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SITdA
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GUIDELINES FOR WRITING THE ARTICLES, INSTRUCTIONS FOR THE USE OF THE PLATFORM AND EDITORIAL INSTRUCTIONS







SITdA
Società Italiana della Tecnologia dell'Architettura

FIRENZE UNIVERSITY PRESS

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1. GUIDELINES FOR WRITING THE ARTICLES

1.1. Article Structure

The article must be compliant with the **following structure, respecting the indicated sequence**:

Title

The title is an important key to finding information online. It must be concise, well representative of the contents of the article and understandable even to readers of different disciplinary fields. It is suggested not to use abbreviations and formulas within the title.

Author/s' Name and Affiliation

Under the title, the Author's name, surname, affiliation, e-mail address and ORCID ID must be indicated (of all Authors in the case of contributions to multiple Authors).

Abstract

The abstract must be concise and factual, in order to summarise the content of the article (objectives, results, conclusions) in a concise but complete way.

Keywords

Keywords must be well representative of the topics addressed by the article. Avoid general and plural terms, or multiple concepts (e.g. avoid "and", "of"). Do not use abbreviations and / or acronyms, except for those widely established in the scientific field.

The keywords are used for indexing purposes.

Article's Text

The article must provide an original, meaningful, responsible, accurate and independent contribution, adequately supported by theoretical and/or methodological reflections, and/or by experiences and research activities carried out in the cultural, technical-scientific and operational fields.

The articles referring to the typology **"Research and Experimentation"** must illustrate in progress or concluded researches and/or experimentations, carried out by the Author/Authors within the following types of projects: International, National and University (Horizon, ERC, PRIN, etc.); agreements and conventions with public institution and third-mission activities; research contracts. In particular, the article must illustrate the object and objectives of the research, framed with respect to the state of the art and the contents of the Call, the adopted methodology and the achieved results (analytical, propositional and/or debate aspects, summarized with sufficient detail to support the achieved results), the elements of originality and innovation, the limits of the research and its possible developments, as well as the research beneficiaries and cultural, scientific, applicative and/or socio-economic implications.

The articles referring to the "**Essays and Points of View**" typology must express a clear cultural and scientific positioning, illustrating the scientific background and critical framework of the debate, the adopted theoretical-methodological approach, the supported thesis and any proposals appropriately argued.

In both cases, it is strongly recommended to carefully check that the contents of the article have not been object of other previous publications. In fact, the control of plagiarism cand be condudcted in the revision process.

Before the peer-review process begins, the Editorial Board can perform a plagiarism check using Crossref Similarity Check (iThenticate) to ensure the originality of the submitted manuscripts.

Before being uploaded to the platform, the text of the article must also have been carefully checked for aspects of spelling, logical-formal and syntactic correctness, in both the Italian and English versions.

Notes

Authors are invited to sparingly use the notes, when this is strictly functional to develop observations, clarifications or insights that otherwise would weigh down the reading of the text.
In any case, the notes should not be used for bibliographic citations.

References

In this section, all the references cited directly or indirectly in the article must be reported in extended form (as indicated in the Editorial Instructions, referred to in point 3 of this document). It is not possible to include references not mentioned in the text.

Images, legends and captions

It is recommended to pay attention to the quality of all images (photographs, drawings, graphics and tables), which must be consistent with the content of the article, to provide an iconographic set of high scientific, cultural and aesthetic value, in line with the character of the TECHNE Journal. They must be clearly understandable to the reader, also by resorting to appropriate explanatory legends and captions that briefly illustrate their content.
When using the tables, check that the data presented by them do not duplicate the data already described in the article.

Attribution, acknowledgments, copyright

Authors can here indicate the individual contribution provided by each of them to the article (e.g. conceptualizations, data management, analytical insights, methodological aspects, software and/or graphics processing, supervision, validation, visualization of results, etc.), possibly also with the attribution of specific parts and or paragraphs of the article itself.
Any acknowledgments may also be indicated here (e.g. persons who provided linguistic aid, assistance in writing or correcting the article, etc.), as well as any sources of funding (in the case of research and experimentation articles, they must be provided the following information: name, scientific manager, type of project, subjects involved).
In case of use of material from other sources (including the Web) and protected by copyright, authorization for use must have been obtained.

1.2. Anonymity

Authors are invited to limit where possible the explicit nominal references of themselves in the abstract and in the text of the article (including references, figures, tables and any acknowledgments), in such a way as to favor the preparation of anonymity by the Editorial Staff for the revision phase.

1.3. Plagiarism Check

Starting from issue no. 32, before being sent to reviewers, articles can be subjected to a plagiarism check by the Editorial Board, using the Crossref Similarity Check service provided by FUP. Should a member of the Editorial Board detect instances of plagiarism at this stage, they shall report the identified issues to the Primary Contact, requesting that the text be revised to meet publication standards, while simultaneously informing the Director, the Editor in Chief, and the Managing Editor.
The Board member who raised the concern is responsible for verifying that the Primary Contact addresses the request within the specified timeframe and must report the outcome to the Director, the Editor in Chief, and the Managing Editor to allow the procedure to continue. If the plagiarism issues have been resolved, the article proceeds to double-blind peer review; conversely, if the Primary Contact fails to comply within the indicated timeframe, the article is excluded from publication.

1.4. Evaluation criteria in the double-blind review phase

Authors are invited to consider the criteria reported at the **point 2.5 "Review process" of the Document "Guidelines and Instructions for Authors"** attached to the Call and downloadable FUP/TECHNE website (https://oaj.fupress.net/index.php/techne/about/submissions), here reported:

- congruity with the theme of the Call and the selected topic;
- scientific relevance of the addressed subject;
- innovation, originality and impact of the article;
- quality and clarity of the structure, exhaustiveness of the dissertation and language's appropriateness;
- quality and comprehensiveness of the references.

Furthermore, for **Essays and Viewpoint** articles:

- methodological rigour and coherence of the dissertation

and for **Research and experimentation** articles

- methodological rigour and coherence of the dissertation;
- limits and potential development of the research.

1.5. Documents to be uploaded on the FUP Platform for submitting the Article

Within the date indicated in the Call, the Primary Contact receives communication via e-mail from the Editorial Staff regarding the acceptance of the abstract itself, together with this Document: "Guidelines for writing the article, instructions for the use of the platform and editorial rules".

The Primary Contact is required to notify any other Authors, in order to proceed with the writing of the Article, which must faithfully adhere to the indications contained in these Guidelines. **Failure to comply with these indications may result in non-acceptance of the Article**.

The Primary Contact of an accepted abstract must then register on the FUP Platform, also entering the names of the Co-authors and related information, then proceeding to upload the article in Italian and English by the deadline indicated in the Call. Please note that, as indicated in point 2.1 of the Document "Guidelines and instructions for authors" (downloadable at this webpage https://oaj.fupress.net/index.php/techne/about/submissions), **no further Authors may be added in addition to those already indicated in the Authors Sheet when submitting the abstract**.

By submitting the article, **the Primary Contact certifies the fact that all possible Co-authors have collaborated in the drafting of the article and have consented to its presentation in the final version for publication**. No fictitious name should be indicated as Author or Co-author. Primary Contact therefore assumes responsibility for including all appropriate and none inappropriate persons as Co-authors. FUP and TECHNE consider all improper or incorrect authorship practices to be unethical.

