

# Editing guidelines

Send one single file in MS Word RTF format. The file name should be the same as the author's last name. At the end of the file include in the language of the contribution & in English: (1) an abstract of maximum 1.500 characters and five key-words, (2) a brief description (not more than five lines) of current and past teaching/research activities, main research interests and publications.

## Formatting and length of contributions

Contributions should not exceed 80.000 characters (spaces included):

- use font Times New Roman, 12 points, single line spacing, justified;
- do not insert page numbers;
- insert notes at the end of page;
- do not end a title or heading with a full stop.

## Quotations in the text

Short quotations (2-3 lines) are placed in the text between double quotation marks “ ”.

For longer quotations leave an empty line before and after the quotation: use 10 points, single line spacing, justified; do not use quotation marks.

## Double quotation marks, single quotation marks, italics

Please use double quotation marks for quoted words or phrases, and single quotation marks for quotes within quoted passages. E.g.: “the so-called ‘campus novel’”.

Use italics for highlighting items and for items in languages different from the one of the article.

## Citations

When referring to a text, indicate in square brackets the surname of the author, followed by the year of publication and page number of the quotation.

Example 1: [Ambrosini, 2004, 59]

Example 2: Ambrosini [2004, 59] argues that...

## Omissions

Use three dots between square brackets.

Example: [...]

## Tables and graphs

Do not use colour, but make data legible in black and white.

## Bibliographical references

Bibliographical references are to be listed alphabetically at the end of the article under the title “Bibliographical references”. Please check that all entries correspond to the authors cited. Do not divide the bibliography into sections.

Entries should be presented as shown below:

a) Books:

Surname, N. (YEAR) *Title in italics*, place, publishing house.

Surname 1, N., Surname 2, N. (YEAR) *Title in italics*, place, publishing house.

b) Articles: Please note: (ed) for singular, (eds) for plural

Surname, N. (YEAR) “Title”, in Surname 1, N., Surname 2, N. (eds) *Title in italics*, place, publishing house, pp. XX-XXX.

Surname, N. (YEAR) “Title”, in *Title in italics of the Journal*, Vol. XX, n. XX, pp. XX-XXX.