Editorial guidelines
Mecosan

1) **Submissions** to the journal should be original unpublished work and should not be under review with any other journal. Papers **should be submitted through FrancoAngeli Journals system** from the following webpage: https://journals.francoangeli.it/index.php/mec/about/submissions
   At this stage, the articles should be anonymous; name, surname, affiliation (university, research centre, etc.), address, email and phone numbers of the author(s) and further details about the article are to be inserted only in the fields provided on the publisher's platform.

2) **Papers should be sent together with a copyright transfer agreement**, where the author(s) grant(s) and assign(s) to the Editor of the Journal during the full term of copyright (20 years under current regulation) the exclusive rights to translate, reproduce, republish, transfer, sell, distribute or otherwise use the article or parts contained therein, for publication in any format. It thus includes electronic editions and derivative works in all languages and in all media of expression now known or later developed as well as the license or permission given to others to use the article in whole or in part free of charge or against payment.

3) **Once the review process is closed**, a new version of the article should be sent to the Editorial board and it should contain **name(s) of author(s), affiliation (university, research centre, etc.), address and phone numbers of the author(s).** Further details about the article are to be clearly indicated as footnote in the first page, using * and ** as reference mark, while for the footnotes through the text make use of the numerical system starting over with number 1 at the beginning of each paper.

4) A concise and factual **abstract** should be included in the article file. Do not exceed 120 words. The abstract should give the salient information on the contents of the article and be expressed in the third person (Example: the authors affirm that...). **The article file should contain a maximum of 6 keywords in English**. Words selected should reflect the essential topics of the article and will be used for indexing purposes.

5) **Each article**, including footnotes and references section, **should be between 5000 and 10.000 words**.

6) **Set-up of the page and quotations -** Use Roman type, *Italic* and **Bold** font. Italics should be used for foreign words that do not yet have everyday use and to stress words or short sentences. In order to emphasize sentences or quotations that are not exactly cited, make use of inverted commas ("..."); for exact quotations use guillemets («...»). At the end of the quotation provide in brackets the references to the specific pages of the source used (73-74), if these are not already specified before. Use inverted commas or apostrophes to indicate quotes within quotes. Lengthy quotations (more than 5 lines) should be separated from the text and have a blank line above and below. As they will be printed in a smaller font, it should be advisable to use it also in the manuscript. Use ellipsis dots in brackets (…) to show omission.

7) **Font Type**
   Text: Times New Roman at a size 11 points, justified, single spacing, paragraph indent 0,5 cm, use automated widow control.
   Title of the article: Times New Roman, size of the text 13, flush left.
   Title of the section: Times New Roman, size 11, bold, flush left, 2 double spacing above and 1 below.

Title of subsection: Times New Roman, size of the text, flush left, 2 double spacing above and 1 below.

Page number: Times New Roman, Italic, size of the text, centered, no indent or frame.

Footnotes: placed at the bottom of the page, Times, font at size 9 points, one spacing, indent 0,5 cm, numbering sequentially to footnote 1, without references.

References: Times New Roman, font at size 9 points, one spacing, hanging indent 0, 5.

Heading and footer: Times New Roman, font at size 9 points.

Footer: on the first page of each article cite the title of the journal, the number and the year of publication (*Società e storia,* 119, 2008).

Heading: it may include the name of the author(s) on the left pages (even), the title of the article or of the section on the right pages (odd).

8) **References embedded in the text:** cite only the last name of the author followed by one space and then the year of the first publication of the work in its original language in round brackets.
   - Example: Borgonovi (2009) said that….

or insert the last name of the author followed by comma, one space and the year of publication in round brackets.
   - Example: (Borgonovi, 2009).

Page number, if known, follows the year in brackets and does not go into the reference section.
   - Example: (Bruns W.J., 1987, p. 56).

