Rivista geografica italiana
Guidelines for authors

1) **Submissions** to the journal should be original, unpublished work, which is not under review with any other journal. Papers should be submitted by clicking on the button **"Submit a paper"**, available on the following web page:
http://www.francoangeli.it/riviste/sommario.aspx?IDRivista=205&lingua=IT.
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Articles should be submitted without any identifiers (e.g. do not include your name, surname, affiliation. Additional details about the author(s) should only be inserted in the fields provided on the FrancoAngeli Journals OJS platform. The Editorial Board will provide preliminary feedback to authors and additional information about the review process, upon request, through the following email address: redazione@rivistageograficaitaliana.it. In the case of a Commentary submission, the Editorial Board must be contacted first for approval.
Title, abstract, keywords and references should be entered in the article file, as well as in the fields provided on the **FrancoAngeli Journals' platform** (Under Step 3 of the submission process, "Enter metadata").

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 the exclusive rights to translate, reproduce, republish, transfer, sell, distribute or otherwise use the article, or parts contained therein, for publication in any format during the full term of copyright (20 years under current regulation). This also includes any electronic edition and/or derivative work in all languages and 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.
At the same time, the author must sign a **research ethics statement**, which must include an indication of **funds received**, potential **conflicts of interest**, and steps taken to ensure compliance with **research ethics principles** (e.g., informed consent collection) in cases where human subjects and nonhuman animals have been studied. The statement must be uploaded along with the article to the online platform. The 'author/author is fully responsible for any false statements made. The journal reserves the right to place texts received under review by its Ethics Committee

3) Once the double blind review process is closed, a new version of the article should be sent to the Editorial Board containing the **name(s) of author(s), affiliation (university, research centre, etc.), address, email address and phone number 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 **abstract** in both English and Italian ("*Riassunto*") should be included in the manuscript; abstracts should also include a translation of the article title. Abstracts should not exceed 800 characters (including spaces) and should give a brief description of the research theme, objectives, theoretical and methodological framework, as well as findings.

5) The manuscript should contain from a minimum 3 to a maximum 6 **keywords** in both English and Italian ("*Parole chiave*"). Selected keywords should reflect the essential topics of the article and will be used for indexing purposes.

6) The journal publishes articles and commentaries to be included in the section "*Opinioni e dibattiti*", as well as book reviews. Each article, including footnotes and references, should not exceed **50,000**

characters (including spaces). Commentaries should not exceed **25,000 characters** (including spaces). Book reviews should not exceed **9,000 characters** (including spaces). Papers exceeding the above mentioned length limits may be authorized by the Editorial Board in exceptional cases. The journal accepts articles and commentaries written in the following **languages**: Italian, English, French and Spanish. Proofreading by a mother-tongue is recommended when the article is not written in the native language of the author(s) (the same applies to abstracts).

7) **Articles** can be both original research articles, which provide an elaboration and discussion of original empirical material, as well as review articles, which provide an overview of specific themes or authors. In both cases, articles must be original and relevant for the advancement of the state-of-the-art of the research area. Research articles should not merely present a case study or the results of an empirical analysis, and review articles should not provide a simple summary or list of sources. Articles will only be considered if the above-mentioned requirements are met. This journal uses double blind peer review process, according to the following guidelines:
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9) The journal publishes reviews of both authored and edited books published in the previous two years, which are of interest to geographical research. **Book reviews** should provide a discussion and critique of the book, rather than merely a synthesis. The Editorial Board is responsible for selecting the books to be reviewed, but proposals are welcomed in this regard from authors, readers or publishers. Reviews should not include sections or sub-sections, and they do not normally contain references. When present, references should be cited entirely in the text, using brackets. The title of the review corresponds to the title of the book, including the name and surname of the author(s) or editor(s), the city where it was published, the name of the publisher and the year of publication. The name and surname of the reviewer will appear at the end of the review, in brackets.

10) Page **set-up and use of direct quotations -** Use only Roman font and italics, where necessary. Italics should be used for foreign words that are not commonly used, and only to emphasize words or short sentences in exceptional cases. To highlight sentences or quotations that are not directly cited, make use of single quotation marks ('…'); for exact quotations use double quotation marks, i.e. inverted commas ("..."). The use of **bold** font is not permitted under any circumstances, except in tables if essential. For direct quotes within a quote, use guillemets («...»). At the end of the quotation, provide the specific page number(s) of the source used (e.g. "p. 73", or "pp. 73-74"), if these have not already been specified. Lengthy quotations (more than 5 lines) should be separated from the text and have a blank line above and below, using a smaller font size. Use an ellipsis in square brackets […] to indicate omitted text in the direct quotation.

11) **Font Type**

Text: 11-point Garamond font, justified, exact-spacing 13 points, paragraph indent 0.5 cm and automated widow control.

Title of the article: 16-point Garamond font, centered text.

Title of the section: **11-point** Garamond font, small caps, with only the first word of the sentence capitalized; paragraph indent 0.5 cm, 1 double space above the title of the section (e.g., 4. EMOTIONS AT WORK: TWO CASE STUDIES. - Text follows…).