At the same time as uploading the article, the Primary Contact must also send via e-mail a specific Declaration form to the Editorial Staff (redazionetechne@sitda.net), using the form received via e-mail together with the communication of acceptance of the abstract, through which each Author guarantees, under its own personal responsibility:

a) to know and share the ethical values of TECHNE Journal (point 4 in "About the Journal", available at https://oaj.fupress.net/index.php/techne/about) and to agree with them;

b) that the article is original in all its parts, that its contents have not already been published elsewhere and that all the texts used have been duly cited, avoiding any form of plagiarism;

c) that there are no conflicts of interest that could have influenced the interpretations and / or the results presented;
d) to have verified the accuracy and quality of the texts in English (it is possible to attach any certifications);
e) to accept or not that the article is published in the form of Just Accepted Article (as illustrated in point 1.2 below).
In the Declaration form, the Authors also have the **possibility to reccomend to the Editorial Staff up to a maximum of three names of expert Reviewers on the topics of the call**, providing the relevant contact information (name, surname, e-mail, telephone, role, affiliation, SSD/ERC sector, with a short note – maximum 500 characters – on the areas of expertise and scientific interests). The proposed names must not be regular collaborators of the authors of the article, nor must they have published with them in the last five years, and must belong to institutions other than those of the authors.
The Editorial Board can consider these names for the review phase.
Registration on the FUP Platform, the uploading the article and sending the Declaration within the deadlines indicated in the Call are a prerequisite for the publication of the contribution.
The Primary Contact is required to verify the compliance of the contribution with these Guidelines, failure to comply with them may cause delays in the review and publication process, as well as an element of exclusion from the publication itself.

1.6. Just Accepted

Since n. 24/2022, TECHNE Journal provides for the possibility of making the articles in the immediately issue available after their acceptance through the double-blind review phase, by publishing them in the form of Just Accepted Article. This method, already practiced by numerous scientific journals, allows an additional and free service for the Authors as well as for the entire scientific community, as it significantly accelerates the dissemination of contributions (with a fully citable format-DOI-Digital Object Identifier) compared to the longer times of publication of the complete issue.
The Editorial Board selects "Just Accepted Articles" that in the double-blind review have not received any requests for major revisions and have mostly received ratings of excellent and good (thus 4 out of 6 ratings for the "Essays and Viewpoints" category and 5 out of 7 ratings for the "Research and Experimentation" category).
When submitting the article, **the Author and any Co-authors must therefore explicitly indicate their agreement to publish their article as Just Accepted** using the same "Declaration" format mentioned above.
Just Accepted articles are published online 2-3 days after their acceptance, as received by the Author, in the form of PDF documents accompanied by HTML abstracts. In addition, for publication in Just Accepted, the article must conform to the format provided by the Editorial Board from the beginning, and must be submitted in both Italian and English.
Each Just Accepted Article has a header, online publication date, article ID and Digital Object Identifier (DOI), and watermarks "Just Accepted Article" on each page. The DOI will also remain unchanged for the final article published in the final issue.
Not being in the final version, the Just Accepted articles are removed from the FUP-TECHNE Journals website at the time of the online publication of the definitive article.

After being published as Just Accepted, the article follows the normal production process (editorial revision, proofreading of the English language, layout, revision of the layout draft, online publication, revision before printing of the issue).
To ensure an effective Web presentation and speed in online publication, Authors who intend to publish in the form of Just Accepted Article are recommended to pay particular attention to the "Instructions for writing the article" and the "Editorial Instructions", referred to in points 1 and 3 of this document.

1.7. ID ORCID

It is strongly recommended that all Authors have an ORCID ID, or an alphanumeric code that allows the univocal identification of the Authors of scientific publications and allows an effective connection between the databases that catalog scientific production. This code, permanent and free for all researchers, is issued by the global non-profit organization Open Researcher and Contributor ID (ORCID). The scientific publications indicated by the Author are collected in the ORCID profile of each researcher, including those contained in the ResearcherID, WoS and Scopus databases, which are periodically synchronized.
The activation of an ORCID profile can be quickly carried out through the website http://www.orcid.org

2. INSTRUCTION FOR THE USE OF THE PLATFORM

2.1. How to register

In order to use the **ONLINE PLATFORM** https://oaj.fupress.net/index.php/techne/login authors need to be logged in with a username and password.

Those who already have these credentials, on firt access authors must reset the password by clicking on "Forgot your password?". They must then enter their mail and click on the "Reset password".

Those who do not already have these credentials, have to register. Once on the page https://oaj.fupress.net/index.php/techne/login select "REGISTER" and fulfill the requested fields (Name, Surname, Affiliation, Country, mail, user name and password). At the end, Authors must select the following fields:

"□ Yes, I agree to have my data collected and stored according to the privacy statement."

"□ Yes, I would like to be notified of new publications and announcements."

After you log in, **authors must update their data**:

- click on "CONTACT" and enter your phone number;
- click on "ROLES" and select "AUTHOR".

Please consider that the compulsory fields are those marked with *, and that the information can always be edited and updated.

Once registered, it will be possible to modify personal datas and access to dedicated areas.

2.2. Login

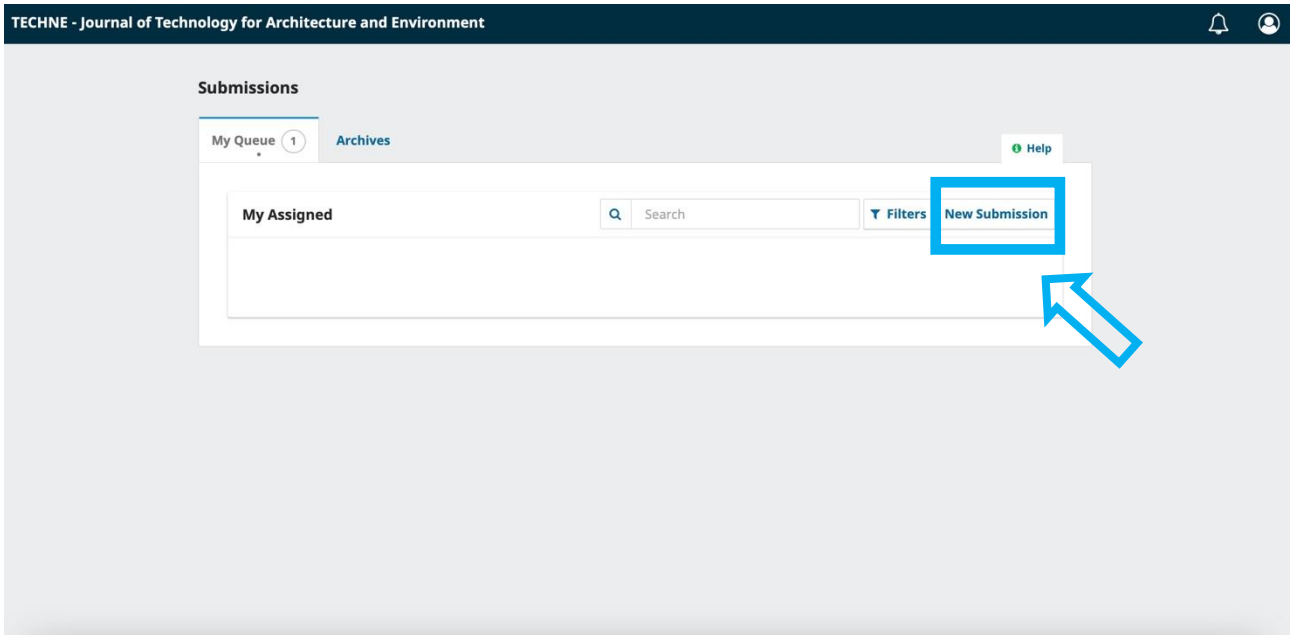
To use the online platform https://oaj.fupress.net/index.php/techne/login Authors need to be logged in, with a **username** and **password** used during the registration stage.



