

Revue of studies on sustainability

Editorial Guidelines

Articles submitted for the publication must be comply with the following editorial guidelines:

- 1) Items must be sent via **e-mail** to the revue management: rivista@fondazioneimonecesaretti.it.
- 2) **Items must be accompanied by a letter of release** in which the author gives to the direction of the magazine the exclusive exercise of all rights of economic exploitation on the article, without limits of space and within the maximum time-limits recognized by the regulations currently in force (since 20 years old) and with all the methods and the technologies currently exist and / or developed in the future. That means including, inter alia, the reproduction in any manner, form, communication - including, for example, but not limited to, the rights of exploitation of capital by interactive digital channels (by any method now known or hereafter developed) - and the distribution of which the article is likely. Likewise grant to the management team the exclusive right to translate, reproduce, distribute and to communicate the article in any language, in any manner or form, the rights to publicity, the right to assign their rights on the articles to third parties, in whole or in part, whether in return for payment or free of charge, etc. ., without limits of space and within the maximum time-limits recognized by the regulations currently in force (since 20 years) and with all the methods and the technologies currently exist and / or developed in the future.
- 3) **Name, institutional belonging, address and telephone numbers** of the author (or authors) and any notes about the article must be clearly marked and must be entered in the footnote on the first page (for these notes use the symbols * and **, while for notes in the text use consecutive numbers starting again from 1 to each item).
- 4) Items must be wrote together with an **abstract in Italian and in English** of about 800 characters each (remember that "characters" also includes spaces). Each abstract must contain clearly the main points of the article, and must be expressed with the subject in the third person (for example: "The author claims that"). At the beginning of the abstract in English must appear the title of the article translated into English.
- 5) At the end of the summary must be written **six "keywords"**, which respectively must clearly indicate the topics covered (these keywords are used for indexing the article in the international databases, and are also used for the analytic indices of the year).
- 6) The individual essays include notes and the bibliographic references **should not exceed 20 pages**.
- 7) **Setting text and citations**. There are 3 fonts: regular, italic, **bold** (also known as **bold type**). Italics should be used for not common words in a foreign language and also to highlight words or short phrases by giving them a special emphasis. To give greater prominence to words or phrases, and even for non-literal quotes, it is preferable to use inverted commas ("smart quotes"), while the exact quotes should be write between («corporal quotes»). For the parts in inverted commas in a

sentence itself in speech marks, you can use the other type of quotation marks or apostrophes. Exact or literal quotes must be in corporal quotes (as in "exact quote"), and if they are length of more than 5 lines you have to go head and skip a line at the beginning and at the end of the quote (in the press these quotes will be in the lower body, and it is good that they are also in the original version); not literal quotes and words to which you want to give a special emphasis must be write between inverted commas (as in "not literal quote", or "emphasized the word"). If within a quote you want to skip a part, it is good to indicate it with three dots in parentheses (...).It reiterates that the quotes that are in corporal quotes must be accurate, and should end with the references to the pages in parentheses (for example, p. 73-74) if they have not already been specified before.

8) **Text characters**

Body Text: Times New Roman, size 11, justified, single spacing, indentation 0.5 cm. first line of each paragraph - by activating the isolated control lines.

Title of essay: Times New Roman, size 14, italic, left aligned.

Paragraphs titles: Times New Roman, size 11, bold, left aligned, two white slugs above and one below.

Subsections: Times New Roman, italic, size 11, left aligned, 2 int. white above and one below.

Page Number: Times New Roman, size 11, italic, centered, with no return, no frame.

Notes (footnotes): Times New Roman, size 9, single-spaced, numbered consecutively from n. 1.

References: Times New Roman, size 10, single spaced, first line protruding 0.5 cm.

Header and footer: Times New Roman, size 10, italic.

Footer: on the first page of each essay must include the head, the number and the year of the magazine (ex. 119 Society and History, 2008).

Header: on the left-hand pages (even) can be repeated the name of the author of the essay, on the right-hand pages (odd) can be shown the title of the essay or the title of the section.

- 9) **Bibliographical references** included directly **in the text** will be reported with the author's last name followed by a space and with the year of first publication in the original language in parentheses - "Freud (1899) said that ..." - or with the author's last name in parentheses followed by comma, space, and year - (Freud, 1899). If you want to point to the page, this should be indicated in parentheses in the text preceded by "p." after the year followed by a comma, and not in the bibliography at the end of the article. If the page refers to the original edition and not to the Italian translation, may be specified in the bibliography at the end of the article, then you must add "Orig. ed." (Loewald, 1980, p., And 56. Orig. ed.); if in the bibliography at the end of the article are given more translations, then you must specify the year in which the translation is made (Loewald, 1960, p. tran. 97. it., 1994). If there are several publications by the same author in the same year, the year is followed by lowercase letters of the alphabet in progression. If there are in parentheses multiple references by the same author with the indicated number of pages, commas

will serve to separate one from the other and not the reference year from their respective pages; is preferable to use the semicolon to separate different authors, always within the same parentheses. If the authors are two, must be both written and connected by "and", which can also be used to connect the last two authors if they are three. If the authors are more than three, you write the last name of the first author followed by *et al.* (in italics from the Latin *et alii*).

