

## Editorial guidelines

### *Pnei Review*

The papers submitted for publication should comply with the following 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- 1) Submissions to the journal should be original unpublished work and should not be under review with any other journal.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 **button “Submit a paper”**, available into this web page: <https://www.francoangeli.it/Riviste/sommario.aspx?IDRivista=189&lingua=EN>.  
At this stage, the articles should be **anonymous**; name, surname, affiliation (university, research centre, etc.), address, email and phone numbers of the author(s) and further details about the article are to be inserted only in the fields provided on the FrancoAngeli Journals 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.  
Likewise, the author(s) grant(s) the Editor of the Journal the exclusive right to translate, reproduce, distribute, communicate the article in any language, in any way and form, the rights of advertising exploitation, the right to transfer to third parties – also through collective management bodies – the rights due to them on the article, in all or in part, for any reason, etc., without space limits and within the maximum protection time limits according to the law in force and with any modality and technology, whether now known or hereafter developed.
- 3) Articles 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 **1.200 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 **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.
- 6) **Each article**, including footnotes and references section, **should not exceed 35.000 strokes** (including spaces).
- 7) **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 (e.g., pp. 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.

8) **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 New Roman, size of the text 14, flush left.
- **Title of the section:** Times New Roman, size 12, bold, flush left, 2 double spacing above and 1 below.
- **Title of subsection:** Times New Roman, 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 9 points, one spacing, hanging indent 0,5 cm.
- **Heading and footer:** Times, font at size 9 points.

9) **References embedded in the text:** cite only the last name of the author followed by one space and then the year of the first publication of the work in its original language in round brackets –Freud (1899) said that... – or insert the last name of the author followed by comma, one space and the year of publication in round brackets – (Freud, 1899).

Page number, if known, follows the year in brackets and does not go into the reference section – (Loewald, 1980, p. 56). If the page number refers to the original date of the work and not to the Italian translation listed in the references section, add “original edition” – Loewald, 1980, p. 56 original edition). If the reference section contains more than one translation, specify the year of the translation which you are referring to – (Loewald, 1980, p. 97 It. trans. 1994).

If there is more than one reference to the same author(s) and year, use the year and a, b, etc. Use comma to separate references and not pages, if given, when listing a string of references of the same author(s). If there are more authors, use semicolon to separate them within the same brackets. When there are two authors, cite both last names joined by “&”. If there are more than two authors, refer to the first one followed by *et al.* in Italic.

See following examples:

- Freud (1899) said that
- According to the study (Ahlquist & Breunig, 2009)...
- According to the theory of dreams (Freud, 1899)...
- The principles of the cognitive therapy (Beck *et al.*, 1979) affirm that...
- Kernberg (1981, p. 35) says textually that...
- Eissler (1953) wrote that «Every introduction of a parameter incurs the danger that a resistance has been temporarily eliminated without having been properly analyzed» (p. 65).

10) **Reference section:** the complete reference list of the authors comes at the end of the article and consists of an unnumbered section sorted alphabetically according to their last name; for each author follow the year of publication of his works. If works were published in the same year use letters a, b, c.

If there are two authors with the same last name (for example Melanie Klein and George S. Klein), cite them alphabetically according to the order of their first name; if the last names and the initials of their first names are the same, use their full name: first and last name and also middle initial (for example Daniel N. Stern and Donnel B. Stern). After the last name and the initial of the first name, cite the year in brackets followed by a full stop, as: “Freud S. (1910).” Avoid spaces between first name initial and middle initial (e.g. Kernberg O.F.) Should a text have many authors/editors, you have to cite them all. The editor(s) name is followed by brackets with Ed. or Eds. Please quote only what it is contained in the article. If the publication year is different from that of the original one, cite it after the name of the publisher, otherwise it is enough to put the year in brackets at the beginning of the entry, immediately after the name of the author.

**The authors can use software to write and format the references.** The file “[pnei-review.cs1](#)” for **Zotero** and **Mendeley** or the file “[pnei-review.ens](#)” for **EndNote** can be used to automatically format the references based on the guidelines described here.

Otherwise, the references should be written based on the following examples (modified “APA 7th” style):

*Newspaper article*

**Foderaro L.W. (2012, April 6).** Rooftop greenhouse will boost city farming. *New York Times*, A20.

*Patent*

**Zelle R.M., Shaw A.J. IV, & Dijken J.P. van. (2016).** *Method for acetate consumption during ethanolic fermentation of cellulosic feedstocks* (United States Patent No. US20160265005A1). <https://patents.google.com/patent/US20160265005A1/en?inventor=rintze+zelle&oq=rintze+zelle>

*Editor of a book*

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

*Editor(s) of a book*

**Hancké B., Rhodes M., & Thatcher M. (Eds.). (2007).** *Beyond varieties of capitalism: Conflict, contradiction, and complementarities in the European economy*. Oxford and New York, NY: Oxford University Press.