2.3. New Submission

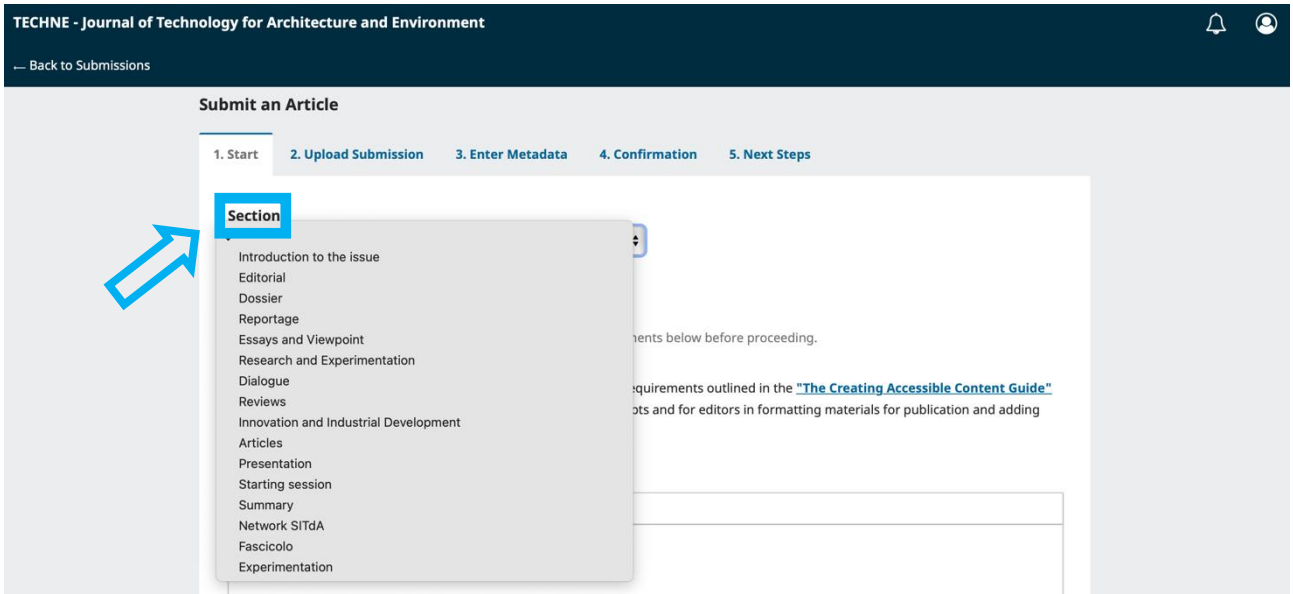
STEP A

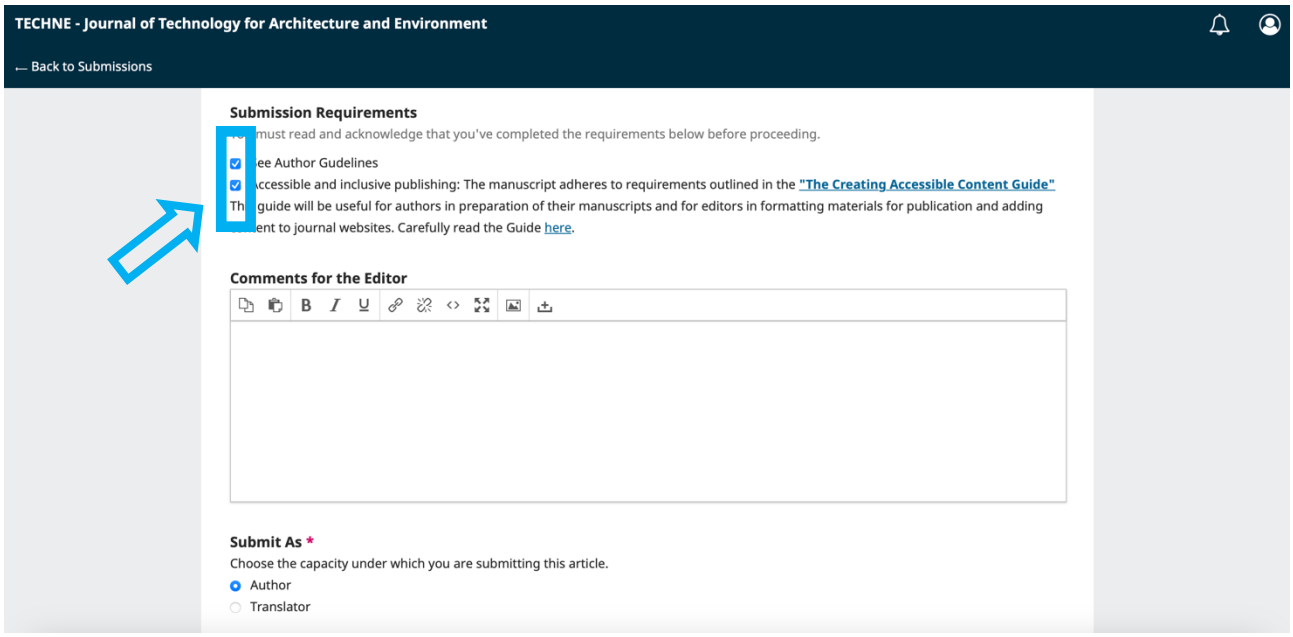
Once logged in, the Author is on the home page, which allows you to upload the article whose abstract has been accepted. To submit the article, click on **"New Submission"**.

