
GUIDELINES FOR AUTHORS

Each contribution may be written in Italian or in English, unless otherwise indicated by the editor of the issue, and will have a maximum size of 15,000 characters including spaces and notes, excluding bibliographical references and the abstract. The contribution will be introduced by an abstract in English and Italian, accompanied by a maximum of 5 keywords in English and Italian. The abstract will have a maximum size of 1,500 characters.

Any images, graphs or tables must be accompanied by captions, complete with indications on the source and free of rights. For editorial purposes, images, graphs, or tables should be provided in good resolution (300 dpi on a 21 cm base) and as separate files, and their exact position within the text should be indicated, to allow for proper formatting.

In the event of texts elaborated by more than one author, it is recommended to indicate the attribution of the individual parts of the text in a note.

GENERAL INDICATIONS FOR THE LAYOUT OF THE CONTRIBUTIONS

TITLE (Arial 14, all caps)

Name Author 1 (Arial 11 bold)

Author Affiliation 1, e.g. Alma Mater Studiorum Università di Bologna, Dipartimento di Architettura

Email author 1, e.g. name.surname@unibo.it

Name Author 2 (Arial 11 bold)

Author Affiliation 2

Email author 2

Abstract (Arial 11 bold)

Followed by a maximum 1,500 characters text (Arial 10, single line, no indentation)

5 Keywords (Arial 11 italic)

Paragraph heading (Arial 11 bold)

Such headings are useful for dividing the text of the paper into paragraphs and for assigning authorship. Further subdivision of the text into "sub-paragraphs" is not recommended. Although, if necessary, the titles should be in italics. Under no circumstances should paragraph and sub-paragraph numbering be used.

A maximum of 15,000 characters (Arial 10, single line, no indentation) should follow.

Bibliographic references (Arial 11 bold)

Bibliographical references must be indicated after the text and not on separate pages (Arial 10); they must not be subdivided by type but only indicated in an unnumbered list, ordered alphabetically according to the author's surname and, for each author, in the chronological order of publication of the works. Please refer to the specific section at the end of this document on the style of bibliographic references.

EDITORIAL STANDARDS

Capitalization: regarding the use of capitals and lowercase letters, reduce the former to the essential:

- avoid capitalization for common terms, having general characteristics. E.g.: state, government, parliament, region, province, board of directors, town council, central committee, trade union, praetor, magistrate, bishop, police, army, navy etc.
- capitalize adjectives and nouns indicating nationality: Italians, French, etc.
- in the use of political-administrative terminology adopt the following criterion: Ministry of State Holdings, Minister of Education, Undersecretary of Foreign Affairs, Budget Committee, Councillor for Public Works, etc..
- in the case of a phrase made up of several terms, use capital letters only for the first one: National labor bank, European parliament, Consortium for industrial subsidies, Democratic party, Federal republic of Germany, etc. The same applies to acronyms.

Acronyms: the acronyms should be typed with the initial capital and the rest lower case and without dots between letters. E.g.: Fiat, USA, Acli, Pds etc.).

Italics: Italics are reserved for foreign terms, except for those that are now in common use.

Italics will also be used with words that the author wishes to highlight in a particular way and with the titles of volumes or articles cited in the text. The names of associations, institutions, etc., even if foreign, should be regular and not in italics, both in the text and in the notes. In no case will boldface type be used.

Hyphens: hyphens that - as in this case - identify an aside should be of the middle type, and preceded and followed by a space. It is recommended to use the short hyphen without spaces in the conjunction of two words (e.g. city-state).

Miscellaneous Norms: It is also recommended that certain norms such as the following be observed: p. and pp.; s. and ss.; chap. and chap.; cit.; cf.; etc.; vol. and vol.; n. and nn.; [Ed]

We also recommend: p. 24 and not p.24 (i.e., with space); A. Manzoni and not A.Manzoni (i.e., with space); J.M. Keynes and not J. M. Keynes (i.e., no space between the two initials of the name).

Cit. will go regular; in italics will go et al., ibid, passim, supra and infra.

White lines within the text should be limited. Do NOT use indents or tabs, and pay attention to the use of a new line after the period.

Quotes and notes: in-text quotes should be indicated in «sergeant» marks. It is recommended NOT to separate longer citations, nor to highlight citations with different formatting. Each citation should be accompanied by its bibliographic reference in the text, in parentheses, using the author-date system (Rossi, 1999). For the indication of the page number, use the colon and a space after the year (Rossi, 1999: 24) or (Rossi, 1999: 24-26). Regarding the year of publication, it should be written in full (2010) and the use of lower case letters is necessary if you cite articles by the same author published in the same year (e.g. Smith, 2004a, 2004b). In the case of multiple references, separate each author and year with a semicolon (e.g., Brown, 1999a; Adams & Harvey, 1997).

Notes should be limited to the essential. They should be footnoted and note numbers should always precede punctuation marks (periods, commas, semicolons, colon, etc.), but follow any closing quotation marks. E.g.: «Nel mezzo del cammin di nostra vita»²³.

Images and graphs or tables

Images, graphs or tables must be accompanied by their captions written as follows and the text must contain indications on their most appropriate location

Figure 1 | text commenting the image (taken from:) (Arial body 9)

Table 1 | text commenting the image (author's elaboration) (Arial body 9)

Images must be submitted separately, in progressively numbered files and referred to the name of the author of the contribution.

Instructions for writing bibliographical references

Here are some examples:

Books

Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.

Carter, B., James, K.L., Wood, G. and Williamson, D.H., 2018. *Research methods*. 4th ed rev. Cambridge: Cambridge University Press.

Curatorships

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, Jose. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

Book chapter

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS. pp.44-68.

Journal paper

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.

Cox, C., 2002. What health care assistants know about clean hands. *Nursing Times*, Spring Issue, pp.647-85.

Website

NHS Evidence, 2003. *National Library of Guidelines*. [online] Disponibile su:
<<http://www.library.nhs.uk/guidelinesFinder>> [Accesso 10 Ottobre 2009].