

## Author information pack

### 1) Article submission.

Original papers have to be submitted via email in MS Word format to [redazione@itstime.it](mailto:redazione@itstime.it) Papers must be anonymous: name, affiliation, corresponding author (or authors), a short biography (maximum length 300 characters, spaces included), which are all mandatory, and further notes about the article have to be written in the mail body or as a separate MS Word file. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere.

### 2) Papers structure.

Your paper must comprehend an Executive Summary in Italian (about 4.000 characters, spaces included) and in English (about 4.000 characters, spaces included), the manuscript text and a final references list. The editorial board will help the international authors to translate the Executive Summary in Italian language. The paper has to be at least about 38.000 characters, spaces included. You must identify twelve keywords (six in Italian and six in English) to clearly indicate paper's topics.

### 3) Open access.

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### 4) Font style and quotations.

There are 3 kind of font styles allowed: normal, *italic*, **bold**. *Italic* must be used for foreign words or to emphasize words or short sentences. A short quotation (less than about 40 words) may be included in the body of the text in quotation marks (<< >>) with page reference e.g. (Gamble, 1996, p. 2). Gaps in quotations have to be indicated with parentheses (...).

### 5) In-text citations

All statements, opinions, conclusions etc. taken from another writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarised. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication in one of the forms shown below:

**1.1** If the **author's name occurs naturally in the sentence** the year is given in parentheses:  
*e.g.* In a recent study Harvey (1993) argued that ...

**1.2** If, however, the **author's name does not occur naturally in the sentence**, both name and year are given in parentheses:

e.g. A recent study (Harvey, 1993) shows that ...

**1.3** When an **author has published more than one cited document** in the same year, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the parentheses:

e.g. Johnson (1989a) discussed the subject ...

e.g. A recent study (Johnson, 1989a) discusses the subject...

**1.4** If there are **two authors**, the surnames of both should be given:

e.g. Matthews and Jones (1992) have proposed that...

e.g. A recent study (Matthews and Jones, 1992) proposes that...

**1.5** If there are **more than two authors** the surname of the first author only should be given, followed by *et al.* in italics ("*et al.*" has a point after it as it is an abbreviation):

e.g. Wilson *et al.* (1993) conclude that...

e.g. A recent study (Wilson *et al.*, 1993) concludes that

## 6) The final list of references

Your final reference list is alphabetically by author(s), then by year. An easy way in Microsoft Word to sort alphabetically is to select all of the references in your final list, and then go to *Table*, then *Sort*. You may have to do some other minor adjustments once you have done this, within individual authors.

Each reference entry should have an indent for all but the first line. This is called a hanging indent and can be formatted easily in most word processing software packages. For instance, in Microsoft Word, one can format a hanging indent via the ruler. An alternative method in Microsoft Word is to select the text in question, go to *Format*, then *Paragraph*, then *Special*, and put in a hanging indent (e.g. 1 cm).

Separate each reference entry with a hard return at the end of the entry itself, but do not put an extra line in between individual entries. An example is as follows (note the word "References Cited" at the top of the list).

### References Cited

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### **7) Footnotes.**

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Do not include footnotes in the final list of references

### **8) Figures, tables and graphs.**

Ensure that each illustration has a caption and number tables consecutively in accordance with their appearance in the text. Images have to be embedded in the text in one of the following formats:

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

### **9) Punctuation.**

No space has to be left before . (full stop) , (comma) : (colon) ; (semicolon) ! (escalation mark) ? (question mark) “ (quotation mark).