Possible examples are the following:

- Freud (1899) said that ...
- According to the theory of dreams (Freud, 1899) ...
- The principles of cognitive therapy (Beck et al., 1979) argue that ...
- Kernberg (1981, p. 35) literally says that ...
- Eissler (1953) wrote that «every introduction of a parameter carries the risk that resistance will be temporarily eliminated without having been adequately analyzed»(p. 65).

- 10) **The Bibliography at the end of the text** should be listed without numbers at the end of the text in alphabetical order by author's last name and, for each author, in chronological order of publication of the works (for works by the same author in the same year, use the directions a, b, c). In the case of similar names (for example, Melanie Klein and George S. Klein), according to the initial of the first name; only if the last names and the initials of the first names are the same, the first names must to be written in full (and possibly you should not forget, for clarity, the middle initial - a fortiori, this rule must be kept in the text, especially if there are also authors who have the same initial of first name, for example, Daniel N. Stern and Donnel B. Stern). The year goes between parentheses immediately after the last name and the initials of the author's name, followed by a period, as follows: "Freud, S. (1910)". If the author has two proper names (if there is even a middle initial), as is customary in Anglo-Saxon countries (but sometimes also in Italy, for example, "Giovanni Andrea Bianchi", "Pier Francesco Rossi", etc..) you must write the two initials not separated by a space (for example, White GA, Smith PF, Kernberg OF, etc..).

In case of works of several authors, must be given the last names of all. In the case of works edited by several author's, must include the name of the trustee's followed by the edition "(by)", for both the editions: in Italian and for those in foreign languages.

It is recommended to be limited to references cited in the text.

If the year of publication is different from the original, it should be placed after the name of the publishing house preceded by a comma, otherwise just the year in parentheses at the bibliography entry after the author's name.

Bibliographical references should be drawn up according to the rules implied by the following examples:

Volume:

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

Curatela, an author:

Merini A., edited by (1977). *Psychiatry in the area*. Milano: Feltrinelli.

Curatela, more authors:

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

Essay by Curatela:

Liotti, G. (1985). A cognitive-behavioral model of agoraphobia. In: Guidano V.F. and Reda MA, eds, *Cognitivism and psychotherapy*. Milan: Franco Angeli.

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

Essay from a magazine:

Minguzzi G.F. (1986). You can evaluate the results of psychotherapy? *Italian Journal of Psychology*, 13, 1: 7-13.

Text not published:

Benedetti G. (1988). "Intervention in the debate on the report of John Gunderson at the International Conference New Trends in Schizophrenia", Bologna, April 14 to 17 (engraving on tape).

Volume or item from the website:

You follow the same path as in the case of books and printed articles, with the addition of: "text available at: [http://www ...](http://www...)" and the date of consultation.

- 11) **Figures, tables and graphics** and should be entered in the text, in a format that allows any subsequent interventions.

The captions should be set in Times New Roman, size 9, italics, left alignment.

The table will be set to size 8 or 9, Times New Roman, header at the top: italic, with black thread above and below (see example).

Table example

Tab. 3 - Percentage distribution....

	Male	Femal	Total
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Tot.	100	100	100
N.	1.153	1.208	2.361

- 12) **Accents:** Italian words ending with the letter "e" accented generally have the acute accent (perché, poiché, affinché, né, sé, etc.), except for the third person singular present tense of the verb to be (è), some common names (bebè, caffè, tè, cioè, etc.) and some proper names (Noè, Giosuè, Mosè, ecc.). You must always use "È" and never "E".
- 13) **Punctuation:** You should never leave a space before the following punctuation marks: (Dot), (comma); (colon); (semicolon)! (exclamation point)? (question mark) "(smart quotes)" «(corporal quotes)». Instead, you must always leave a space after these same punctuation marks.
- 14) **Dashes:** there are three types: short (-), medium (–), and the long ones (—).The short dashes should be reserved for compound words, such as "historical-critical analysis", or for numbers, for example: "in the years 1970-80", "pp. 46-47", "p. Vii-viii" , "pp. XV-XVI", etc. (short dashes

must not be preceded or followed by spaces). The medium dashes mean instead should be used for the phrases incidental, that means, for a sort of open parentheses in the text, and in this case there must be always a space before and one after the dash (for example: "You see doctor - said the patient - Today when I came to her ..."); medium dashes can also be used to indicate the minus sign. The long dash should not be used instead.

15) The **setting page** of the file word for magazines that do not have the author's name on even pages of the essay and on odd pages the title of the section, assuming that the computer is programmed to print on A4 sheets (to select A4, choose Page Setup from the File menu-size); must be as follow:

- Top margin: cm5; lower cm6, 2; left cm4, v6; right 4.6 cm;
- Header and footer: different for odd and even; different first page
- Header: 0 cm;
- Footer: 5.5 cm;
- Binding: 0.

Consequently, the text will be 11.8 cm wide and 18.5 in height, except the page number that will be centered and positioned 0.8 cm from the foot of the last row.