

Rivista Trimestrale di SCIENZA dell'AMMINISTRAZIONE Studi di teoria e ricerca sociale

Rivista Trimestrale di Scienza dell'Amministrazione **Author's and Editor's Manual**

Foreword

Spreading scientific research outcomes demands the same accuracy as science needs. Dealing with human and social sciences does not dull such a need. In contrast, it magnifies it, due to the necessity of presenting properly even just ideas. Therefore, the assessment of the scientific value of a text cannot do without a formal and expositive accuracy. A prominent scientific journal with a significant background demands great care in submitting its content in a proper form. There should be no room for approximation and carelessness, because superficiality is incompatible with scientific relevance. The compliance with editorial rules and the uniform style within and between the essays of the Journal are a fundamental quality requirement that can never be abdicated. It is duty of the author to provide a text that is suitable for publication. Hence, it should be scientifically exact, of high quality, original and formally tailored to the editorial rules of the Journal.

It is duty of the Scientific Editors to admit essays for review and publication.

It is duty of the Editorial Board to forward the essays to whom is in charge of the peer review. Furthermore, the Editorial Board has the task of reporting the results of the review and the demanded changes, of verifying the formal adequacy of the essays and of suggesting any potential modifications.

It is duty of the Senior Editor to do a final check of the suitability of the essays for publication and to prepare the uploading on the website.

The Editorial Board, the Senior Editor and the Scientific Editors are not required to provide any formal or substantial adjustments of the essays. However, in order to adapt the text to the Journal requirements, the Senior Editor can make modifications at his discretion and according to his availability.

The present notes aim to ensure the best concordance between the essays to be published

and the editorial rules as well as to ensure that the work of authors and editors can effectively achieve the highest quality.

These notes represent a constantly evolving work, which is subject to uninterrupted updates. All the members of the editorial staff as well as the authors are encouraged to notify the Senior Editor with any mistakes, eventual contradictions and potential need for update.

1. File

Contributions should be formatted according to the **template** uploaded on the website. Page formatting, fonts, etc. **cannot be changed**. The final number of characters should be between 20.000 and 45.000, including spaces and excluding title, abstract, keywords, Italian «Sommario», «Parole chiave» and Reference List. It is possible to agree with the Editors-in-Chief upon essays exceeding such parameter. Summary and abstract may not exceed 1,000/1,200 characters, including spaces. Keywords can be syntagms, and must be four.

Authors have to submit two different files. The first one should be in *.docx* format and should be provided with all the necessary information. The second one should be in *.pdf* format, devoid of name, belonging institute and any tags or mentions of the author and will be used for the peer review.

2. Text

2.1. Format

The text should be in Roman type. It is necessary to write in italics only: 1) words that need to be emphasized, 2) untranslated words that have not become current in English (e.g. *Verfassungsgerichtsbarkeit*), sentences in foreign languages (if they are not original quotes), titles of journals, daily newspapers, books or programs, names of means of transport, titles

of monographs (e.g. «in *Civilization and Its Discontents* Freud outlines the fundamental tension between civilization and the individual...») titles of legal acts (e.g. «Decreto legislativo 30 giugno 2003, n. 196, *Codice in materia di protezione dei dati personali*») and those parts of quotes that are originally in italics. There are no rules concerning bold and underlined text. However, a coherent and careful usage is **highly** recommended.

2.2. Quotation marks and angle brackets

All quotes included in the text should be enclosed in angle brackets («»). If one omits a part of the quote, it is necessary to include three dots between square brackets («[...]»). However, dots should not be used at the beginning or the end of the quote, since the latter is always an excerpt.

Double curly quotes (‘’’) should be used to highlight a word with special meaning – which often is metaphorical – or to introduce a meaning that is different from the current one.

If one needs to include quotation marks **within** a quote text, the angle brackets should be followed by the double curly quotes and the latter should be followed by single curly quotes (e.g.: As Adorno (1969) wrote: «Durkheim, referring to Plato, wrote: “the idea of ‘Hyperuranion’ represents a fundamental idea of the European culture”»). Single quote marks (‘’) should be used only within a text enclosed by curly quotations marks. Curly quotes should never be used to enclose quotes, except for the above-mentioned situation.

2.3. Long quotes

All quotes longer than 5 lines should be 11-point size, with one line break before and after, and should **not** be enclosed in angle brackets. Also in this case, if one omits a part of the quote, it is necessary to include three dots between square brackets («[...]»). Dots should not be used at the beginning or the end of the quote. Quotes longer than 5 lines (11-point

size) do not have any first line indent.