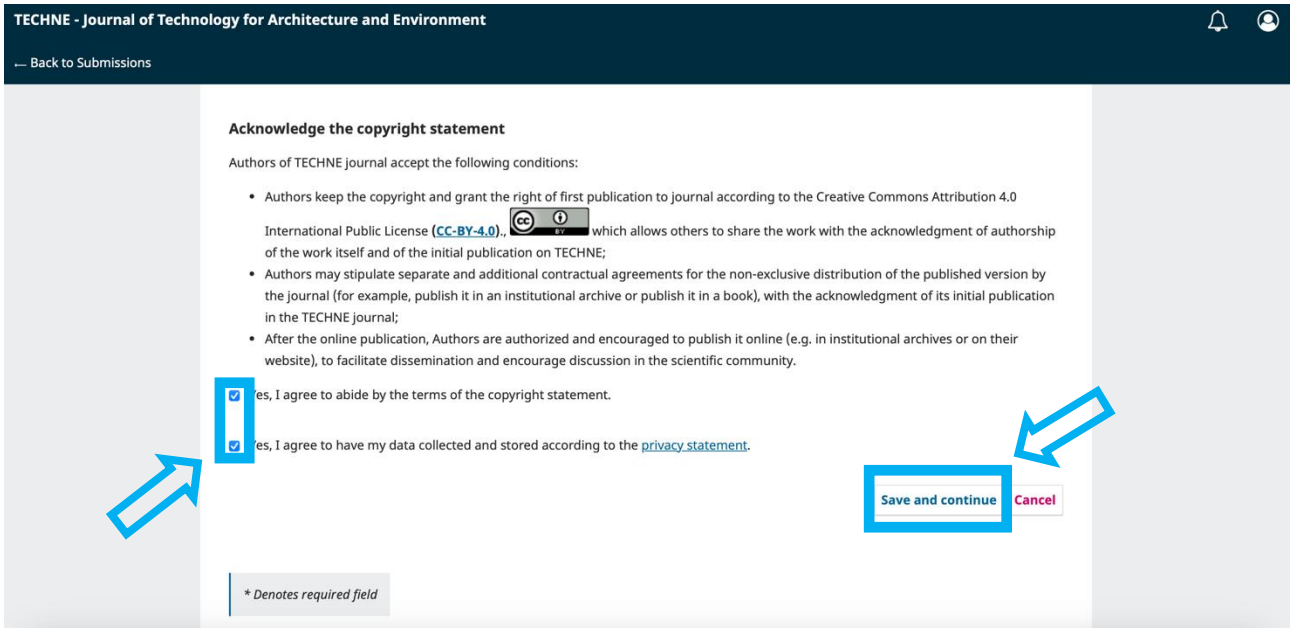


STEP B

The section "**Submit an article**" will open. In "**1. Start**", under the heading "**Section**", choose (from the drop-down menu) the type of article you want to load ("Essay and Viewpoin" or "Research & Experimentation"). Select all items listed under "**Submission Requirements**" and under "**Acknowledge the copyright statement**". After that click on "**Save and Continue**".



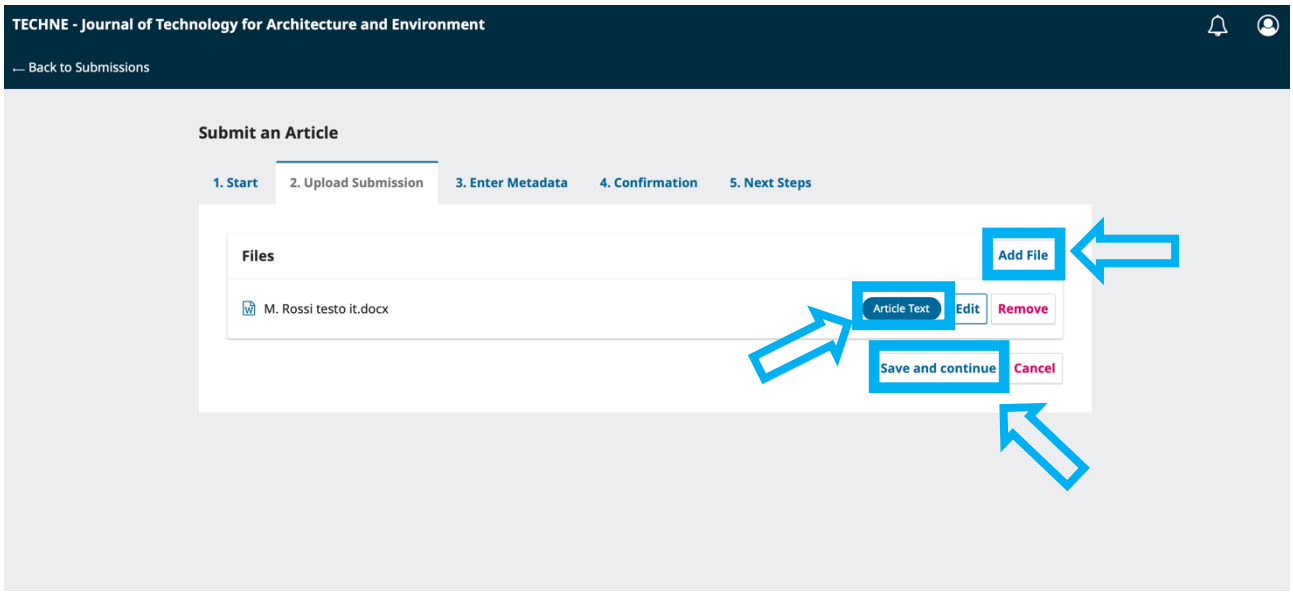




STEP C

They will open a series of boxes called "**2. Upload Submission File**", upload one by one the article file in English, the article file in Italian, the folder with the images, via "**Add File**". In each case, specify the type of file: for example, choosing "**Article text**", in relation to the article text, or choose "**Other**". The file has to be uploaded in word or docx format. If there are pictures, create a single zipped file. If the file is too big to load, an error message will appear. The Author must upload multiple files.

At the end of the procedure, click on "**Save and Continue**".

