



EDITORIAL STANDARDS

UPD. MARCH 2022

General characteristics and submission

Fuori Luogo proposes an updated overview about sociology, especially in its territorial aspects. The journal is in any case open to a variety of theoretical and empirical perspectives, both qualitative and quantitative research, promoting dialogue between different sociological fields and encouraging debate with other social, humanistic and artistic sciences as well.

Scientific Strictness

The articles proposed for the publication in our Journal have to show scientific strictness and a solid theoretical and methodological approach, and to report significant research results, of national or international interest, also through comparisons.

Originality

The articles proposed for the publication in *Fuori Luogo* have to be unpublished, not yet submitted (neither entirely nor in their main parts) to other scientific journals, or published in other kinds of publications (such as encyclopedias, web sites, etc.)

Double-blind peer review

The journal adopts a double-blind peer reviewing. To guarantee faster and more efficient procedures authors are invited to submit even a version in anonymous mode: this means that all the references to the author/authors, in the notes, in the quotes and everywhere they appear, must be erased by the authors. Authors are even requested to submit a separate title page, containing title, all author names, affiliations, and the contact information of the corresponding author (editor) cover letter. A referee cover letter must be made in response to the reviews sent after this procedure. The journal provides a file to be able to correctly write the cover letter.

Manuscript Submission

Submissions relating to a single contribution (abstract, paper, updated and revised versions of the paper) must be made using the same form via SHARE UNINA and implies that the work:

- ✓ has not been published before; that it is not under consideration for publication anywhere else;
- ✓ that the publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.

Fuori Luogo will not be held legally responsible should there be any claims for compensation.

Please use a file providing the following informations.

- ✓ *The name(s) of the author(s) in the order of publication.*
- ✓ *The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country.*
- ✓ *A clear indication and an active e-mail address of the corresponding author.*
- ✓ *A concise and informative title of the paper.*
- ✓ *An abstract.*
- ✓ *The keywords and the subject(s) and the discipline(s) of the paper*
- ✓ *The 16-digit ORCID of the author(s).*

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

Sizes

Submissions should usually within a range of 6,000-8,000 words, including endnotes and references, but excluding tables and figures. For each table and / or figure entered, 300 words less than the overall total will be calculated. In any case, articles that exceed 6 grafts between tables and figures will not be accepted.

Tables and figures must be restricted to essential information, and additional elements should be presented as supplementary material (see below §*Tables, graphs and images*). *Fuori Luogo* is also prepared to publish articles exceeding 8,000 words; in this case, submitting authors should be aware that our reviewers will routinely be asked to comment on whether a manuscript's contribution is of sufficient weight to justify its length.

Abstracts

Each article must be accompanied by an abstract in English of between 250 and 400 words in length. The abstract should not contain any undefined abbreviations or unspecified references.

Reviews

The minimum size is 1,000 words, the maximum size is 2,000 words including spaces. Reviews can be written in Italian or English or Spanish or French. For this type of contribution it is possible to agree on a different space with the editorial staff.

Interviews

The minimum size is 2,000 words, the maximum is 3,000 words. Interviews can be written in Italian or English or Spanish or French. For this type of contribution it is possible to agree on a different space with the editorial staff.

Keywords

Please provide 4 to 5 keywords in English which can be used for indexing purposes.

Text features

- Body of the text: Times New Roman, character size 12, justified, single-spaced
- Size 10 for all the words included in charts/tables
- Paper title: Times New Roman, character size 16, bold, centered
- Chapter title: Times New Roman, character size 12, bold, left-aligned, 2 white line spacing above and 1 below.
- Footnotes: Times New Roman, character size 9, single-spaced, enumerated progressively in ascending order from footnote n. 1.
- References: Times New Roman, character size 10, single-spaced.

Page margins: 2.00 cm (0.79 inches) for all four sides.

Alignments and indents: first row of each chapter has to have an indent of 0.5 cm from the left margin. Exceptions to this rule are made for abstracts, quotes and references.

Character spacing: normal spacing (including references, figures, tables, quotes, titles and headers). Don't add further spaces after a chapter or before a new title.

Page numbers: start the enumeration from the page that includes the title.

All vowels must bear the correct accent marks (à, è, é, ì, ò, ù) in Italian, both for capital letters and lowercase letters. Never use apostrophes to replace accents.

Decades and centuries should always be written in letters and never in numeric form, with uppercase initial (i.e. "The Sixteenth century" and not "16th century", "the Nineties" and not "1990s").

For any further advice or questions please contact the editorial board (redazione@fuoriluogo.info).

Tables, graphs and images

Please submit tables and graphs as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Please avoid using vertical rules and shading in table cells.

Furthermore:

- ✓ A table/graph/image of about half folder equals 2000 keystrokes, including spaces.
- ✓ Those elements will be included inside the text.
- ✓ Think about before to insert tables, graphs and/or images.
- ✓ For tables and graphs is it necessary to provide apart the "excel file" in order to allow for possible further changes.
- ✓ Enumerate the elements progressively in the right order in which they appear in the text and write also a descriptive title for each element.

- ✓ Images have to be sent individually and have a minimal native resolution (with no interpolation) of 120 (accepted) or 300 (preferred) dpi, in JPG and PNG formats.
- ✓ It is necessary to specify the source for each image. If the image source is a URL, read the paragraph on website sources. For the rights to use the images, the owner of the image must always be mentioned.
- ✓ Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.
- ✓ Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.
- ✓ Be sparing in the use of tables, graphs and images and ensure that the data presented in them do not duplicate results described elsewhere in the article.

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Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list.

- ✓ They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference.
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- ✓ The footnotes of the title or of the authors of the article must be associated with an asterisk as a note symbol. No other symbols must be associated.
- ✓ They must never exceed 6-8 lines.
- ✓ Always use footnotes instead of endnotes.

