FrancoAngeli Journals & Series

La passione per le conoscenze

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1) Submissions to the journal should be original unpublished work and should not be under review with any other journal.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 starting by this web page:** http://ojs.francoangeli.it/_ojs/index.php/ei/about/submissions.
At this stage, the articles should be anonymous; name(s), institutional affiliation(s) and email 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.

3) Please, double-check and correct your submission following the APA format (*American Psychological Association Manual of Style, 6th edition*).

A concise and factual abstract in Italian and in English is required. Do not exceed 250 words. Begin the abstract on page number 2. The label *Abstract* should appear in uppercase and lowercase letters, centered, at the top of the page. Type the abstract itself as a single paragraph without paragraph indentation. All articles written in Italian must include the English translation of the title.

Immediately after the abstracts, provide a maximum of 5 keywords. Words selected should reflect the essential topics of the article and will be used for indexing purposes.

- **Refereed articles**: double-blind referred, including footnotes and references section, should not exceed 5,500 words (Min 4,000-Max 5,500 words)

- **Refereed research**: double-blind referred: empirical research of 4,000-5,500 words. (Min 4,000-Max 5,500 words)

- **Experiences and practices (single-blind refereed):** experiences, practices and projects' reports, 3,000-4,500 words. (Min 3,000-Max 4,500 words)

- **Reviews (not refereed)**: max 800 words.

Font: Use a serif font, preferably Times New Roman, with size set at 11-point. Use a sans serif font (e.g., Times New Roman) at 9-point for all wording in figures.

Indentation & Alignment: The first line of each paragraph should be indented five spaces (use tab key). Exceptions to this include: abstracts and block quotes. Left align all text except for particular heading titles.

Spacing: The entire paper should be double-spaced including the reference list, figures, tables, quotations, titles, and headings. Do not add an extra line after a paragraph or before new headings.

Running head: A running head should be included in all papers and appears in the header of the

document. It is traditionally a shortened version of your paper title. Typically, people will use the first part of a title when it includes a colon. The running head should be no more than 50 characters. Note that this is characters and not words. All punctuation, letters, and spaces count as characters. The name of your running head appears in all uppercase letters, is left justified, and preceded by the term "Running head." Note that the word "head" is not capitalized.

Page Numbers: Begin numbering your paper with the title page serving as page one. All page numbers should appear centered in the document footer. Use the view > headers and footers function in word processing programs to set this.

Figures and Tables**:** Format all figures to be in high resolution grayscale (black and white) files in any of the following formats: TIFF, JPG. These figures should be embedded in your document at the appropriate location.

4) Headings: There are a total of five heading categories, although most papers will use only three to four levels. Heading levels provide a hierarchical organization to your paper. Topics of equal importance should have the same level. Additionally, sub-sections must have at least two headings for each section. The title of your paper always appears centered in upper and lower case at the top of the first page, but does *not* count as a level in your paper. Always begin with the first level and work towards the higher levels. Additionally, you should never use a heading titled *Introduction* as it is assumed that the first part of your paper is just that. See the next page for further details.

Centered, Bold, Upper and Lower Case Heading   Level 1

Left Justified, Bold, Upper and Lower Case Heading   Level 2

    Indented, bold, lower case, paragraph heading ending with a period.   Level 3

    Indented, bold, italics, lower case paragraph heading ending with a period.   Level 4

    Indented, italics, lower case paragraph heading ending with a period.   Level 5

5) Quoting and Paraphrasing: Citing intellectual property and giving appropriate credit for original ideas is a core function of APA manual. When quoting, always provide the author, year and specific page citation or paragraph number for nonpaginated material in the text and include a complete reference in the reference list. When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number.

Less than 40 Words
Consider the citation as part of the sentence and put the terminal punctuation mark after the closing parenthesis.

    It is suggested that "the redefinition phase is, finally, evidence of changes that occurred in both individuals" (Kram, 1998, p. 62).

    Kram (1988) suggests that "the redefinition phase is, finally, evidence of changes that occurred in both individuals" (p. 62).

More than 40 Words

Quotations of more than 40 words should be presented in block format with a five space indentation on the left hand side only (use the tab key). Start the quote on a new line and place the page reference after the terminal punctuation mark. In the event that you quote multiple paragraphs, add an additional five spaces indentation to the first line of each paragraph. Note that block quotes should retain the double-spaced formatting required by APA style.

Newcomb (1962) suggested that:

> In so far as we are interested in what college experience does to students' attitudes we
>
> must, because of the nature of attitude formation and change, be interested in the groups to
>
> which students (wittingly or not) yield power over their own attitudes. (p. 479)

6) References embedded in the text:

One Work, One Author

This post-industrial perspective on leadership is process-oriented and collaborative (Rost, 1993).

Rost (1993) introduced a post-industrial perspective on leadership that is process-oriented and collaborative.

One Work, Two Authors (always use both last names)

However, research has also challenged traditionally held assumptions regarding the transferability of leadership models across genders (Kezar & Moriarty, 2000).

Kezar and Moriarty (2000) point out that research challenges traditionally held assumptions regarding the transferability of leadership models across gender differences.

One Work, Three – Five Authors

Cite all authors the first time it appears in a manuscript. After the first time use only the first author's surname and et al.