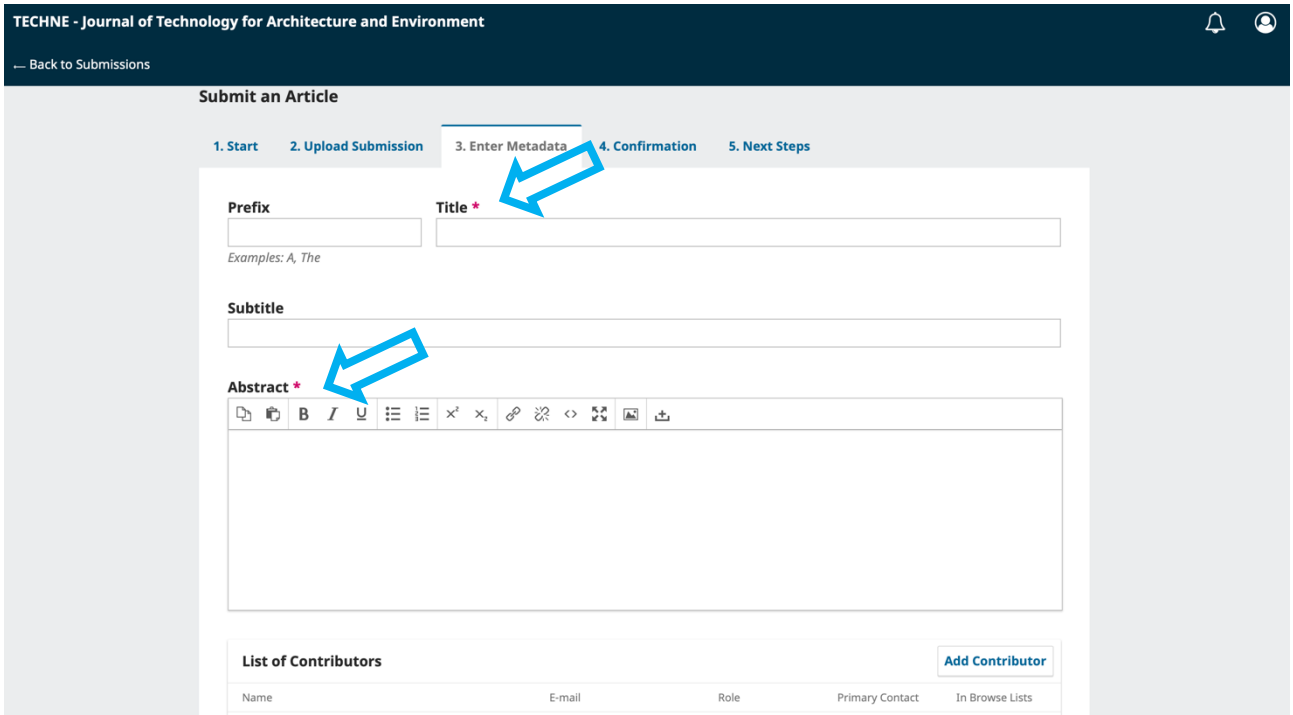


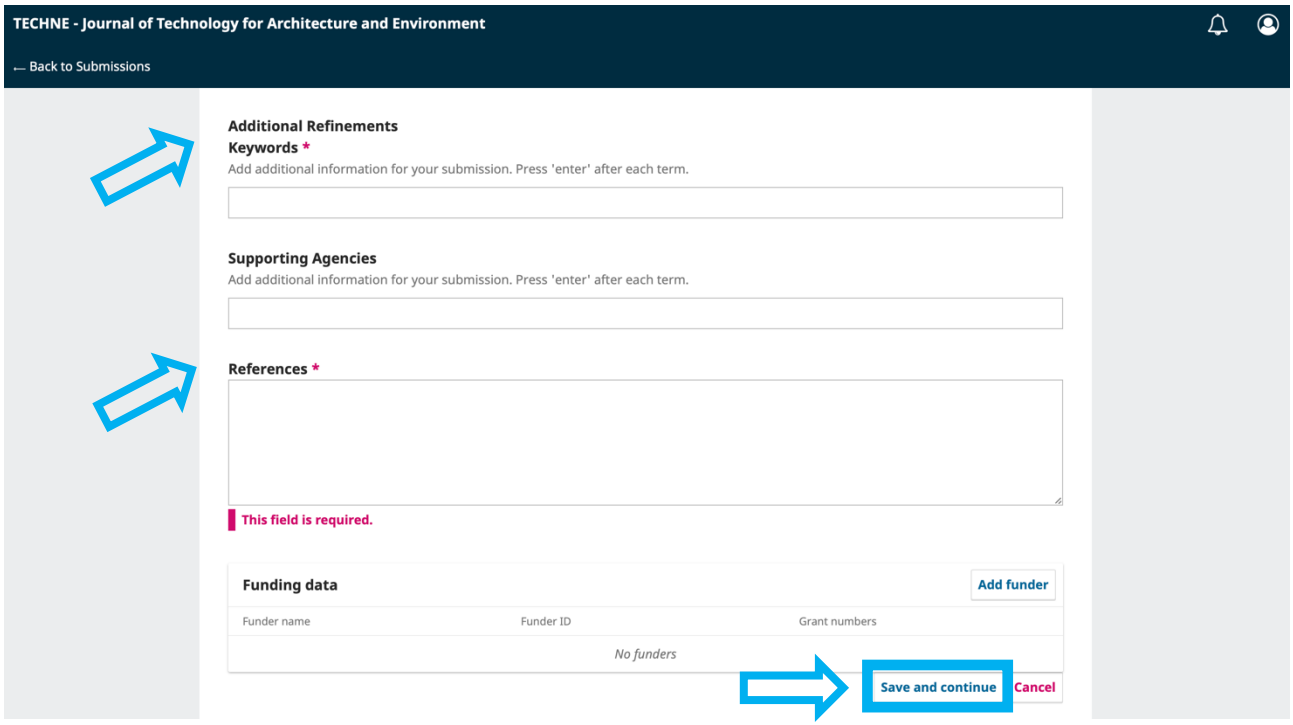
STEP D

The section "**3. Enter Metadata**" will open, where the Authors must fill in the following data:

- mandatory: Title (max 95 characters including spaces);
- mandatory: Abstract (max 800 characters including spaces);
- mandatory: Keywords (max 5).
- mandatory: References.

In case there are more Authors, click on "**Add Contributor**" and enter the required data.
At the end of the procedure, click on "**Save and continue**".

