Editorial guidelines

1) Submissions to the journal should be original unpublished work and should not be under review with any other journal. Papers should be submitted by clicking on the “Submit a paper” button, into this web page: http://www.francoangeli.it/riviste/sommario.asp?IDRivista=66&lingua=en. At this stage, the articles should be anonymous; name(s), affiliation (university, research centre, etc.), address, telephone numbers of the author(s) and further details about the article are to be inserted only in the fields provided on the OJS 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 in Italian and in English is required. Do not exceed 1.000 strokes per each one (including spaces). Each abstract should give the salient information on the contents of the article and be expressed in the third person (Example: the authors affirm that...). All articles written in Italian must include the English translation of the title.

5) Immediately after the abstracts, provide a maximum of 5 keywords in English. Words selected should reflect the essential topics of the article and will be used for indexing purposes.

6) Each article, including footnotes and references section, should not exceed 10.000 strokes (including spaces).

7) Page format
   Articles, book reviews, and short essays to be published in Sociologia e politiche sociali (hereafter SPS) should be submitted in a word file using the following guidelines:
   - upper margin: 5 cm
   - lower margin: 6.2 cm
   - left and right margin: 4.6 cm
   - header: 0
   - footer: 5.5 cm
   - spacing to contents: 0 cm

   Leave one line space between headings and the beginning of the text; leave two line spaces between sections of the text. On the contrary, leave only one line space between subsections.
8) **Section and font**

Sections and subsections must always be numbered.

Section titles must be written in bold characters. Please set subsection titles in italic, NOT bold type. NEVER use hyphenation for section and subsection titles, and do not put a full stop at their end.

The SPS main font is the same used in this file:

- Times New Roman 10 for the text, 9 for footnotes, and 9 for tables and figures headings.
- Line spacing 11pt
- Indent, first line 0.5 cm
- Hyphenation (only for articles written in Italian): hyphenate document + capital words 0.5 cm. Any foreign word included in an Italian article must NEVER be hyphenated.
- Page number: lower centred, Times New Roman 10
- In abbreviations, capital letters must be used only for the first letter. Other letters go in lower case.
- Parentheses must be marked off by a middle dash, not by the dash to be found on the keyboard. Please use the function ‘Insert- symbol- select middle dash’ (E.g. ‘As a consequence, conciliatory measures were mainly meant for critical moments - such as the birth of a child or long periods of illness - and are much less targeting the regular management of everyday life.’)

9) **Figures and tables**

For tables and figures’ headings use the format provided below. Characters to be used within tables are 9pts. Leave one line space between tables and figures and the regular text. Leave one line space and go on with the text, character 10 pts. Tables and figures must always be cited in the text, and must be indicated as follows: (Tab. 1); (Fig. 2).

<table>
<thead>
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</tbody>
</table>

*Table 3 – Distribution in %

*Source: Eurostat database (2014)*
Fig. 2 – Corporate citizenship and stakeholders view

Source: Crane, Matten e Moon (2008).

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 (”);

Eccetera is abbreviated with the formula etc.

11) 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.

12) Quotation marks
As regards inverted commas, please follow these guidelines:
➢ Low commas, « » for quotations from books;
➢ Double commas, “…” around words to which the author wants to draw particular attention (it would be better not to exceed in using quotation marks, for the sake of smooth reading and for a quicker review of the text).
13) Citations

Use the following style, inspired by the Harvard University Press Guidelines, in Times New Roman 10.

References in the text must include the author’s name and the publication year within round brackets: (Donati 1991).

If the author’s name appears explicitly in the text, it is possible to put just the date within brackets: e.g. ‘As Donati (1991) argues’.

In the case of quotations, the page number must also be indicated (Donati 1991, 35).

If two or more works are cited (by one or more authors), quotations should be separated by semicolon: (Donati 1991; 2010; Prandini 1998).

If two or more works are cited in the text that were published by the same author in the same year, they should be distinguished from each other using lower case letters, starting with ‘a’: (Donati 2013a), or (Donati 2013a; 2013b).

14) Referencing guidelines

For edited volumes involving one or more authors, use the following guidelines. For works edited by one author, indicate last name and initial of first name, followed by (ed.) for English texts or (a cura di) for Italian texts. For volumes edited by two or more authors, indicate last name and initial of first name of each author, followed by (eds.) in the case of English texts and (a cura di) in the case of Italian texts. See examples in the following section.

This solution must be used only in the reference list, while authored publications should not be distinguished by edited ones within the text.

Citations must go both in alphabetic and in chronological order.

In each reference, indicate the author’s last name first, followed by a comma, then comes the initial of first name (see examples in the following section).

There must be full correspondence between the citations in the reference list and those in the text (footnotes included).

15) Examples of bibliographic references

(Please note: In the present model, texts should NOT be quoted referring to their original year of publication, but to the translation or the particular edition used by the author(s). See the examples below.)
Books


Book chapters


Journal articles


OBJECT: PERMISSION TO PUBLISH

Dear Editor,

following the previous agreements, the undersigned

being the author of the article entitled

proposed to this Editor to be possibly published on the Journal

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I also hereby assign to the Editor, and therefore third parties, the exclusive right to translate, distribute and communicate the mentioned Article in any language, in any way and form, the advertising exploitation rights, the right to transfer, in all or in part, for any claim, without space limits and within temporal limits according to the law in force and with any modality and technology (whether now known or hereafter developed).
I give up receiving any copyright’s remuneration about the article’s publishing in your Journal, and I bind myself not to publish the article in other book or Journal neither to make it available on-line in digital form on intranet or internet (whether for a fee or for free)

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(signature)