Additional studies examined involvement in a formalized leadership program (Cress, Astin, Zimmerman-Oster, & Burkhardt, 2001). Results from these studies were inconclusive (Cress et al., 2001).

Cress, Astin, Zimmerman-Oster, and Burkhardt (2001) examined involvement in a formalized leadership program. Cress et al. found that results were inconclusive.

One Work, Six or More Authors

In the text cite only the surname of the first author followed by et al. If two references with six or more authors shortens to the same format, including year of publication, then shorten only to the point at which the citations can be differentiated and then insert et al.

A number of limitations of identity models are identified (Myers et al., 1991).

Myers et al. (1991) identify a number of limitations of identity models.

<u>One Author, Two or More Works</u>
Use the year of publication to distinguish between one author's multiple works. List dates chronologically beginning with the earliest. If the author has more than one work in the same year, assign lowercase letters to each publication by alphabetizing the titles (exclude *A* or *The* when considering alphabetical order).

> Researchers suggest that mentoring relationships follow a predictable life-cycle and are limited in duration (Kram, 1988, 1990a, 1990b, 1996, 2004).

> Kram (1988, 1990a, 1990b, 1996, 2004) suggests that mentoring relationships follow a predictable life-cycle and are limited in duration.

<u>Groups as Authors</u>
Sometimes work is published under the name of a group or association (e.g., National Clearinghouse for Leadership Programs, National Science Foundation, University of Pittsburgh). The name of the organization should be spelled out in the first citation and abbreviated thereafter if an abbreviation makes sense. You must provide the abbreviation in the first citation and spell out the name in your reference list. Write out the name when it appears in your reference list.

> The social change model advocates for leadership development grounded in social responsibility (Higher Education Research Institute [HERI], 1996).

> Increasing the individual's level of self-knowledge is a central principal (HERI, 1996).

7) Reference list: A reference list should be provided at the end of all papers to assist readers in identifying and retrieving sources. Only include references for material cited in your paper.
Items in your reference list should be listed alphabetically by the first author's surname. The list is double spaced and formatted using a hanging indent (i.e., the second line of each item is indented five spaces). References should be written following some common examples shown below.

<u>Books:</u>
Author, A. (year). *Volume Title*. Location: Publisher.

Shotton, M.A.(1989). *Computer addiction? A study of computer dependency*. London, England:

   Taylor&Francis.

Beck, A.T., Rush, A.J., Shaw, B.F., Emery, G. (1979). *Cognitive Therapy of Depression*. New York:

   Guilford Press.

<u>Edited Books:</u>

Author, A. (Ed.). (year) *Volume Title*. Place: Publisher.

Author A, Author, B. (Eds.). (year) . *Volume Title*. Place: Publisher.

Boltanski, L., Claverie, E., Offenstadt, N. &Van Damme, S., (Eds.). (2007). *Affaires, scandales et

   grandes causes. De Socrate à Pinochet*. Paris: Stock.

Chapter in an Edited Book:

Author, A. (year). Chapter title. In Author, B. (ed.), *Volume Title* (pp.xx-xx). Place: Publisher.

Beebe, B. (1983). Mother-infant mutual influence and precursors of self and object representation.

In Masling, J., (Ed.), *Empirical Studies of Psychoanalytic Theories. Vol. 2* (pp.24-34).

Hillsdale, NJ: Analytic Press.

Journal article:

Author, A. (year) Article title. *Journal*, vol. 00-00.

Bent, H. (1959). Professionalization of the Ph.D. degree. *The Journal of Higher Education*, 30.3, 140-

145.

Authors should indicate the Doi of all the articles in journals included in the references. To get the DOI codes you can use the following website: http://search.crossref.org, or, alternatively, a search through Google. DOI codes must also be inserted in the space within the platform FrancoAngeli Journals, when the article is loaded (step 3 of submission).

Symposium:

Contributor, A.A., Contributor B.B.& Conntributor C.C.(Year, Month). Title of contribution. In E.E.

Chairperson (Chair), *Title of symposium*. Symposium conducted at the meeting of Organization

Name, Location.

Muelber, J. (2007, September). Housing, credit and consumer expenditure. In S. C. Ludvigson

(Chair), *Housing and consumer behavior*. Symposium concluded at the meeting of the Federal

Reserve Bank of Kansas City, Jackson Hole, VVY.

Paper presentation or poster section:

Presenter, A.A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the

meeting of Organization Name, Location.

Liu, S.(2005, May). *Defending against business crises with the help of intelligent agent based early

warning solutions*. Paper presented at the Seventh international Conference on Enterprise

Information Systems, Miami.

Books in electronic form:

Author, A. (year). *Volume Title*. Retrieved from http://www.

O'Keefe(….).   *Egoism&   the   crisis   in   Western   values.*   Retrieved   from

http://www.onlineoriginals.com/showitem.asp?itemID=135

See the APA 6th Edition for a comprehensive listing of types and formatting for electronic sources.

These guidelines are developed following APA 6th edition Manual and Dugan, J.P. (2009). APA 6th

Edition: An Overview of the Basics. Chicago: Loyola University.

8) **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
  Bottom margin cm 6,2
  Left margin cm 4,4
  Right margin cm 4,4
  Heading cm 4,3
  Footner cm 5,3
  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.