Territorio: editorial guidelines

Articles proposed for publication should respect the following standards.
<u>Non-compliant articles will not be accepted and admitted to the review process.</u>

1. General rules

Articles should be submitted by **Word format files**.
Use the TIMES NEW ROMAN font, 11 point-type, single line spacing.
Submissions to the journal should be **original unpublished** and should not be under review with any other journal at the same time.
To submit an article click on the button 'Submit a paper' on the *Territorio* journal page on the website of the publisher FrancoAngeli [http://bit.ly/territorio-fa_EN].
The articles must be **submitted anonymously**, removing elements of recognition of the author from both the text and the properties of the file.
Name, institutional affiliation and contact details of the author(s) and any further annotations regarding the article are to be entered only in the fields specifically provided on the electronic submission platform.

2. Copyright transfer agreement

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. Names, affiliations and contacts of the Authors

Once the review process is closed, a new version of the article should be uploaded on the platform.
It should contain **name(s)** of author(s), **affiliation** (university, research centre, etc.), **email address** of the author(s).
Examples:
Mario Rossi, Dipartimento di Architettura e Studi Urbani, Politecnico di Milano (mario.rossi@polimi.it)
John Smith, Ball State University, Department of Architecture (jsmith@bsu.edu)

4. Language, title, abstract, keywords

Articles can be submitted **in Italian or in English** (English texts must be proofread by the authors).
Each article should include:
- the **title in double Italian/English language** (for a <u>maximum length of 90 characters/keystrokes</u>);
- an **abstract in double Italian/English language** (<u>maximum length 800 characters/keystrokes</u>, spaces included);
- **three keywords in double Italian/English language**.

These elements (title, abstract, keywords) must be included both in the article file and in the appropriate fields of the electronic submission platform.

5. Sizing of articles and series of articles

'Spazio aperto' (Open space) is the journal section that publishes individual contributions.
Articles submitted for 'Spazio aperto' section should not exceed 30,000 characters (including spaces and notes) – i.e. about 5,000 words –, excluding bibliographical references.
'Temi e Progetti' (Themes and Projects) publishes articles structured in an organized series about a topic. The overall size of the texts that compose these monographic series of articles should not exceed 150,000 characters (including spaces), including notes, excluding bibliographical references.
Short series of articles are possible as well, normally consisting of about one or two main essays and a couple of complementary texts.
The **'Percorsi' (Paths)** section includes reviews of individual books (6,000 characters) and more articulated contributions for critical reading and discussion (maximum 12,000 characters, including spaces).

6. Set-up of the page, quotations and acronyms

Italics should be used only for foreign words that do not yet have everyday use and to stress words or short sentences. In italics, in general, the titles of artistic works and projects should be indicated as well.
In order to indicate words used with a particular acceptation, use single inverted commas ('...').
For exact quotations use *guillemets* («...»). Use single inverted commas ('...') to indicate quotations within quotations.
Use ellipsis dots in brackets […] to show omission.
At the end of the quotation provide in brackets the references to the specific page(s) of the source used (Brown, 1980: 56) (Brown, 1980: 73-74).
Acronyms must be indicated in small capitals (and not in all capital letters), without dots (e.g. IACP, USA, FIAT) even when they are made up of two letters (e.g. IT, UK).

7. References embedded in the text

Regarding to **bibliographical references in the text** cite only the last name (surname) of the author followed by comma, one space and the year of publication in round brackets (Brown, 1980).
Page(s) number(s) indication is /are required after literal quotations and must be placed into the reference after the year of publication, preceded by colon (Brown, 1980: 56; Brown, White, 1990: 112-117).
If there is more than one reference to the same author(s) and year, use the year and a, b, etc. (Brown, 1980a; Brown, 1980b).
If there are more bibliographical references to be mentioned within the same brackets, use semicolon to separate them (Brown, 1980; White, 1990).
When there are two or three authors, cite last names separated by commas (Brown, Smith, White, 2005).
If there are more than three authors, refer to the first one followed by *et al.* in Italic (Brown *et al.*, 1985).

8. List of bibliographical references at the end of the text

The **list of bibliographical references** must be reported (without numbering of individual entries) at the end of the text, sorted alphabetically according to the surname of the authors and, for each author, in the chronological order of publication of the works (for works by the same author published in the same year, the indication of the year will be followed by letters in progression: a, b, c ...).

If there are two authors with the same last name, cite them alphabetically according to the order of their first name (so, list Brown G. before Brown M.)

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 Brown Daniel N., Brown Donnel B.).