If the page number refers to the original date of the work and not to the Italian translation listed in the references section, add "original edition." (Bruns W.J., 1987, p. 56 original edition.). If the reference section contains more than one translation, specify the year of the translation which you are referring to.
   - Example: (Bruns W.J, 1987, p. 97 It. trans. 1994)

If there is more than one reference to the same author(s) and year, use the year and a, b, etc. Use comma to separate references and not pages, if given, when listing a string of references of the same author(s). If there are more authors, use semicolon to separate them within the same brackets. When there are two authors, cite both last names joined by and. If there are three authors, cite them all and join the last two by and; if there are more than three authors, refer to the first one followed by *et al* in Italic. See following examples:
   - Freud (1899) said that
   - According to the theory of dreams (Freud, 1899)
   - The principles of the cognitive therapy (Beck *et al.,* 1979) affirm that…
   - Kernberg (1981, p. 35) says textually that…
   - Eissler (1953) wrote that «Every introduction of a parameter incurs the danger that a resistance has been temporarily eliminated without having been properly analyzed» (p. 65).

9) **Reference section:** the complete reference list of the authors comes at the end of the article and consists of an unnumbered section sorted alphabetically according to their last name; for each author follow the year of publication of his works. If works were published in the same year use letters a, b, c. If there are two authors with the same last name (for example Melanie Klein and George S. Klein), cite them alphabetically according to the order of their first name; if the last names and the initials of their first names are the same, use their full name: first and last name and also middle initial (for example Daniel N. Stern and Donnel B. Stern). After the last name and the initial of the first name, cite the year in brackets followed by a full stop.
   - Example: Freud S. (1910).

Avoid spaces between first name initial and middle initial.
   - Example Kernberg O.F.

Should a text have many authors/editors, you have to cite them all. The editor(s) name is followed by brackets with ed. or eds. Please quote only what it is contained in the article. If the publication year is different from that of the original one, cite it after the name of the publisher, otherwise it is

enough to put the year in brackets at the beginning of the entry, immediately after the name of the author.

References should be written following some common examples shown below.

Volume
- Author A (year) *Volume Title*. Place: Publisher name.

Borgonovi E. (2009). *La tutela della salute è il fine, il funzionamento dei sistemi e delle aziende il mezzo*. Milano: Egea.

Editor(s) of a book
- Author A (ed.) (year) *Volume Title*. Place: Publisher.

Merini A. (a cura di) (1977). *Psichiatria nel territorio*. Milano: Feltrinelli.

Chapter in a book
- Author A (year) Chapter title. In: Author B (ed.) *Volume Title*. Place: Publisher.

Borgonovi E. (1990). L'evoluzione dell'organizzazione dei servizi territoriali negli ultimi quindici anni in Italia. In: Longo F., Salvatore D., Tasselli S. (a cura di). *Organizzare la salute nel territorio*. Bologna: il Mulino.

Journal article
- Author A (year) Article title. *Journal*, vol(Issue): 00-00. DOI: 000000000

Del Vecchio M., De Pietro C. (2003). Italian public healthcare organizations: specialization, institutional de-integration, and public networks relationships. *International journal of Health Services*, 41(4): 757-74. DOI: 10.2190/HS.41.4.i.

Authors should indicate the Doi of all the articles in journals included in the references. Doi can be obtained at the following address: https://apps.crossref.org/simpleTextQuery. Otherwise, they may also be found on Google.

Mimeo
- Author A (year) Article title. Presented at *meeting name*, location.

Seeleib-Kaiser M. (2007). *From Conservative to Liberal- Coomunitarian Welfare: Can the Reformed German Welfare State survive?*. Barnett Papers on Social Research n. 4, Oxford University:

Website
Follow the guidelines for printed volumes and articles, adding: text available at the website and the date

Title, abstract, keywords and references should be entered not only in the article file, but also in the fields provided on the FrancoAngeli Journals' (Step 3 of the submission process, "Enter metadata").

10) **Figures, tables and graphs:** they should be embedded into the text and allow further editing. Subtitles should be in Arial, font at size 9 points, Italic, flush left.
Tables are in Arial, at size 8 – 9, heading between two lines (see example)

Table 3 – Distribution in %

	Men	Women	Total
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Lmno	7,2	11,6	9,4
Total	100	100	100

11) **Punctuation**
Leave one space after but not before the following punctuation marks: full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing guillemets (») and closing inverted commas (");

12) **Hyphens** are used when two words modify a third word (a compound adjective).
- Example: Low-income housing or to join numbers or pages
- Example: in the years 1970-80. Hyphens do not have spaces around them.

En Dashes are used to stress a nested clause or phrase and to emphasize parenthetical expressions. They want a space before and after.