SUBMISSION

1. Authors should submit an electronic version of the manuscript in Microsoft Word format by e-mail to one of the following addresses: evandro.agazzi@gmail.com or buzzoni@unimc.it

2. Manuscripts shall be submitted in English or Italian. The authors are responsible for the linguistic correctness of their articles. They should be accompanied by the telephone number and e-mail address of the corresponding author. Submissions need not be in any particular style on initial submission, but if they are accepted for publication we will require a version in the Journal's style.

3. Submission of a manuscript will be taken to imply that it presents original unpublished work not under consideration for publication elsewhere.

4. Manuscripts should usually be approximately 40,000 characters in length (spaces included), but different lengths may exceptionally be taken into consideration.

5. All manuscripts should have an abstract in English and one in Italian, each of about 1000 characters (spaces included). The English abstract of articles written in Italian should start with the translated title of the article, in italics, and vice versa. The English abstract can be translated to Italian by the Editorial Staff if necessary. Authors are required to provide a list of 6-10 keywords.

6. Authors’ affiliation and contact details should be included in a first footnote with the symbol “*” at the end of the Author’s name. Acknowledgments are to be placed in the same footnote.

7. Books for review and correspondence relating to book reviews should be sent to the following address: Prof. Fabio Minazzi, c/o Dicom, Via Mazzini n. 5 - 21100 Varese, Italy (fabio.minazzi@uninsubria.it).

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**STYLE GUIDELINES**

1. The layout of title, section (sub-) headings, footnotes, and quotations should conform to the following guidelines:

   **Body Text:** Times New Roman, 11pt, justified, single spaced. Indent the first line of any subsequent paragraph, 0.5 cm from the margin, Widow and Orphan Control activated. Quotations of 60 words or more should be set indented, 9pt, single spaced, and without quotation marks. Insert a line space above and below the quotation.

   **Title:** Times New Roman, 12pt, single spaced, all in upper case and centred

   **Abstract:** Times New Roman, 9pt, single space, no indentation.

   **1st level Headings:** Times, 12pt, bold, left-aligned, preceded by 2 lines space, and followed by 1 line space

   **Sub-Headings:** Times, italics, 11pt, left-aligned, preceded by 2 lines space, and followed by 1 line space.

   **Footnotes:** Times, 9pt, single spaced, numbered consecutively starting with number 1. Indent the first line 0.5 cm. All notes should be footnotes.

   **References:** Times, 9pt, single spaced. Only cited works should be included in the reference list.

2. Double quotation marks should be used for any quoted material that appears within the body of the text. Single quotation marks should be used for quotes within quotes.
3. Citations in the text must conform to the following examples:

- Freud (1899) defined a dream as...
- According to dream theory (Freud 1899)...
- Kernberg (1981, p. 35) maintains that...
- “In some contexts, a functional analysis provides an appropriate answer to a request for an explanation.” (Canfield 1964, p. 285)
- Canfield writes: “In some contexts, a functional analysis provides an appropriate answer to a request for an explanation.” (1964, p. 285)
- Canfield (1964) writes: “In some contexts, a functional analysis provides an appropriate answer to a request for an explanation.” (p. 285)
- Katzenbach and Smith (1993) define a team as...
- One such study (Dickson et al. 1975) led to the complete sequencing...
- Dickson et al. (1975) studied the use of...

4. Italic font, rather than underlines, should be used for titles, emphases, etc.

5. The first time a person’s name is used in the text, his or her first name and any middle initial should also be given.

6. Symbolic letters, whether in an equation or in the text, are italicized. Numbers in equations and in symbolic terms in the text are not italicized, even if they are subscripts or superscripts.

7. Diagrams, figures, graphs, and tables should also be sent as a separate Microsoft Word or Excel file and should appear in the text at the appropriate point, numbered consecutively as in the following example:

<table>
<thead>
<tr>
<th>Table 3 - Percentage distribution....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>Abcde</td>
</tr>
<tr>
<td>Fghi</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
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