After the last name and the initial of the first name, pu comma-year of publication-comma; for example, Brown G., 1980,

Avoid spaces between first name initial and middle initial; example, Brown G.T.

Should a text have many authors/editors, you have to cite them all. The editor(s) name is followed by comma-year-comma-ed./eds.; example, Brown B., White G., 1990, eds.,

In the final bibliographical references, please list only what it is quoted and mentioned in the article.

References should be written following some common examples shown below:

Book
Beck A.T., Rush A.J., Shaw B.F., Emery G., 1979, *Cognitive Therapy of Depression*. New York: Guilford Press (trad. it., 1987, Terapia cognitiva della depressione. Torino: Boringhieri).

Editor(s) of a book
Merini A., 1977, a cura di, *Psichiatria nel territorio*. Milano: Feltrinelli.
Boltanski L., Claverie E., Offenstadt N., Van Damme S., 2007, dir., Affaires, scandales et grandes causes. De Socrate à Pinochet. Paris: Stock.

Chapter in a book
Liotti G., 1985, «Un modello cognitivo-comportamentale dell'agorafobia». In: Guidano V.F., Reda M.A. (a cura di), Cognitivismo e psicoterapia. Milano: FrancoAngeli, 105-120.
Beebe B., 1983, «Mother-infant Mutual Influence and Precursors of Self and Object Representation».
In: Masling J. (ed.), *Empirical Studies of Psychoanalytic Theories*, 2. Hillsdale, NJ: Analytic Press, 211-224.

Journal article
Ferrandes G., Mandich P., 2012, «Riflessioni sulla medicina predittiva e sulla necessità di integrazione delle discipline: proposta di un modello di consulenza genetica integrata». *Psicologia della salute*, 3: 11-28. Doi: 10.3280/PDS2012-003002.
Authors should indicate the Doi of all the articles in journals included in the references.
DOI can be obtained at the following addresses:
http://search.crossref.org.
https://www.medra.org/it/search.htm.
Otherwise, they may also be found on Google.

Proceedings
Brown J., White M., 2018, «About the new frontiers of Urban Regeneration». Proceedings of XV National Conference of the Planning Association, *New challenges and urban planning trends,* Sydney, 12-14 June 2015. London: Wiley, 255-280.

Theses and doctoral theses
Verdi G., 2015, *Culture-led urban regeneration. Opportunities and weaknesses.* Phd thesis, Doctorate in Urban Planning, Politecnico di Milano.

Mimeo
Benedetti G., 1988, Intervento nel dibattito sulla relazione di John Gunderson al Convegno Internazionale *New Trends in Schizophrenia*. Bologna, 14-17 aprile (recording tape).

Website

Follow the guidelines for printed volumes and articles, adding: http//www... and the access date (access: yyyy.mm.dd).

9. Figures, tables, charts

If there are in the article, figures, graphs, drawings, indicate the preferred locations in the Word file, but they must be delivered in a separate folder.
Do not include images in the Word file.
The images are published only in black and white.
The formats and requisites are: .JPG; .TIFF; .PDF with a resolution of 300 dpi, with a minimum base of 18 cm.
For tables and graphs the EXCEL format is required.
Figures and tables files must be numbered, and the related list of captions inserted in the Word file of the article.

10. 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 (').
Note references are placed after punctuation, as follows: ,[3] ;[3] .[3]

11. Hyphens and dashes

Hyphens (-) are used when two words modify a third word (a compound adjective; example, low-income housing) or to join numbers (example: in the years 1970-1980). Hyphens do not have
spaces around them.
Dashes (–) are used to stress a nested clause or phrase and to emphasize parenthetical expressions. They want a space before and after.

12. Abbreviations

Within the text abbreviations should be used as little as possible: it is preferable that the words are spelled in full. The only exceptions consist of: etcetera (etc.) and the terms 'BC' and 'AD'.
Instead abbreviations should be used in the footnotes and bibliographies.
article/articles = art./artt.
article cited = cit.art.
number/numbers = n./nn.
page/pages = p./pp.
for example = i.e.
following = s.
various authors = Aa.Vv.
cited = cit.
ibidem = *ibid.* (in italic)
ivi = *ivi*
Use sq.m and not m^2.

13. Dates

The dates are written in full.
Use the following forms: the XV century is preferable than the Fifteenth century; the XVIII century, the XIX century and not the '700, the '800.
The dates of fully day, month and year are written as follows: 7.4.1980.
In the case of the forms: the thirties, forties and so on, use 1930s, 1940s.