

## Guidelines for authors

Articles submitted for publication must comply with the following standards:

1) Submissions to the journal should be **original unpublished works** and should not be under review with any other journal. Papers should be submitted electronically at the following link: [http://ojs.francoangeli.it/\\_ojs/index.php/efe/about/submissions](http://ojs.francoangeli.it/_ojs/index.php/efe/about/submissions).

Articles have to include only the title of the manuscript; any other information including **authors' name, institutional affiliation, address, phone, fax numbers and email address** will be notified filling the form on the OJS platform. Submitted articles must be anonymous: authors should avoid mentioning any information that would enable identification by the reviewers.

Manuscripts shall be submitted in English. It is the author's responsibility to ensure the quality of the English text. Besides the compulsory submission by the OJS platform, articles can also be sent to: **nardi@unibocconi.it**

2) After the revision process, the final draft submitted by the authors will include in the first page **authors' name (no abbreviations), institutional affiliation and address (including phone, fax numbers and email address of the corresponding author) in a footnote with the symbol \* and \*\***; acknowledgments are to be placed in the same footnote. For other footnotes in the article, numbers will be used starting from 1.

3) An **abstract in English of about 1300 characters** (spaces included) should be provided. The abstract highlights the main topic and results of the article and should be written in the third person (e.g. The author underlines that...). The body of the abstract and keywords (point 4) must be in Times New Roman, size 10, single-spaced.

4) Authors are required to provide at least **3 keywords** and JEL classification (see [www.econlit.org](http://www.econlit.org) for further information).

5) Single essays including notes and references, charts and tables should not exceed **70,000 characters including spaces**.

6) **Quotes and fonts.** *Italic font* has to be used for words in a foreign language, unfamiliar for the readers; it could be used in order to emphasize specific words or phrases, but only for the first time they are used.

Quoted matter that runs five or more typed lines or that involves two or more paragraphs should be set off as a **block quotation**; the quotation should start a new line, with 1 white line-spacing above and 1 below, be set without quotation marks, and be set in 10-point type.

Shorter quotations are run into the text and enclosed in double quotation marks ("**double quotation marks**"). Page number(s) where the quotation appeared have to be included at the end. Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively slangy, or coined word the first time it is used. Quotation marks are unnecessary thereafter.

When the author wants to skip part of the quotes, it should be showed with an ellipsis between brackets [...]. Single quotation marks ("**single quotation marks**") should be used for quotes within quotes.

### 7) Text character

**Body:** Times New Roman, size 10, justified, single spacing, indentation of first line 0.5 cm - activating the control of isolated lines. Hyphenation is not allowed.

**Title of article:** Times, size 11, Italic, left alignment.

**Title of sections:** Times, size 11, Bold, left alignment

**Title of subsections:** Times, size 10, Italic, left alignment.

**Page Number:** Times, size 10, Italic, centered, with no return and no frame.

**Footnotes:** Times New Roman, size 9, single-spaced, first line indent 0.5 cm, numbered consecutively from footnote n. 1.

**References:** Times New Roman, size 9, single spacing, hanging indent 0.5 cm.

8) **Punctuation marks.** No space is required before the following marks: . (full stop) , (comma) : (colon) ; (semicolon) ! (exclamation mark) ? (question mark) " or ' (closing quotation marks). After them one space is due. Only hyphen "-" or minus sign "-" can be used; the first one, with no space before and after can be used to join words or numbers (historical-critical analysis; 1970-80; pp. 46-47); no dash marks should be used.

9) **References included in the text** should be enclosed between parentheses and the author's last name should be followed by a comma, year of publication (Giannessi, 1960); only in case of word for word quote, the page (Giannessi, 1960, p. 56). It could be possible to enclose between parentheses only the year of publication when the author is mentioned in the text: Giannessi (1960) underlines that...

If the authors are two, they must be both written and connected by "and". In the case of three or more authors, use the first name followed by et al. in italics. (Anthony *et al.*, 1979).

As for works by the same author published in the same year, it is suggested to use the directions a, b, c. (Coda, 1981a). In case of more than one publication of the same author, comma is used only to separate them (Giannessi 1960, 1962); semicolon will distinguish among different authors in the same parentheses (Giannessi, 1960; Coda, 1962)

Some examples:

- Freud (1899) underlines that...
- According to the above mentioned theory (Freud, 1899)...
- Many scholars (Beck *et al.*, 1979; Coda, 1981) have highlighted that...
- Rossi realized that "every theory [...] has to be accepted" (1979, p. 65).

10) **References at the end of the text.** The title "References" should be entered with the same format as section headings.

All authors quoted in the text will be given at the end of the essay in alphabetical (of first author's surname) and chronological order (for more works by the same author), without numbering. In the case of multiple authors, the surnames of all of them must be given. Name initials and middle initials have to follow the surname, without space between them (Rossi P.L.).

In the case of collective volumes, it must be indicated the name of the curator accompanied by the expression "ed." or "eds".

The references should be prepared in accordance with the rules above mentioned: *Times New Roman, size 9, single spacing, hanging indent 0.5 cm.*

Some examples:

### **Books**

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).

### **Curatorships**

Merini A. (ed.) (1977). *Psichiatria nel territorio*. Milano: Feltrinelli.

Boltanski L., Claverie E., Offenstadt N. and Van Damme S., a cura di (2007). *Affaires, scandales et grandes causes. De Socrate à Pinochet*. Paris: Stock.

### **Chapters in edited volumes**

Liotti G. (1985). Un modello cognitivo-comportamentale dell'agorafobia. In: Guidano V.F. and Reda M.A. (eds). *Cognitivism e psicoterapia*. Milano: FrancoAngeli.

Beebe B. (1983). Mother-infant mutual influence and precursors of self and object representation. In: Masling J. (ed.). *Empirical Studies of Psychoanalytic Theories. Vol. 2*. Hillsdale, NJ: Analytic Press.

### **Articles in journals**

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 address: <http://search.crossref.org> or <http://www.crossref.org/SimpleTextQuery/>. Otherwise, they may also be found on Google.

