, identify each individual publication unequivocally on a world-wide basis.

A DOI *(Digital Object Identifier)* is assigned to each essay.

Led on Line is powered by OJS (Open Journal Systems) and works with www.portico.org to ensure secure and permanent preservation of the journals.

2. COPYRIGHT - SELF-ARCHIVING

LED asks Authors and their institutions of affiliation only for authorization to publish works in both paper and digital format, along with exclusive sales rights for the work in the graphic format of the PDF file produced for publication. The copyright of the contents is maintained wholly by the respective Authors, while the editorial format and the graphical layout of the texts published in print and/or online by LED remain the exclusive property of LED.

Unless otherwise agreed upon, no fees or royalties are due to authors. Authors (when no other restrictions unconnected with Led on Line apply) may therefore republish their works at any time and by any means, subject to the following restrictions:

- In the new publication, the legal page must cite the references of the previous publication under the LED trademark, including the URL of the online publication.
- The new publication must not exclude nor limit in any way the publication, the distribution, nor the commercial use of the text by LED; this applies both to print and digital formats.
- **The new publication must not reproduce the graphical layout of the publication which appears under the LED trademark, nor use or reproduce the PDF files published under the LED trademark, except in the case of self-archiving** *(see below)*.

LED shall have the right to publish, reproduce, distribute, display and store the works worldwide, even in the event that these texts are republished under another heading and/or with another publisher. To this end, LED has the right to make use of all forms of distribution, formats, media, whether known now or created in the future, and channels in current or future use by LED, including both external databases and anthologies or other works published or commercialized worldwide also in joint ventures with third parties.

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3. CHARGES

Online publication is an additional service to the print publication and does not entail any additional charge. If the print publication is not requested, charges wholly apply to the online publication.

Processing of the works will begin as soon as financial sponsorship for publication has been communicated to LED by written order.

PUBLICATION SERVICE DETAILS

– Pagination of files which Authors normalized as explained in *Section 4 below*; final graphic layout; PDF proofs
– Paperback printing (80 gsm paper - coloured soft-cover on 250 gsm card - matt film lamination)
– Online publication (upon request) in open access PDF format (Books: freely readable online, not printable – Journals: printable upon agreement among LED, editors and sponsoring Institutions).
– 10 paperback copies are provided - 10 additional paperback copies are provided for Journals or Series with more than one issue per year.

BASIC CHARGES

– Up to 15,5 x 22 format: € 1.130,00 for up to 100 pages and € 420,00 per each further 50 pages
– 16 x 23,5 or 17 x 24 format: € 1.320,00 for up to 100 pages and € 490,00 per each further 50 pages
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DISCOUNTS FOR PUBLICATION IN A SERIES

For every 1.000 pages published in the same Series, LED will publish a further 200 pages with 20% off all prices stated above.

FIGURES AND TABLES: € 7,00 each

EXTRA CHARGES FOR FULL COLOUR PRINTING

– Up to 17 x 24 format: € 9,50 per colour page + € 4,50 per each 50 paperback copies that must be provided
– A 4 Format: € 18,00 per each color page + € 8,00 per each 50 paperback copies that must be provided

DISCOUNTS FOR BOOKS WRITTEN COMPLETELY IN ENGLISH: **10% off** on all prices stated above

EDITING SERVICE

The works will be published in a definitive graphical layout without any editing service, unless expressly requested. Editing service (normalisation of bibliographic references and graphics) is supplied upon request but is mandatory for texts by multiple authors or containing graphics, formulas, Greek or special symbols.

- Up to 15 x 22 format: € 2,00 per page
- 16 x 23,5 or 17 x 24 format: € 2,90 per page
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CORRECTIONS TO THE PROOFS

- Corrections to the proofs can only be accepted for misprints; no substantial changes are allowed at this stage.
- LED might signal the need of further revision, which can't be done unless costs are covered.
- Any author's alterations, including typographical corrections not related to pagination problems, will be charged at **€ 1,00 for each correction exceeding 50 per every 100 pages**.

If requested, the editing service also covers the costs of corrections.

VAT will be applied when due.

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– Formats up to 17 x 24: € 0,04 price per page + € 2,00 price per copy
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– up to 100 copies: 40% off cover price (**50%** if orders are placed before printing)
– from 101 to 150 copies: 50% off cover price (**55%** if orders are placed before printing)
– from 151 to 200 copies: 60% off cover price
– from 201 to 250 copies: 65% off cover price
– from 251 to 300 copies: 70% off - more than 350 copies: 75% off cover price

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4. AUTHOR GUIDELINES

BASIC GUIDELINES

Quotations and References should follow instructions and examples provided in the "Author Guidelines" of each Journal/Series.

When not otherwise specified, follow the **author-date system** of citing references, as described in: *The Chicago Manual of Style*. Chicago: University of Chicago Press - **http://www.chicagomanualofstyle.org**, or in *American Psychological Association Publication Manual* - **http://www.apastyle.org**.

The guidelines below should be followed in any case.

Works written in English by non-native speakers should be checked by a native English speaker prior to submission. Please provide a suitable statement.