Title of subsection: **11-point** Garamond font, italicized, paragraph indent 0.5 cm, 1 double spacing above (eg: 4.1 *Vienna case studies: green areas vs traffic areas.* – Text follows…). Any further subsubsections are not permitted.

Page number: 11-point Garamond font, bottom of page, centered, no indentation or frame.

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References*:* 9-point Garamond font, single spacing, hanging indent 0.5 cm.

12) **In-text citations:** 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 - for example, "Ratzel (1882) said …" - or insert the last name of the author followed by comma, one space and the year of publication in round brackets - for example, (Ratzel, 1882). If relevant, the page number(s) should follow the year in brackets and should not be included in the reference section - for example, (Cosgrove, 1990, p. 97).
    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." – example: (Cosgrove, 1984, p. 56 original edition.). If the reference section contains more than one translation, specify the year of the translation to which you are referring, for example, (Cosgrove, 1984, p. 97 It. trans. 1990).
    If there is more than one reference to the same author(s) and year, add a, b, etc. to the year according to alphabetical order of the publications - for example, 1990a. Use a semicolon to separate multiple references (and not page numbers) from the same author(s). If there are more authors, use semicolon also to separate them within the same brackets. When there are two authors, cite both last names joined by "and". If there are three or more authors, refer to the first one followed by *et al.* in italics.
    For example:
    - Ratzel (1882) said that…
    - According to the concept of "lifeways" (Ratzel, 1882) …
    - A book that has had major influence (Amin and Thrift, 2002) …
    - Duncan (2005, p. 35) says textually that…
    - Scott (2000) wrote that "The concept of cultural economy […] is incoherent in some respects" (p. 11).

13) **Reference section:** the complete list of references comes at the end of the article and consists of an unnumbered list, sorted alphabetically according to the first author's last name, secondly ordered by year of publication if more than work by an author(s) is included. Single authored works should be listed before co-authored ones, regardless of the year of publication.
    Where an author is quoted more than once in the bibliographic list, from the second quotation onwards the repeated author will be designated with "Id." (or "Ead." in the case of a female author, from the Latin *Idem* and *Eadem*). This rule also applies if the author is co-author, so far as, in alphabetical order, he / she is the first mentioned among the co-authors themselves.
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    Always list all authors or editors names, even when many exist. The name of the editor(s) should be followed by "ed." or "eds." in parentheses. Please include only references that are cited in the article. If the publication year is different from the original, cite it after the name of the publisher, for example, 2nd edition. For example:

Volume
Cosgrove D. (1984). *Social formation and symbolic landscape*. London: Croom Helm.

Volume, with year of the quoted edition different from the original one
Beck A.T., Rush A.J., Shaw B.F. and Emery G. (1979). *Cognitive Therapy of Depression*. New York: Guilford Press (trad. it.: *Terapia cognitiva della depressione*. Torino: Boringhieri, 1987).

Edited book
Coppola P., ed. (1997). *Geografia politica delle regioni italiane*. Torino: Einaudi.

Chapter in a book (one or more editors)
Agnew J. (2011). Space and place. In: Agnew J. and Livingstone D., eds., *Handbook of Geographical Knowledge*. London: Sage.
Zanetto G. (1987). Lingue e geografia: l'etnoregionalismo. In: Corna Pellegrini G., ed., *Aspetti e problemi della geografia*. Vol. 1. Settimo Milanese: Marzorati.

Journal article
McDowell L. (1983). Towards an understanding of the gender division of urban space. *Environment and Planning D. Society and Space*, 1: 59-72. DOI: 10.1068/d010059

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

Website
Follow the guidelines for printed volumes and articles, adding: "text available at …", and the date of the last consultation in brackets, for example, "(accessed 10 October 2010)".

15) **Figures and tables**: Authors are asked to pay special attention to the quality of images. Figures can be embedded in the manuscript, but should be submitted as separated image files (preferably .tif, or the most common vector formats), paying strict attention to the size of the image, which will have the same dimension when published (the maximum size allowed is 12.5 cm width, 18,5 cm height), and a minimum resolution of 600 DPI. Figures can be color images but a black and white version should also be included with the submission for publication in the hard copy version of the journal. Diagrams and graphs produced using Excel (or similar software) should be provided as image files and in the original format of the file from which they were extracted (.xls, .xlsx or similar). Tables should be embedded into the text and allow further editing.
The titles of figures and tables should be in 10.5-point Times New Roman font, italicized, left-aligned above the figure or table. The source will be shown at the bottom of the figure or table, 9-point Garamond.
Table text should be 10-point Garamond font, Italic, left-aligned. Tables should not contain vertical borders, while horizontal borders should be minimized. For example:

Table 3 – Title

	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

Source: Istat, 2011

16) **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 (");

17) **Hyphens** are used when two words modify a third word (a compound adjective) - example: low-income housing - oo 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 emphasize parenthetical expressions. They should include a space before and after them.

18) **Layout of the text**
   Each article should be in A4 size (to select A4, click "Page Setup" under the File menu).
   The text has to be set up according to the following features:

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   Bottom margin 5,5 cm
   Left margin 4.2 cm
   Right margin 4.2 cm
   Heading 4,1 cm
   Footer 4,8 cm
   Gutter 0.0 cm

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