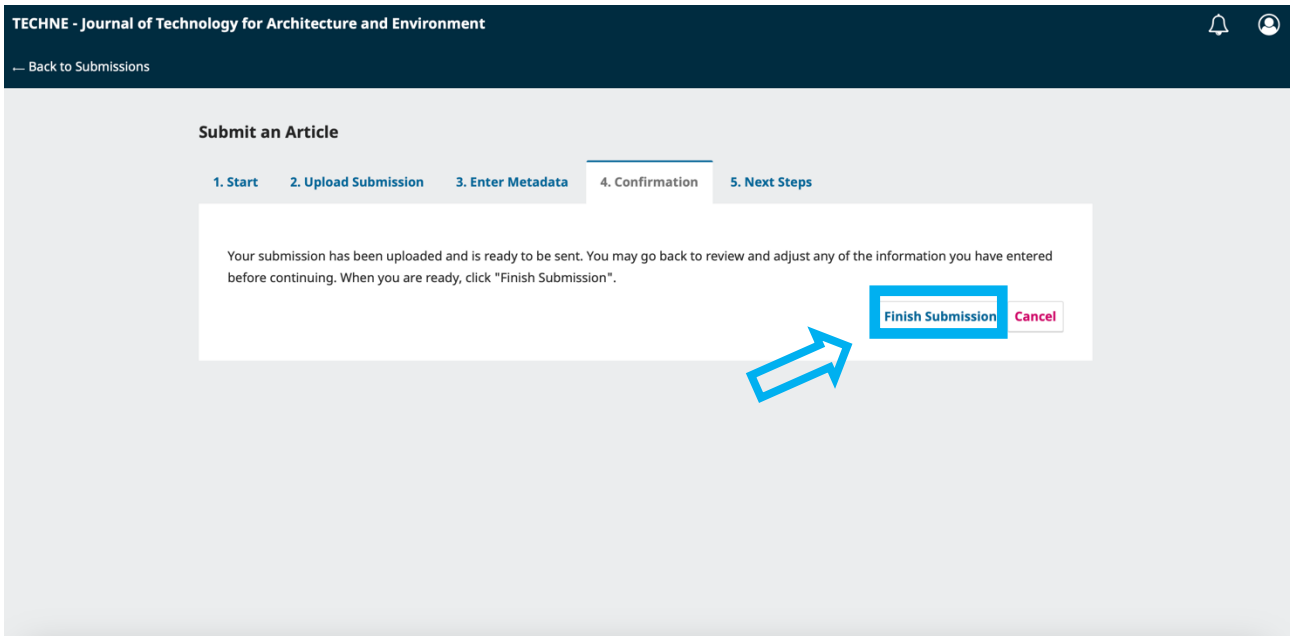


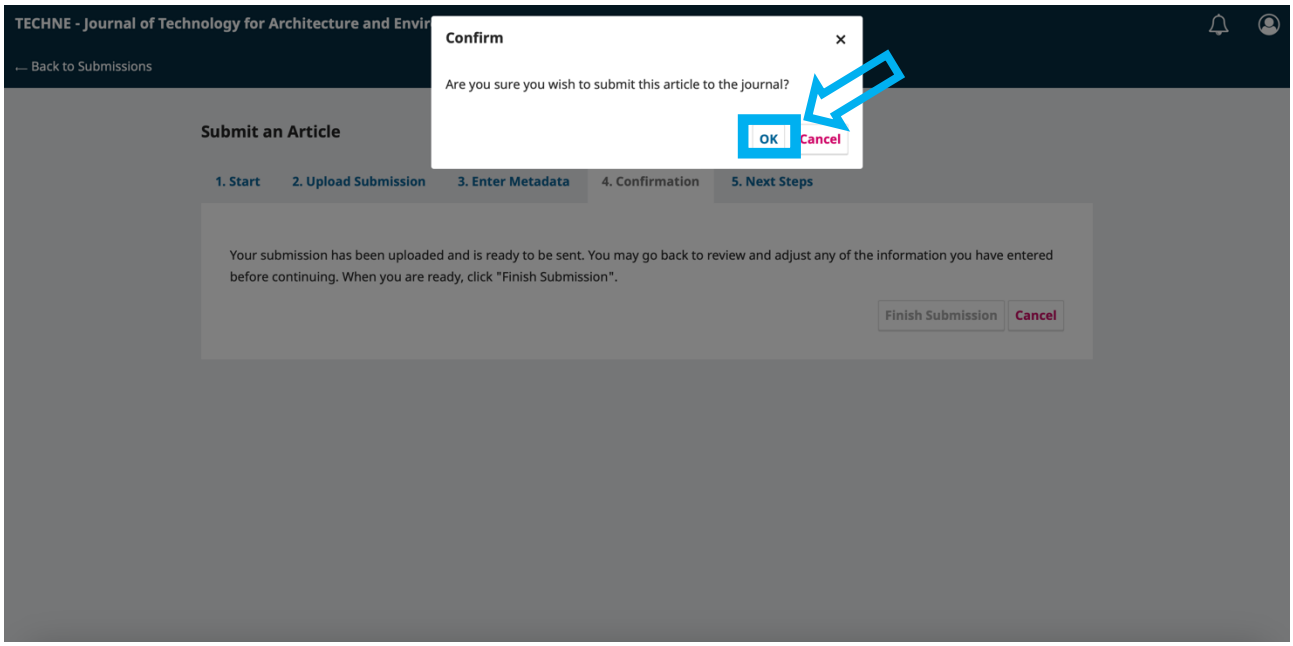


STEP E

The section "**4. Confirmation**" will open, to complete the procedure:

- click on "**Finish Submission**";
- click on "**OK**".





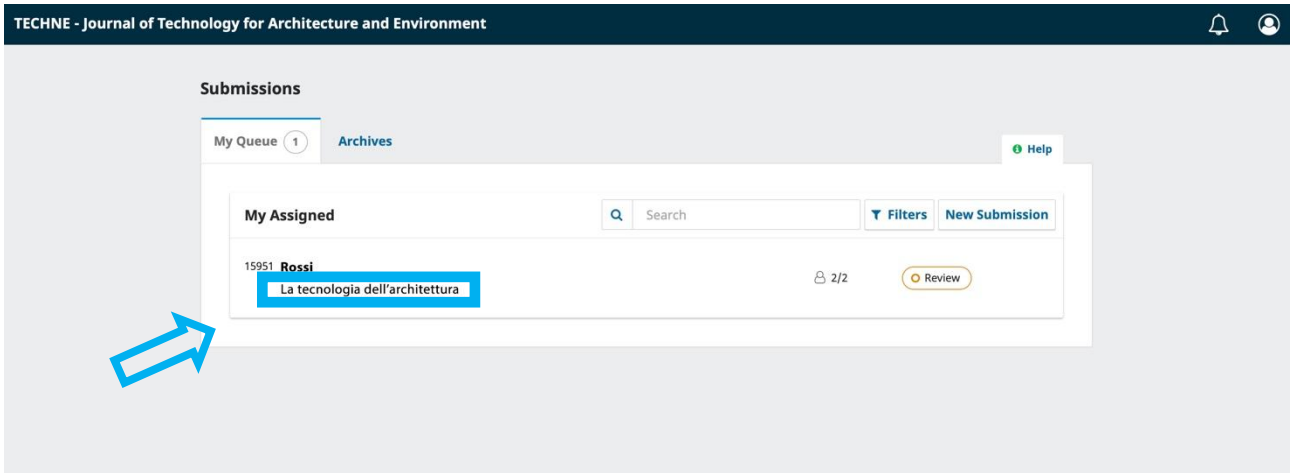
If the procedure is successful, the following screen will appear as "**Submission complete**".

2.4. Submit Revised Article after double-blind review

After receiving the results from the double-blind review, Authors that have received Minor or Major Revisions have to update their article with the indications and suggestions given by the Reviewers. The revised article in the final version has to be uploaded on the FUP Platform within the deadline reported in each Call and reminded by the Editorial Staff to each Primary Contact via e-mail.

To upload the revised article, click on:

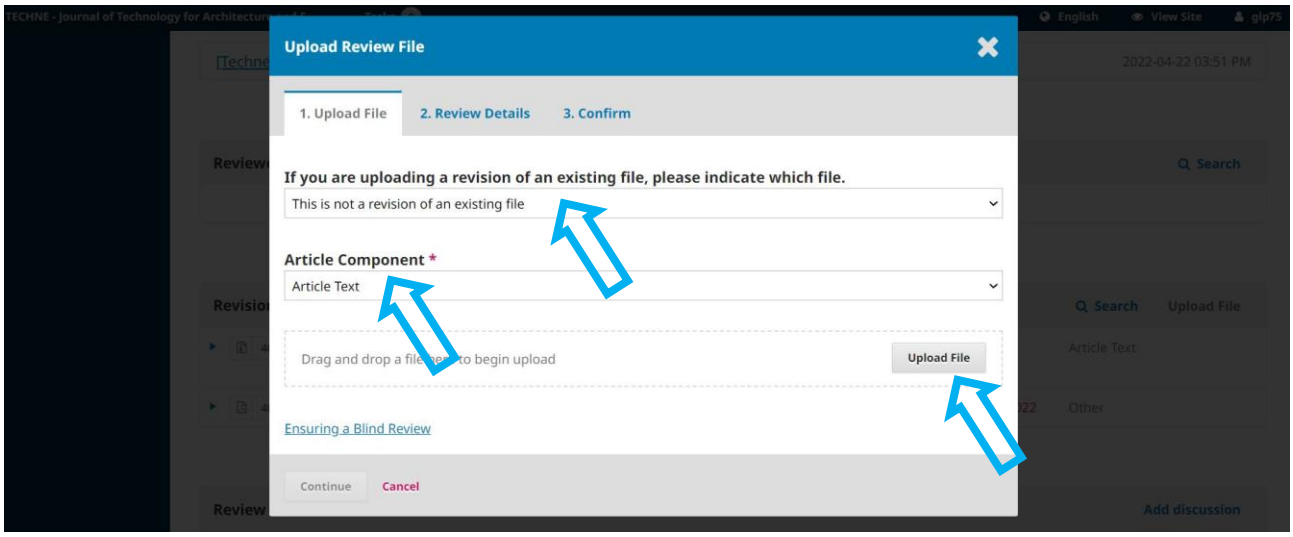
- Login;
- select the article;
- select "**Revisions**";
- click on "**Upload file**".





STEP A "Upload File"

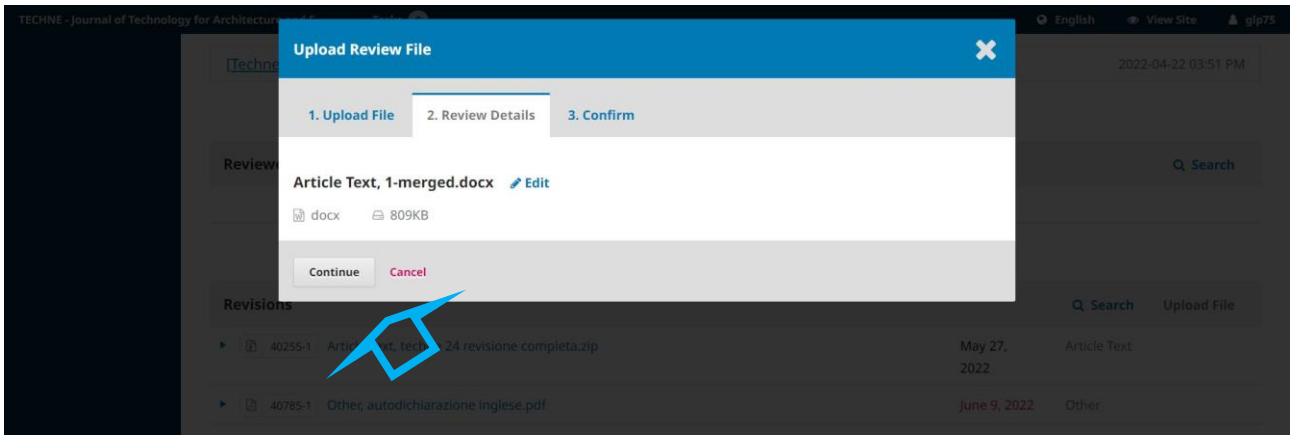
From the drop-down menu under "If you are uploading a revision of an existing file, please indicate which file", choose "**This is not a revision of an existing file**". From the drop-down menu under "**Article Component**", choose "**Article Text**", or "**Other**" in reference to the folder with the images.



