Cover Title (max 30 characters)

Main Title (free length)

Author’s Name

**Abstract**

Articles will be accompanied by an abstract of up to 1.000 characters (including spaces).

Author’s Profile

Author’s profile of up to 600 characters (including spaces).

Key Words (3)

…, …, … (functional to the index of the online journal that consistently reflect the positioning of the article in the literature of the field.)

# Cover Title (max 30 characters)

**Main Title** (free length)

**Author’s Name**

**Short Biography** (Ex. *Mario Rossi, Ph.D., Department of Architecture, Roma Tre*)

**Article** (6.000/8.000 characters, including spaces)

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**Notes**

It is recommended to use notes in a limited number, maximum of 200 characters, including spaces.

**Bibliographical references**

Indications for quotes and bibliography, given below, are based on the Harvard style and are in conformity to ISO690:1987 (translated UNI690:2007). For any further information you can refer to the URL: (<http://www.swinburne.edu.au/lib/researchhelp/harvard_quick_guide.pdf)>

- Reference in-text:

Transport by road has emerged as the leading way to move goods from the port of arrival to their final destination (Bishop 2009, p. 36).

- Direct quote in-text:

“The predominant and fastest-growing form of inland transport within the EU is road transport” (Bishop 2009, p. 36), which means the truck will be the vehicle of choice for the next decade at least.

- Reference list entry:

1 author

Bishop B. 2009, *European Union law for international business: an introduction*, Cambridge University Press, Melbourne.

2 authors

Tiernan A. & Weller P. 2010, *Learning to be a minister: heroic expectations, practical realities*, Melbourne University Press, Carlton.

**Illustrations – Captions**

Please do not include any accompanying illustrations in the body of the text (see guidelines for information on technical characteristics and sizing), but accompany the contribution at the time of submission. Insert in this file the captions of the illustrations useful to specify source, title and content within the limit of 120 characters, including spaces. Make sure that illustration sent corresponds to the name of the caption contained in this file.

- 1 “Cover Image”\_ 940x600 pixel, 150 dpi, jpg format.

- Minimum 2 “Accompanying Images”\_ width 940 pixel, max. 2Mb, jpg format.

- Captions

Cover:\_Édouard Manet, *Le déjeuner sur l'herbe,* 1862.

Fig.1\_Author, title, year.

Fig.2\_ Author, title, year.

**General guidelines for Authors** (do not fill)

See “guidelines: RUBRICHE” within the editorial standards

**General settings**

- The text (if necessary) may be subdivided into sections (no sub-sections).

- Do not use bold or underlining in the text itself or in the notes. Bold may be used in case of subsections’ titles.

- Capital letters or small capital letters are not appropriate and should be used only when absolutely necessary.

- Always use a single font for the whole text, such as Calibri single-spaced and justified.

**Use of Italic**

The use of italics in the text should be limited to the following cases:

- words in foreign languages.

- titles of books, films, paintings, etc.

**Footnotes**

Footnotes should be kept at a minimum (200 characters each), and are all explicatory, whereas bibliographical references are to be inserted directly in the text.

**Hyphens**

- Hyphen minus ( - ), without spaces either before or after, is used to indicate an interval between numbers or to separate composed words (for example: self-portrait), or else strictly connected (for example: the Italian-English dictionary; the Milan-Venice motorway).

- Hyphen ( – ) is used for sub-sections and is preceded and followed by a space. It is used sparsely, only when absolutely necessary in order to make a phrase less ambiguous; otherwise commas are preferred.

- **long hypens** ( — ) **must not be used**.

**Inverted Commas**

- Guillemets (« ») are used for quoting parts of texts taken from other works. Always followed by a bibliographical reference: (Surname of the author, year of publication, p. x) (see instructions on quotations).

- Double inverted commas (“ ”) are used for emphasising a single expression, or for words used in a metaphorical sense. They are also used for quotations within another quotation (for example: «Perché il Novecento è stato definito “il secolo breve”?»).

**Lists**

Lists must be dotted or numbered as in the following example:

• spaces 1. spaces

• places 2. places