- The **hierarchy of headings** is very important, as is **uniformity and consistency of the segmentation of the text** into sections, sub-sections, and paragraphs. Headings should be numbered. Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.2. 2.2.1. 2.2.2. …). Further levels and blank lines which are not correlated to titles must not be used.
- There should be **uniformity and consistency in the use of bold**, **italics**, **underlining**, and **quotation marks**. Avoid combined use unless it is absolutely necessary. If possible, avoid the use of bold type and use italics instead. Avoid underlining in any case.
- **Punctuation** should be consistent, including where it is used in figures and numbering (thousands, decimals, etc.).
- There should be **uniformity and consistency in the use of capitalization** for acronyms, institutions, etc.
- **Avoid capitalization and small capitals for the names of authors. Capital and small letters are to be used.**
- Please use **double quotation marks "…") for quoted material up to 40 words**.
- **Quoted material of more than 40 words** should be displayed in **smaller type** as an **indented block quote**, with a **blank line above and below, without quotation marks.**

FIGURES AND TABLES

- Photographs, drawings, graphs and graphics are all identified as **Figures**.
- **Figures can be reproduced only if they are free from copyright restrictions** or accompanied by a release for the specific volume. *Warning*: **Images on the internet**, even if declared "in the public domain", are almost never truly so. **The copyright always belongs to both the owner of the reproduced object and the photographer.** The fact that the photographer declares that the image is freely reproducible does not dispense with the need to obtain authorization from the owner of the photographed object (museum, archive, etc...). The authorization must be formulated expressly for the volume in question, of which it must cite the bibliographic information (author, title, publisher).
- Authors should identify all materials and figures that require permission for publication (figures, tables, text passages that have already been published elsewhere). Authors are required to **obtain permission from the copyright owner(s)** for both the print and online format **before their work is submitted.**
- A**ll figures and tables must be accompanied by a caption**. The **sources** of figures and tables reproduced from other publications should always be cited.
- **Figures** and **tables** should be **numbered consecutively** using two separate numerical sequences starting in each chapter from *Figure 1* and *Table 1*. **References to figures and tables** should always be quoted in the chosen position within the text, in the following format (*see fig. 00 – see tab. 00*).
- **Figures (including graphs)** will be reproduced without any additional adjustment, with the same **definition and quality** as the original. All figures must be suitable for black-and-white print reproduction; readability in **grey scale** should be checked and optimized before submission.
- Figures must be both embedded into the text and also supplied separately in the **original electronic format** (.TIF, .JPG)**, at the highest possible resolution and without any adjustments**, as resaving files may cause a loss of quality.
- When **drawings, graphs and graphics** are produced in Word and Excel, in order to maintain quality they should be supplied in **editable format** (not as images). All elements in **Word graphs** should be grouped using the Drawing toolbar.

FONTS

- Use unicode fonts (**Times New Roman**).
- Use the **SimSun** font for **Chinese character.**
- Use the **Mincho** font for **Japanese characters.**
- In all cases of **transliteration into the Latin alphabet**, it is recommended to use accredited standards.

FORWARDING FILES

The essential elements are summarized below:

All texts must be submitted – carefully proofread and free of typos – both in MS Word and PDF format.

In order to guarantee optimal print quality, all figures included in the text must also be provided in their **original electronic format.**

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To begin the process of publication it is necessary for the author or editor of the entire volume to sign the **"Authors' and Editors' Statement" for Books/E-books**, while authors of essays included in collective volumes / journal issues must sign the **"Authors' Statement"**.

Authors of individual contributions to a collected volume / journal issue must send the completed and signed **"Authors' Statement"** to the volume's editor(s), who in turn will forward the form to the publisher.

These documents are available for download under "Agreements" on the page www.ledonline.it/ledonline/autori.

Along with the files and the countersigned copy of the contract, metadata and an image for the cover must also be sent.

5. PUBLICATION

Proofs in PDF format will be provided within five weeks after receiving the final materials. Proofs of more than 250 pages may take up to 2 months. If the editing and proofreading service is requested, additional proofs will be provided.

The editor of a collected volume (or journal issue) will decide whether to send the proofs to the individual authors, who in any case must authorize publication even if proofs are corrected only by the editor. In the case that proofs are revised by the individual authors, the corrections must be sent to the editor of the collective volume, who in turn will forward them to the publisher.

Final proofs will be provided within three weeks after receiving the corrected proofs. The text will be published in print, and with prior agreement open access, within 1 month after the approval of the final proofs.

The works will be published by LED in a definitive graphical layout but without any editing service, unless expressly requested. Authors and/or editors are responsible for the correction and the final approval of the proofs. LED assumes no responsibility for errors not marked on the proofs. In the proof phase no substantial changes to the submitted text are allowed. Any author's alterations exceeding 50 per every 100 pages, including typographical corrections not related to pagination problems, entail delays and additional costs. *(See Section 3. Corrections to the proofs)*.

Offprints can be ordered at www.lededizioni.com/estratti.html.

The publisher will send copies reserved or purchased at a discounted price to the address provided. There is no cost for shipping within Italy. For international shipments, the base postal fees are charged.

As for online publications, all works will remain permanently published on www.ledonline.it.

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6. COPYRIGHT – TERMS OF USE

Publication does not require the transfer of copyright, which means that **Authors retain all rights to the content of their texts**. **The editorial format and the graphic layout** of texts published in print and / or online format are the **exclusive property of the publisher**.

Authors (when no other restrictions unconnected with Led on Line apply) **may republish their works** at any time and by any means, subject to the restrictions described in *Section 2*.

Self-archiving is allowed **only within officially recognised institutional repositories, established and operated by the authors' respective governments and universities.**

It is therefore **forbidden to include the PDF files used for publication on non-institutional websites** (such as "Academia" and "Research Gate"), where publication announcements must instead be accompanied by the DOI code and / or the link to the home page of the volume.

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