*Report*

**Ahlquist J.S., & Breunig C. (2009).** *Country clustering in comparative political economy* (MPIfG Discussion Paper No. 09–5). Cologne: Max-Planck Institute for the Study of Societies.

*Chapter in a book*

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

**Mares I. (2001).** Firms and the welfare state: When, why, and how does social policy matter to employers? In: P. A. Hall & D. Soskice (Eds.), *Varieties of capitalism. The institutional foundations of comparative advantage* (pp. 184–213). New York, NY: Oxford University Press.

*Journal article*

**Campbell J.L., & Pedersen O.K. (2007).** The varieties of capitalism and hybrid success. *Comparative Political Studies*, 40(3), 307–332. <https://doi.org/10.1177/0010414006286542>

**Fenner M., Crosas M., Grethe J.S., Kennedy D., Hermjakob H., Rocca-Serra P., Durand G., Berjon R., Karcher S., Martone M., & Clark T. (2019).** A data citation roadmap for scholarly data repositories. *Scientific Data*, 6(1), 28. <https://doi.org/10.1038/s41597-019-0031-8>

Authors should indicate the DOIs of all the articles in journals included in the references. DOIs can be obtained at the following address: <http://search.crossref.org>. Otherwise, they may also be found on Google.

*Unpublished essay*

**Benedetti G. (1988).** "Intervento nel dibattito sulla relazione di John Gunderson al Convegno Internazionale *New Trends in Schizophrenia*", Bologna, 14-17 aprile (incisione su nastro).

*Thesis*

**Hawking S. (1966).** *Properties of expanding universes* [Doctoral thesis, University of Cambridge]. <https://doi.org/10.17863/CAM.11283>

*Volume*

**Beck A.T., Rush A.J., Shaw B.F., & Emery G. (1979).** *Cognitive Therapy of Depression*. New York: Guilford Press (trad. it.: *Terapia cognitiva della depressione*. Torino: Boringhieri, 1987).

**Borges J.L. (1999).** *Selected non-fictions* (E. Weinberger, Ed.; E. Allen, S. J. Levine, & E. Weinberger, Trans.; 3rd ed., Vol. 1). New York, NY: Viking.

**Isaacson W. (2011).** *Steve Jobs*. New York, NY: Simon & Schuster.

*Webiste*

**CSL search by example. (2012).** Citation Style Editor. <http://editor.citationstyles.org/searchByExample/> retrieved 2012-07-06

**ATTENTION: Title, abstract, keywords and references should be entered also in the fields provided on the FrancoAngeli Journals' platform (Step 3 of the submission process, "Enter metadata").**

- 11) **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 or 9, heading between two lines (see example)

#### EXAMPLE TABLE

*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
N	1.153	1.208	2.361

- 12) **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).
- 13) **Hyphens** are used when two words modify a third word (a compound adjective) – Low-income housing – or to join numbers or pages – 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.

### Peer-review process

Every paper will undergo the process of peer-review according to the following guidelines:

- 1) **Reviewers have 14 days to review a paper.**
- 2) The result of the peer-review process can be one of the following:
  - **Accepted:** the paper is excellent, methodologically sound and of high quality. Minor errors might be present.
  - **Minor revision:** the paper needs some methodological adjustments or some information should be better explained. Authors have **7 days** to correct the paper after a judgment of minor revision: they have to respond to every reviewer's comment, describe how they modify the paper and even explain why they refuse some comments. The editor will evaluate whether the papers that will have underwent minor revisions should be submitted again to peer-review.
  - **Major revision:** the paper is innovative or of good quality, but it has several methodological limitations or it must be completely revised or deepened. Authors have **21 days** to correct their paper after a judgment of major revision: they have to respond to every reviewer's comment, describe how they modify the paper and even explain why they refuse some comments. Every paper that undergoes a major revision will undergo another round of peer-review. Every paper can undergo a major revision only one time: in the case the reviewer deemed necessary another major revision, the director will decide whether refusing or not the paper after having evaluated the whole process of peer-review carried out until that point.
  - **Refused:** the paper shows a flawed methodology, the discussed topics and reasonings are incoherent, or the paper does not agree with the aims and scope of the journal.

- 3) Authors should highlight clearly the changes made to the paper after a round of peer-review. Activating the option “Revisions” or “Track changes” in Microsoft Word (or similar software) is highly recommended; otherwise, authors may highlight the changed portions in a different color.
- 4) After the process of peer-review is finished, the director evaluates both the paper and the review and makes the final choice about accepting or refusing the paper.