2.4. Footnotes

The rules for bibliographic references in the footnotes are the same as for the central text. Footnotes are not suitable for long quotations and newlines.

2.5. Hyphenation

Text hyphenation, manual or automatic, must be avoided, since in digital texts it is useless and weighs down the reading. Furthermore, automatic hyphenation may be a problem for the exact handwriting of the longest URLs.

2.6. Dashes

A dash connecting two or more words should be short (*minus sign*: «-», e.g. «psycho-social»), while dashes enclosing an aside – for example this ones – are known as “long dashes”. In this last case, the minus sign (-) should be avoided.

2.7. Legal References

Indications for the quotation of Italian legal sources can be found in the Italian version of this manual. For international and supranational legal sources, we refer to APA rules. Quote should include at least: name of the treaty (convention, etc.), the signing or approval date, and the URL (if available).

3. In-text references

Bibliographical in-text references have the goal of referring a specific content to a bibliographical source. As such, they should include all the elements that enables the reader to identify the reference in the final bibliography. Therefore, it is necessary to write the author's surname followed by space and the publishing year in round brackets – «Freud (1899) wrote that...» – or to include the author's surname in round brackets, followed by comma, space and year «(Freud, 1899)». If it is intended to write the page, this should be indicated after the year (followed by comma) with «p.» – e.g. «(Freud, 1899, p. 5)». If in the final bibliography there are several essays by the same author published in the same year, the year should be followed by alphabetical letters «(Freud, 1899a)». In order to distinguish authors of different essays within the same bracket, it is necessary to use the semicolon «(Freud, 1899; Goffman, 1968)».

Whenever the authors of an essay are two or three, the last one is connected to the other by «and» – e.g.: «(Freud and Adler 1910)». If the authors are more than three, it is necessary to write the surname of the first one followed by *et al.* (in italics, from Ancient Latin *et alii*). Examples include:

- Goffman (1861) wrote that...
- According to the theory of total institutions (Goffman, 1861)...
- The ideas of the cognitive therapy (Beck *et al.*, 1979) suggest that...
- Kernberg (1981, p. 35) affirms that...
- Goffman (1968) wrote that «many total institutions, more often than not, seem to work as a mere place of storage for internees, but, as has already been said, they usually introduce themselves to the public as rational organizations» (p. 102).

It is not possible to include other quotation forms in the text. In the footnotes, any kind of bibliography should be avoided, even links to electronic bibliography.

4. Citations of websites

Online documents – also HTML – should be considered as bibliographical references and follow the same rules as the paper ones. Only **websites quoted as such** need the URL in round brackets and the last date of access. For example: «Therefore it has been decided to create a blog dedicated to Giorgio Vasari as a final product, including all materials necessary to introduce the artist (<http://giorgiovasariarte.blogspot.it>, 16/03/2016)». In this case, no reference is required in the final bibliography. In contrast, quoting an **online document** as a website should be avoided. Online documents do need a reference in the final bibliography.

5. Figures, tables and charts

Figures, tables and charts should be inserted directly into the text. They should be centered, with one line break before and after. Moreover, they should be written in a common format, in order to permit possible changes. At their side, there should be no text. The caption format is: 11-point size, italics, left-aligned. For example:

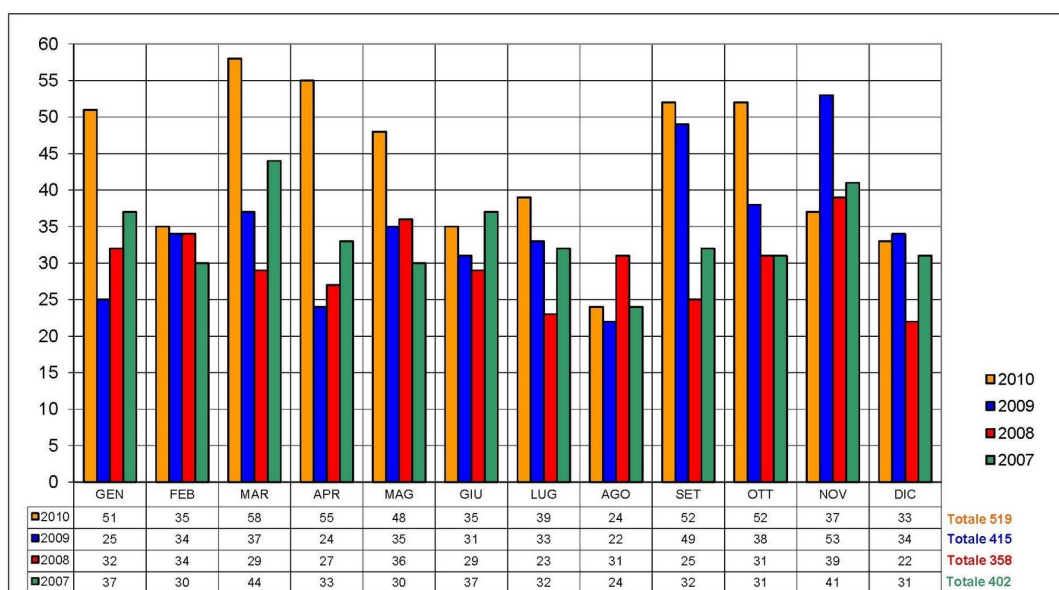


Fig. 2 - Number of blood donations per year. AVIS data.

6. Final Reference List

The essay should end with a bibliography introduced by the header **«Reference List»**, **which must be formatted as in the template.**

The Reference List carries the function of disclosing all elements needed to recognize the in-text references, in order to retrace the logical and scientific path followed by the author. The final Reference List of the Journal follows APA rules (even if with some unique features). It should include all bibliographical references quoted in the text – **not others** – and list them text following alphabetical order (authors' last name) and chronological order (several publications of the same authors). The year of the consulted edition should be written in brackets immediately after the surname and the initial of the author's name, followed by a full stop. The Journal's policy is to quote the consulted edition of the source – not the first one or other ones.

In case of identical surnames (e.g. Melanie Klein e George S. Klein), the first name initial shall define the alphabetical order. Whenever first names initial are similar too, the first name should be written in full (adding also the *middle initial*, for the sake of clarity).

If the authors of an essay are more than one, it is necessary to write surnames and first names initials of everyone, separated by a comma. In case of curatorship, the name of the scholar (or scholars) in charge of it should be written followed by «ed.» or «eds.». The DOI (Digital Object Identifier) – if provided – should always be stated. Note: not only journal articles but also digital volumes, essays from collective volumes and other resources in different formats (such as audio files, videos, etc.) have a DOI. This should be stated in its simple form, namely without the reference link (e.g. «DOI: 10.1007/978-88470-2080-1» **and not** «DOI: <http://dx.doi.org/10.1007/978-88-470-2080-1>»). It is a mistake to assume that only recent resources could have a DOI: any resource on the Internet may have a DOI, as DOIs are also attributed retrospectively.

The references should be written according to the following examples:

Volume:

Borg B., Federer R., Lendl I., McEnroe J. (1985). *Private Power and the Media*. New York:

Flushing Meadows Corona.

Curatorship, one author:

Lanski A., ed. (1977). *Sociologia dell'amministrazione pubblica*. Milano: Parisi.

Curatorship, more authors:

Douchez N., Sirigu S., Trapp K., Aurier S., eds. (2007). *Affaires, scandales et grandes causes dans le football français*. Paris: Blanc.

Essay from curatorship:

Compare A., Germani E., Grossi E., Iommelli P., Del Forno D. (2012). I processi cognitivo emotivi coinvolti nei disturbi da somatizzazione. In Compare A., Grossi E., eds., *Stress e disturbi da somatizzazione*. Milano: Springer-Verlag. DOI: 10.1007/978-88-470-2080-1.

Essay from journal:

Pareto R. (2012). Introduzione all'analisi dei pubblici poteri. *Rivista trimestrale di analisi critica*, 2, 1: 63. DOI: 10.3280/SA2012-002004.

Essays that are available also online should be stated by «Retrieved from: whole URL», followed by the last date of access in round brackets. Note: **The URL of the document must be indicated, not the site it comes from.** E.g.:

Merton R.K. (1938). Social Structure and Anomie. *American Sociological Review*, 3, 5: 672. Retrieved from: <http://www.d.umn.edu/cla/faculty/jhamlin/4111/Readings/MertonAnomie.pdf> (03/05/2017).

All essays that are available exclusively online and are not considered as volumes or essays from journal or curatorship follow the same bibliographical rules as monograph, but they include only the direct link and the last date of access. E.g.:

Boitnott J. (2015). *3 Reasons to think again before bashing your company on TripAdvisor*.