Then click on "**Upload File**" for loading the final article. The file has to be uploaded in word or docx format. If there are pictures, create a single zipped file. If the file is too big, an error message will appear. The author must upload multiple files. Click on "**Continue**".

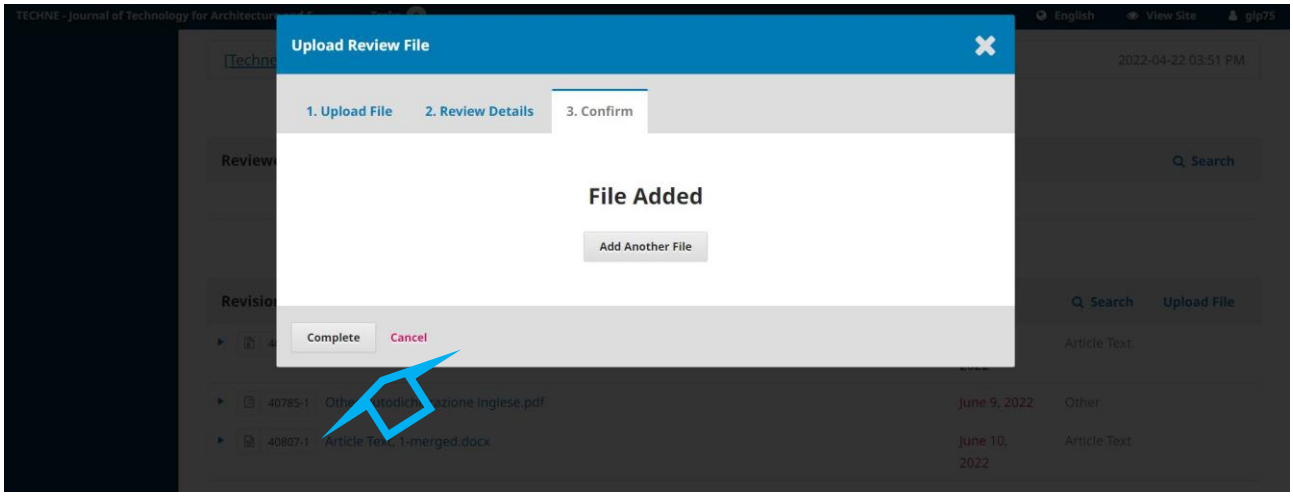
STEP B "Review Details"

Click on "**Continue**".



STEP C "Confirm"

In the same section you can upload additional files by clicking on "**Add Another File**".
At the end, click on "**Complete**".



3. EDITORIAL INSTRUCTIONS

The article must not exceed approximately 5,000 words (maximum 36,400 characters, including spaces), encompassing notes, captions, and bibliography.

Articles must be written in English and in Italian.

The texts must be delivered in digital format, using the Word for Windows or Word for Mac program. They must be formatted with a "normal" style, without particular indentations in the margin (use Arial 11 font, justified text, single line spacing).
Two separate files must be submitted — one for the English text and one for the Italian text — using the templates provided by the Editorial Staff and available for download on the Journal's website, and named as follows:
Example
M. Rossi text it
M. Rossi text en

The article must follow the following structure, respecting the indicated sequence:

- Typology of Article ("Essays and Viewpoints" or "Research and Experimentation")
- Title
- Names and affiliation of the Author (s)
- Abstract
- Keywords
- Article's Text
- Notes
- References
- Images, legends and captions
- Attribution, acknowledgments, copyright (if any)

TITLE

Title must respect the following maximum limit: 95 characters including spaces.
Title must be written in bold and lowercase, without the end point and must be translated into English.
E.g.
Title title title title title

AUTHORS' NAMES AND AFFILIATIONS

Name and affiliation of a single Author must be indicated in the following way:
Name Surname[1], https://orcid.org/0000-0000-0000-0000
[1]Affiliation (in case of University: extended name of the Department and the University and Country)
Primary Contact: Name Surname, e-mail address

In case of Authors:

Name Surname [1], https://orcid.org/0000-0000-0000-0000
Name Surname[2], https://orcid.org/0000-0000-0000-0000
Name Surname [3], https://orcid.org/0000-0000-0000-0000
[1] Affiliation (in case of University: extended name of the Department and the University and Country)
[2] Affiliation (in case of University: extended name of the Department and the University and Country)
[3] Affiliation (in case of University: extended name of the Department and the University and Country)
Primary Contact: Name Surname, e-mail address

ABSTRACT

The abstract of the article must have a maximum length of 800 characters including spaces and use the same font used for the body of the article formatted in italics.

KEYWORDS

A maximum of 5 keywords must be reported (in Italian and English), separated from; and with the end point, as shown below.
E.g.
Keywords: Word 1; Word 2; Word 3; Word 4; Word 5.

ARTICLE'S TEXT

Paragraphs

Two levels of paragraph are allowed (maximum).

- the main paragraph must be written in bold;
- the sub-paragraph must be written in italics.

Paragraphs need not be numbered.

Text formatting

In the text:

- do not use underlining or bold in the text and notes;
- uppercase and small caps must be used only where they are indispensable;
- the titles of books, films, etc. they must be written in high quotation marks and not in italics; the qualifications must be reported exactly in accordance with the original, even if they violate these criteria;
- use uppercase accented letters even if they are not present on the computer keyboard (consult the instructions of the word processing program you are using to find out the easiest way to insert them into your text).

Acronyms and proper nouns

When typing the full name of research projects, departments, laboratories and research bodies, the text must be ARIAL type (font size 11) and nouns must be capitalized.
E.g.

Yes	**No**
Monitoring Laboratory	Monitoring laboratory

Acronyms must be written in uppercase and explained between round brackets in roman type with initial

capital letters.
E.g.
APRAE (Analisi Prevenzione e Recupero dell'Abusivismo Edilizio)

Acronyms that are abbreviations of provisions of the law or regulations are written with a full stop between the letters.
E.g.
D.P.C.M. for Decreto del Presidente del Consiglio dei Ministri, L.R. for Legge Regionale.

Lists
Any lists must be marked with a simple stroke-space-text or with number-space-text, without using bulleted or automatic numbered lists.
E.g.

Yes	**Yes**	**No**
- requalification	1. requalification	• requalification
- restructuration	2. restructuration	• restructuration
- rehabilitation	3. rehabilitation	• rehabilitation

Use of spaces
Use a single space after each punctuation mark and no space before, except for dashes and open parentheses.
Never insert two or more consecutive white spaces;
Do not leave spaces inside parentheses or quotation marks.
E.g.

Yes	**No**	**Yes**	**No**
(text)	(text)	«text»	« text »

Do not leave spaces before the punctuation mark, but do leave one after it:
E.g.

