

Editorial guidelines

- 1) Studi Organizzativi publishes case studies, theoretical and empirical research papers and essays on the creation, management, crisis and change of complex organisations, particularly large enterprises, medium and small business networks, regional economic systems, central and local authorities and non-profit organizations. Studi Organizzativi aims to provide a forum for original discussion and interdisciplinary debate between the various disciplines that traditionally study organisations (e.g. economics, sociology, management, anthropology, etc.). It also encourages the involvement of disciplines less specific to these topics, such as philosophy, anthropology, history, psychoanalysis. The journal provides original research and documentary materials to entrepreneurs, managers, officials, and professionals who work at the forefront of organisational innovation.
- 2) Studi Organizzativi is structured in two main sections:
 - Research Paper (double-blind review). Special attention is paid to critical studies of successful examples of new forms of organization, design methodologies and change management. The journal also promotes research and dissemination of organisational innovation;
 - Project and Organizational Policies (invited and non-refereed paper).
- 3) **Submissions.** Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with any other journal. Papers should be submitted by clicking on the button “Submit a paper”, available into this web page: <http://www.francoangeli.it/riviste/sommario.asp?IDRivista=???&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.**
- 4) **Double blind peer review process.** Each Research Paper is reviewed by the editorial board and, if it is judged suitable for this publication, it is then sent to two independent referees for double blind peer review. Manuscripts submitted online are received on the day of submission and quickly assigned to reviewers. Notification of the disposition of each manuscript will be sent by e-mail to the corresponding author. This journal uses double-blind review, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. Authors have to remove any identifying information, including author names, from file names and to ensure document properties are also anonymized.
- 5) **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. Authors must obtain permission to reprint previously published material. Authors submitting articles for publication warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty. For ease of dissemination and to ensure proper policing of use, papers and contributions become the legal copyright of the publisher unless otherwise agreed. Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal. Please, see Franco Angeli’s *Publication Ethics and Publication*

Malpractice Statement for further details:
https://www.francoangeli.it/riviste/CodiceEtico/EN_Etiche.pdf

- 6) When the review process is completed and the article accepted, authors should insert in the final version to be submitted the mail address and the **affiliation (university, research centre, etc.)** as footnote in the first page, using * and ** as reference mark in correspondence of the names of the authors inserted below the title (while for the footnotes through the text make use of the numerical system).
- 7) A concise and factual abstract in Italian and in English is required. Do not exceed 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.
- 8) 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.
- 9) Articles should **not exceed 60,000 characters** in length, including spaces and punctuation marks. This includes all text including references and appendices. Authors must supply an abstract of maximum 1,500 characters.
- 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 (...) to show omission. In case of reported dialogues, use *Italic*, no inverted commas neither guillemets.
- 11) **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 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:** insert page numbers using Times New Roman 11, *Italic*, 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.
 - **Footer:** on the first page of each article cite the title of the journal, the number and the year of publication (Società e storia 119, 2008).
 - **Heading:** it may include the name of the author(s) on the left pages (even), the title of the article or of the section on the right pages (odd).

12) **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.

- Example: 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.

- Example: (Freud, 1899).

Page number, if known, follows the year in brackets and does not go into the reference section.

- Example: (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.

- Example: (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 and. If there are three authors, cite them all and join the last two by and; if there are more than three authors, refer to the first one followed by *et al* in Italic. See following examples:

- Freud (1899) said that
- 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).

13) **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.

- Example: Freud S. (1910).

Avoid spaces between first name initial and middle initial.

- Example 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.

References should be written following some common examples shown below.

Volume

- Author A (year) *Volume Title*. Place: Publisher name.
- Beck A.T., Rush A.J., Shaw B.F. and Emery G. (1979). *Cognitive Therapy of Depression*. New York: Guilford Press (trad. it.: *Terapia cognitiva della depressione*. Torino: Boringhieri, 1987).

Editor(s) of a book

- Author A (ed.) (year) *Volume Title*. Place: Publisher.

- Merini A., a cura di (1977). *Psichiatria nel territorio*. Milano: Feltrinelli.
 - Author A, Author B (eds.) (year) *Volume Title*. Place: Publisher.
- Boltanski L., Claverie E., Offenstadt N. and Van Damme S., a cura di (2007). *Affaires, scandales et grandes causes. De Socrate à Pinochet*. Paris: Stock.

Chapter in a book

- Author A (year) Chapter title. In: Author B (ed.) *Volume Title*. Place: Publisher.
- Liotti G. (1985). Un modello cognitivo-comportamentale dell'agorafobia. In: Guidano V.F. e Reda M.A., a cura di, *Cognitivismo e psicoterapia*. Milano: FrancoAngeli.
- 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.

Journal article

- Author A (year) Article title. *Journal*, vol: 00-00. DOI: 000000000
- Ferrandes G., Mandich P. (2012). Riflessioni sulla medicina predittiva e sulla necessità di integrazione delle discipline: proposta di un modello di consulenza genetica integrata. *Psicologia della salute*, 3: 11-28. DOI: 10.3280/PDS2012-003002
- Authors should indicate the Doi of all the articles in journals included in the references. Doi can be obtained at the following address: <http://search.crossref.org>. Otherwise, they may also be found on Google.

Mimeo

- Author A (year) Article title. Presented at *meeting name*, location.
- 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).

Website

- Follow the guidelines for printed volumes and articles, adding: text available at the website.....and the date

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 supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Figures should be provided in TIF or JPG format (minimum 600 dpi). Type each table or figure on separate pages at the end of the manuscript after the references (or in a separate file), rather than inserting it in the text. Include a note (i.e., Insert table 1 about here) at the point in text where a table or figure is referenced. Titles of tables and figures should be in Arial, font at size 9 points, Italic, flush left. 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

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).

- Example: Low-income housing
or to join numbers or pages

- Example: 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.

14) **Layout of the text**

Each article should be in A4 size (to select A4, click Page Setup on the File menu).

The text has to be set up according to the following features.

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.