

## Editorial guidelines

The articles submitted must conform to 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- 1) Submissions to the journal should be **original unpublished work** and should not be under review with any other journal.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 through FrancoAngeli Journals system** from the following webpage: <https://journals.francoangeli.it/index.php/rpcoa/about/submissions>  
At this stage, the articles should be anonymous; name, surname, affiliation (university, research center, 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 publisher's platform.
- 2) **Papers should be sent together with a copyright transfer agreement** (downloadable from the webpage indicated in point 1), 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.  
The license agreement must be digitally signed or physically shipped to the address indicated on it.
- 3) **The title** must not exceed 104 characters (including spaces).
- 4) **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 a,b,c... 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. Please, enter the full names of the authors. Moreover, the email address of the corresponding author must be reported.
- 5) A concise and factual **abstract in Italian and in English is required.** Do not exceed 1200 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. The abstract must contain the references to methods, results and conclusions. The abstract cannot contain formulas, figures, tables, lists or bibliographic references.
- 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) The manuscript, formatted as indicated in point 11), must not exceed the following total page numbers:  
Scientific Article: 16 pages  
Review Article: 24 pages  
Technical Note: 8 pages  
The article can be written in Italian or entirely in English (British or American, as long as coherent). Larger dimensions will be agreed with the Editorial board.

8) **Formulas** must be numbered and the relevant reference placed in the correct position within the text. Trigonometric functions are indicated as: sin, cos, tan e cot; Inverse trigonometric functions as: arcsin, arccos, arctan e arccot; hyperbolic functions are indicated as: sinh, cosh, tanh e coth.

9) **Figures and tables** are not placed inside the body of the manuscript. In the desired position of the manuscript only the indication Fig or Tab. must be reported. Numbered figures and tables must be gathered at the end of the manuscript and preceded by a “list of figures” and a “list of tables”.

10) 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.

#### 11) **Font Type**

- Text: Times at a size 11 points, justified, single spacing, paragraph indent 0,5 cm, use automated widow control.

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.

- Title of the article: Times New Roman, size of the text 14, flush left.
- Title of the section: Times New Roman, size 11, 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.
- Heading and footer: Times, font at size 9 points.

12) The manuscript must feature a “**Conclusions**” section. This part must be entered in Italian and in English.

13) The manuscript can contain an **Appendix** reporting the development of a specific part of the work.

14) **Acknowledgements.** In this section it is possible to thank people/organizations contributing in different ways to the research.

15) References embedded in the text: the references must be placed directly in the text and reported with a progressive number placed in square brackets, before the punctuation like, for example, [1], [25], [3–7]. If the page number should be indicated, it must be included in the Reference section. The references must be numbered in order of appearance and listed at the end of the document. The use of reference management software like Zotero or EndNote is suggested. To indicate the page number, use square and round brackets for the reference number and the page number respectively, for example [9] (p. 238-239). To name an author inside the text, indicate the family name in case of single author, the family names of the authors in the correct order separated by “and” in case of two authors and the family name of the first author followed by “et al.” in case of multiple authors. In all the cases the reference to the numeric entry as specified in the previous paragraph should be always present.

16) Reference section: it must be always placed at the end of the manuscript with a progressive numbered list following the order of appearance in the text.

For the references it is possible to refer to Elsevier - Harvard (with titles) style. The definitions and the code for this style can be found at the address:

<https://editor.citationstyles.org/styleInfo/?styleId=http%3A%2F%2Fwww.zotero.org%2Fstyles%2Felsevier-with-titles>

Following, some examples to bibliographic entries are reported:

Book:

- Entry in the text: [7]
- Bibliographic entry: J.L. Borges, Selected non-fictions, 3rd ed., Viking, New York, NY, 1999.

Book chapter:

- Entry in the text: [1]
- Bibliographic entry: I. Mares, 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, Oxford University Press, New York, 2001: pp. 184–213.

Journal article:

- Entry in the text: [2]
- Bibliographic entry: J.L. Campbell, O.K. Pedersen, The varieties of capitalism and hybrid success, Comp. Polit. Stud. 40 (2007) 307–332. <https://doi.org/10.1177/0010414006286542>.

Report:

- Entry in the text: [3]
- Bibliographic entry: J.S. Ahlquist, C. Breunig, Country clustering in comparative political economy, Max-Planck Institute for the Study of Societies, Cologne, 2009.

Web page:

- Entry in the text: [5]
- Bibliographic entry: L.W. Foderaro, Rooftop greenhouse will boost city farming, New York Times. (2012) A20.

Magazine article:

- Entry in the text: [6]
- Bibliographic entry: Foderaro, L. W. (2012, April 6). Rooftop greenhouse will boost city farming. New York Times, A20.

Patent:

- Entry in the text: [9]

- Bibliographic entry: R.M. Zelle, A.J. Shaw IV, J.P. van Dijken, Method for acetate consumption during ethanolic fermentation of cellulosic feedstocks, US20160265005A1, 2016.  
<https://patents.google.com/patent/US20160265005A1/en?inventor=rintze+zelle&oq=rintze+zelle> (accessed April 27, 2019).

Thesis:

- Entry in the text: [11]
- Bibliographic entry: S. Hawking, Properties of expanding universes, Doctoral thesis, University of Cambridge, 1966. <https://doi.org/10.17863/CAM.11283>.

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").

17) **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 and reported in English and in Italian.

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