Yes	**No**	**No**	**No**
Text, text	Text , text	Text ,text	Text,text

Hyphens
The short hyphen -, without a space before or after, is used to indicate number spans and to separate compound words.
Uuse the en dash –, preceded and followed by a space, for interpolated clauses, parenthetical propositions and to introduce quotations outside the body. It should be used sparingly, only when necessary to make the sentence less ambiguous; otherwise commas are preferred for parentheticals.

Quotation marks and reported passages
Words mentioned as such or to which particular emphasis is to be given, or whose meaning derives from normative documents, etc. go in double quotes:
E.g.

The word "dog" has four letters.
In the case of "essential" characteristics, these must be declared.

Words used in a figurative sense should go between single quotation marks:
E.g.
The director of this film is a 'dog'.
He was offered a 'basket' of solutions.

Quotations and direct speech, as long as they do not exceed two hundred characters with spaces (roughly two lines of text as displayed and printed from your word processing program), should be in roman type between the open « and closed » quotation marks known as guillemets, as follows:
E.g.

Yes	**No**
text «quotation quotation» text.	text "quotation quotation" text

Longer quotations must be reported head in round, in a minor body with a 1 cm indent, without quotation marks.
Any bibliography references according to the Harvard system (see paragraph "References") must be inserted before the final punctuation mark.
E.g.
Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text:

> The spread among young people of orientations marked by cultural liberalism can be interpreted as the sign of an advanced secularization of morality – already recognized in the first and pioneering research on young people in the Florentine province (Carbonaro,1962).

If there is an interpolation at the beginning, the first line should be justified without an indent.
E.g.
[...] a different distribution occurs in the case of euthanasia: if on the one hand there is a strong acceptance of this practice, the relatively lower average is affected by the sharply decided refusal that many young people express.

Quotations within other quotations should have double quotation marks as follows: text «quotation quotation "quotation within quotation" quotation».
E.g.
The relationship that exists between the totality of the lived experience and the multiple images it provides «is certainly not that of a complete description, in which the objects of those stories could be known as "as they really were"».
Il rapporto che sussiste tra la totalità dell'esperienza vissuta e le molteplici immagini di essa fornite «non è certo quello di una descrizione completa, in cui gli oggetti di quelle storie potrebbero essere conosciuti così "come realmente sono stati"».
The interpolations of the quoted text go in square brackets, including the cuts, indicated by the three suspension points in square brackets.
E.g.

The relationship that exists between the totality of the lived experience and the multiple images it provides «is certainly not that of a complete description, in which objects [...] could be known as they really were».

Formulas

Formulas should be dealt with so that they do not alter the paragraph leading, for example by decreasing the font size if possible or using superscript and subscript. Particularly complex formulas (e.g. formulas on two levels) should start on a new line.

NOTES

The word count must include notes within the overall limit of approximately 5,000 words (maximum 36,400 characters, including spaces).

Notes are to be placed at the end of the text, with no automatic link to references in the text itself.

E.g.

NOTES

1 Note note note.

2 Note note note.

Within the article, the references must be numbered consecutively with a superscript number:

E.g.

Text text text[1]. Text text text[2].

REFERENCES

For citations and references in the article, reference is made to the *Harvard Reference System*, according to which the work is cited as follows:

Exemples

«While information sharing between the private and public sector has improved since 9/11, sharing of information requires additional enhancements» (Dacey, 2002).

«Although much recent research has focused on the importance of long-term strategic relationships» (Morgan and Hunt, 1994; Wilson, 1995).

All and only the works cited, directly or indirectly, must be listed in the "References" section, complete with all the basic elements as shown in the examples below.

Small caps or capital letters must never be used for surnames, except for the initials of the surnames and names of the authors.

For each work cited in the text and included in the References (books, chapters in books, articles in journals, conference proceedings, reports), if available electronically, the link for online consultation must be reported, with the words "available at: url complete (Accessed on dd/mm/ yyyy)". For each online resource with a DOI, it is strictly necessary to report the DOI. It is the responsibility of the Author to verify the functioning of these links, which will be accessible in the online version of the Journal.

Examples:

Book

Abbott, A. (1988), *System of Professions: An Essay on the Division of Expert Labor*, University of Chicago Press, Chicago.

Patton, M.Q. (1990), *Qualitative Evaluation and Research Methods*, 2nd ed., Sage, Newbury Park. Available at: url completa (Accessed on dd/mm/yyyy).

Chapter in a Book

Bourdieu, P. (1977), "The forms of capital", in Richardson, J.G. (Ed.), *Handbook of Theory and Research for the Sociology of Education*, Greenwood Press, New York, NY, pp. 311-56. Available at: url completa (Accessed on dd/mm/yyyy).

Article on a Journal

Baron, R.M. and Kenny, D.A. (1986), "The moderator-mediator variable distinction in social psychological research", *Journal of Personality and Social Psychology*, Vol. 51, pp. 1173-82. Available at: url completa (Accessed on dd/mm/yyyy).

Guthrie, J. and Parker, L. (1997), "Editorial: Celebration, reflection and a future: a decade of AAAJ", *Accounting, Auditing & Accountability Journal*, Vol. 10, n.1, pp. 3-8. Available at: url completa (Accessed on dd/mm/yyyy).

Or, in the case of articles with the DOI, necessarily report: Available at: https://doi.org/....

Proceedings

Lodi, E., Veseley, M. and Vigen, J. (2000), "Link managers for grey literature", New Frontiers in Grey Literature, *Proceedings of the 4th International Conference on Grey Literature, Washington, DC, October 4-5*, 1999, GreyNet, Amsterdam, pp. 116-34. Available at: url completa (Accessed on dd/mm/yyyy).

Stauss, B. and Weinlich, B. (1995), "Process-oriented measurement of service quality by applying the sequential incident technique", paper presented at the Fifth Workshop on Quality Management in Services, EIASM, Tilburg.

Report

Apollo Enterprises (1993), *Annual Report*, p. 8. Available at: url completa (Accessed on dd/mm/yyyy).

Ernst and Ernst (1978), *Social Responsibility Disclosure: 1978 Survey*, Ernst and Ernst, Cleveland, OH.

IMAGES, LEGENDS AND CAPTIONS

For each contribution a **maximum of 8 images** are allowed including photographs, drawings, graphics and tables, paginated within the article, after the "References" and before the "Attribution, Acknowledgments, Copyright" section, each followed by own caption.

The images must always be referred to within the text, numbered in round brackets:

Text text text (Fig. 1), Text text text (Tab. 2).

The images must be **uploaded on the FUP Platform saved in a Zip Folder** containing a file for each image, named with the name of the Primary Contact as follows:

M. Rossi Image 1

Each caption must not exceed 700 characters including spaces, including the Italian and English versions. The text must consist of: description of the image content and source, separated by a comma and without a final point.

Fig. 01 – Terragni's House in Como, Terragni Archive, photo by Alberto Rossi

The **tables**, with texts exclusively in English, must be inserted as such directly in the word text, to allow for easy management in the layout stage.

As regards the **graphic quality of the images**, a .JPG or .TIF or vector format (.EPS or .AI file) is required, with a minimum quality of 300 DPI with a 21 cm base. The texts and legends contained must be in

English and must be legible according to the printing needs of the magazine. This means that the font size of the texts must be legible both with a width of 18.5 cm (equal to the two columns of the magazine format) and with a width of 9 cm (equal to one column of the magazine format).

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This section, if provided by the Author/Authors, can have a maximum extension of 500 characters including spaces.