

## Psicologia di Comunità - 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 **Submissions** to the journal should be original unpublished work and should not be under review with any other journal.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 electronically through the webpage of the Journal on FrancoAngeli website (clicking on “**Submit a paper**”), or at the link <http://ojs.francoangeli.it/ojs/index.php/psc/about/submissions>. Name, institution, address and telephone number of the author (or authors) should be indicated in the appropriate section of the platform.
2. **Papers should be sent together with a copyright transfer agreement** (the model is at the bottom of this document) 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. **Authors need to specify for which section of the Journal they are submitting their paper:** i) scientific contribution (research, description or evaluation of an intervention, literature review) for the thematic section of the issue indicated in the call published on the Journal website, ii) scientific contribution (research, description or evaluation of an intervention, literature review) not included in thematic section, iii) contribution (experience, etc.) sponsored by, and primarily of interest for professionals and practitioners, iv) book reviews.
4. **Name(s) of author(s), affiliation (university, research centre, etc.), address and phone numbers of the author(s)** and further details about the article, including funding, are to be clearly indicated in the online platform during the submission process.
5. **Besides the Title, a concise and factual abstract in Italian and in English or Spanish** (for contributions in Spanish language) is required. Do not exceed 800 strokes per each one (including spaces). Each abstract should be consistent with the norms of the dell’*Association for Psychological Science (APS)*, it 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.
6. Immediately after the abstracts, provide a maximum of 6 keywords in Italian and 6 in English. Words selected should reflect the essential topics of the article and will be used for indexing purposes.
7. **Each article**, including footnotes and references section, **should not exceed** the number of strokes (including spaces) indicated below:
  - a) **scientific contribution** (research, description or evaluation of an intervention, literature review) **for the thematic section of the issue:** max 40.000 strokes (including spaces);
  - b) **scientific contribution** (research, description or evaluation of an intervention, literature review) **not included in thematic section:** max 40.000 strokes (including spaces);
  - c) **contribution** (experience, etc.) sponsored by, and **primarily of interest for professionals and practitioners:** max 20.000 strokes (including spaces);
  - d) **book reviews:** max 3.000 strokes (including spaces).
8. **Set-up of the page and quotations** - Use Roman type, *Italic* and **Bold** font. Italics should be used for foreign words that do not yet have everyday use and to stress words or short sentences. In order to emphasize sentences or quotations that are not exactly cited, make use of inverted commas (“...”); for exact quotations use guillemets («...»). At the end of the quotation provide in brackets the references to the specific pages of the source used (73-74), if these are not already specified before. Use inverted commas or apostrophes to indicate quotes within quotes. Lengthy quotations (more than 5 lines) should be separated from the text and have a blank line above and below. As they will be printed in a smaller font, it should be advisable to use it also in the manuscript. Use ellipsis dots in brackets (...) to show omission.
9. **Font Type**  
**Text:** Times New Roman at a size 11 points, justified, single spacing, paragraph indent 0,5 cm, use automated widow control.

**Title of the article:** times, size of the text 16, flush left.

**Title of the section:** times, size 11, bold, flush left, 2 double spacing above and 1 below.

**Title of subsection:** times, size of the text, flush left, 2 double spacing above and 1 below.

**Page number:** Times, Italic, size of the text, centered, no indent or frame.

**Footnotes:** placed at the bottom of the page, Times, font at size 9 points, one spacing, indent 0,5 cm, numbering sequentially to footnote 1, without references.

**References:** Times, font at size 10 points, one spacing, hanging indent 0,5. References must be compliant criteria with the *APA Publication Manual (sixth edition)* or with [this Bibliography Guidelines](#).

**Heading and footer:** Times, font at size 9 points.

**Footer:** on the first page of each article cite the title of the journal, the number and the year of publication (*Psicologia di comunità, n. 1/2011*).

**Heading:** it may include the name of the author(s) on the left pages (even), the title of the article or of the section on the right pages (odd).

10. **Figures, tables and graphs:** they should be embedded into the text and allow further editing. Subtitles should be in Arial, font at size 9 points, Italic, flush left.

Tables are in Times, at size 8 – 9, heading between two lines (see example)

*Table 3 – Distribution in %*

	<i>Men</i>	<i>Women</i>	<i>Total</i>
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

11. **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 (”);

12. **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.

13. **Layout of the text**

Each article should be in A4 size (to select A4, click Page Setup on the File menu). The text has to be set up according to the following features.

Top margin cm 5,5

Bottom margin cm 6,2

Left margin cm 4,6

Right margin cm 4,6

Heading cm 4,3

Footner cm 5,3

Gutter 0

The text is therefore 11,8 cm wide and 18,5 high. The page number is centered at 0, 8 cm starting from the foot of the last line.

**IMPORTANT: This Word Template must be used for the final version of the article.**

Submitter name and surname \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Affiliation \_\_\_\_\_

\_\_\_\_\_ (date)

OBJECT: PERMISSION TO PUBLISH

Dear Editor,  
the undersigned

.....

being the author/authors of the article entitled

.....

.....

proposed to this Editor to be possibly published on the Journal

.....

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(signature/s)