Retrieved from: <http://mickey.disney.com/goofy> (31/03/2017).

To interrupt URLs or the last date of access in order to get a proper formatting, one should add a line break by pressing SHIFT+ENTER. Interrupting the link through space or section break should be avoided. Any graphical hyperlink as well as the hyperlink-highlighting should not be included in the text and/or should be deleted (e.g. 'Hyperlink' stands for <http://www.d.umn.edu/cla/faculty/jhamlin/4111/Readings/MertonAnomie.pdf>). Hyperlink can be removed by pressing the right mouse button. Note: If you just change the text only by deleting the underline and modifying the font colour, the hyperlink is not removed.

Online documents – HTML or multimedia – should be considered as any other bibliographical references. Therefore, they need to be quoted with same rules. For instance, in-text reference to ISTAT data from the *Annuario Statistico Italiano* 2015 is «(ISTAT, 2015)». The reference in the final bibliography is:

Istituto Nazionale di Statistica (2015). *Annuario Statistico Italiano* 2015. Roma: ISTAT.

Retrieved from: <http://www.istat.it/it/files/2015/12/Asi-2015.pdf> (03/05/2017).

Another example:

Bin R. (2015). *Stato e sovranità: principio di esclusività*. Terza lezione del programma di Diritto costituzionale del corso di laurea in Giurisprudenza dell'Università degli Studi di Ferrara. Retrieved from: <http://www.robertobin.it/COST15/L03.WMA> (03/05/2017).

Or also:

Ferrarotti F. (2011). *La sociologia come scienza* - Lezione 1. Retrieved from: <http://www.youtube.com/watch?v=6k3cIhP-n3g> (03/05/2017).

General remarks arising from common mistakes:

1. In the case of a journal essay, the final bibliography should include *only* the number of

the first page of the essay. It never contains the page of the in-text quote.

2. Journal essays references include – after the name of the journal – the number of the year or series (if any) separated by a comma from the issue number and, after that, the number of the initial page, separated by colon. Expressions like «p.» and the range of pages should not be mentioned. Therefore, expressions like «p. 63-71» or «p. 63» should be avoided.
3. In curatorship essays there is no colon after «In». Moreover, authors do not need to indicate the page of the contribution.
4. Some references do not have any page number, because essays are not always paginated together (e.g. the *Enciclopedia Giuridica Treccani* or journal essays that are available exclusively on the web). In these cases, in order to suggest that the page number is not relevant, it is common use to insert a zero («0») as page number.

One important remark:

Checking the bibliography cannot be limited to a formal review by the authors. For instance, consider the following bibliographic reference from a paper we had in review:

Fraser K. (1981). *The Fashionable Mind*. New York: Knops.

Although the source seems complete with every information, the publisher's name is wrong (Knopf). Let us look now at the following reference, from another essay:

Appadurai, A. (1988). How to make a National Cuisine: Cookbooks in Contemporary India. *Comparative Studies in Society and History*, 30, pp. 3-24. DOI: 10.1525/ae.1981.8.3.02a00050.

Not only are the pages incorrect (*form*), but also the DOI is wrong (*substance*), because it refers to another essay published in 1981 by the same author in another journal. Therefore, authors should double-check both form and substance.

7. Ethical aspects of the publication

The Journal adheres to the *Code of Conduct and Best Practice Guidelines for Journal Editors* of the COPE (*Committee On Publication Ethics*) and demands that management office, editorial staff, referee and authors consider it carefully. In order to publish their essays, the authors agree to follow the ethical principles included in the refereeing and they expressly state that:

- the submitted essay is original and a pure result of their work. It is not plagiarism or auto-plagiarism (even partial);
- the submitted essay has not been published previously nor third-party has acquired publishing rights on it.

Authors are required to declare any conflicts of interest, even potential ones, which may concern published papers or their content.

With specific reference to self-plagiarism, the Journal adheres to the best practices of the Text Recycling Research Project (<https://textrecycling.org/resources/best-practices-for-researchers>, 24/01/2022) and requests their implementation by the authors.

The members of the Editorial Board are committed to respecting and strictly enforcing the ethical code in all its parts, and should follow the directions for the editors. Therefore, in case of doubts, the members of the Editorial Board have the duty to check the suitability of the contents of the essay and to refer any violations of the code of ethics to the author or to the Senior Editor.