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Papers for *Fuori Luogo* can be written in Italian, English, French or Spanish language. The Journal only considers for publication papers written in acceptable languages. ***Since the journal is internationally indexed, the editorial team will prioritize articles written in the English language. The editorial staff reserves the right to ask the authors to translate the essay into English before its online publication.***

It will be the sole responsibility of the authors to ensure good linguistic quality. A check of the text by a native speaker is strongly recommended. For non-native speakers authors only, it will be necessary to test the essay through a proofreading service. ***Authors will have to provide our editorial staff (redazione@fuoriluogo.info) a proofreading certificate to assurance the language quality check process was made. Language editing does not guarantee that your manuscript will be accepted for publication.***

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Acknowledgments

This section will only be added in the final and revised version of the essay. Acknowledgments of people, grants, funds, organizations... should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Online First Publishing

Fuori Luogo is exceptionally helpful for OFP (Online First Publishing). OFP is an early version of the article edited, available online before of the issue final edition. It considerably reduces the time it would have previously taken for your scientific thoughts in the sociological community to be communicated, often by many months. Once a proof has been corrected and finalized, an article is ready for Online First

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Textual quotes in the text have to be included between quotation marks (« ») and have to be followed by a bracket including author's surname, year of the quote and page (Scott, 2017, p. 30). In case the quoted text includes quotation marks, apexes have to be used (‘’). The quoted text has to be reported entirely. If some parts are omitted, they have to be indicated by [...]. If the textual quote exceeds 5 rows the text has to be detached from the previous paragraph and from the next one. In this specific case the character size has to be one point smaller. If a text is quoted more than once in the article, from the second time it has to be reported as Surname, year, *op. cit.* (Scott, 2016, *op. cit.*). Use (*ibidem*) for an immediate repetition of the work and (*ibidem*, p.) for an immediate repetition of the work but with a different page.

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References

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a new page separate from the text of the essay; label this page “References” in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of your essay. For more information about formatting the references please check the international standard APA Publication Manual 7th edition: <http://www.apastyle.org/> (October 2019).

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Examples of references:

Books:

Author, A. A., & Author, B. B. (year). *Title of book* (2nd ed., E. E. Editor, Ed.). Place: Publisher Name.
DOI or URL [if given].

Paicheler, G., Quemin, A. (1994). *Une intolérance diffuse: rumeurs sur les origines du Sida*, Paris: Persee.

Author, A. A. (year). Title of chapter. In E. E. Editor (Ed.), *Title of book* (pp. 3-12). Place: Publisher Name.
DOI or URL [if given].

Curatorships:

Author, A. (edited by) (year). *Volume title*. Place: Publisher Name.
DOI or URL [if given].

Corbisiero, F. (edited by) (2022). *Manuale di ricerca sociale sul turismo. Concetti, metodi e fonti*. Torino: UTET Università.

Book chapters:

Author, A. (year). "Chapter title". In Author, B. (edited by), *Volume title* (pp.xx-xx). Place: Publisher.

EX

Parisi, R., (2014). "Pellegrinaggi in Puglia": dalla "cartografia devota" alla memoria della carne. In Musco, A., Parrino, G. (a cura di), *Santi, Santuari, Pellegrinaggi*, (pp. 183-200) Palermo: Officina di Studi Medievali.

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., pp. 7-13). CRC Press.

Journal articles:

Moreno Barreneche, S. (2020), From A Biological Entity to a Social Monster. A Semiotic Construction of the Coronavirus During the Covid-19 Pandemic, *Fuori Luogo. Rivista di Sociologia del Territorio, Turismo, Tecnologia*. volume 7 – numero 1/2020. Pp 105 - 115. DOI: 10.6092/2723-9608/7041

EX

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

- **Parentetical citation:** (Grady et al., 2019)
- **Narrative citation:** Grady et al. (2019)

- ✓ If a journal article has a DOI, include the DOI in the reference.
- ✓ Always include the issue number for a journal article.
- ✓ If the journal article does not have a DOI and is from an academic research database, end the reference after the page range. The reference in this case is the same as for a print journal article.
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Journal article with missing information:

Missing volume number

Stegmeir, M. (2016). Climate change: New discipline practices promote college access. *The Journal of College Admission*, (231), 44–47. https://www.nxtbook.com/ygsreprints/NACAC/nacac_jca_spring2016/#!/46

Missing issue number

Sanchiz, M., Chevalier, A., & Amadiou, F. (2017). How do older and young adults start searching for information? Impact of age, domain knowledge and problem complexity on the different steps of information searching. *Computers in Human Behavior*, 72, 67–78. <https://doi.org/10.1016/j.chb.2017.02.038>

Missing page or article number

Butler, J. (2017). Where access meets multimodality: The case of ASL music videos. *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 21(1). <http://technorhetoric.net/21.1/topoi/butler/index.html>

- **Parentetical citations:** (Butler, 2017; Sanchiz et al., 2017; Stegmeir, 2016)
 - **Narrative citations:** Butler (2017), Sanchiz et al. (2017), and Stegmeir (2016)
- ✓ If the journal does not use volume, issue, and/or article or page numbers, omit the missing element(s) from the reference.
 - ✓ If the volume, issue, and/or article or page numbers have simply not yet been assigned, use the format for an advance online publication (see Example 7 in the *Publication Manual*) or an in-press article.

Encyclopedic voices:

If the editor is known, the form is the book-standard *edited by*; otherwise, the encyclopedia title is written in italic replacing the author/editor name.

Sheehy, N., Chapman, A.J., Conroy, W. (edited by). (1997). *Biographical dictionary of psychology*. London: Routledge.
The American college dictionary. (1962). New York: Random House.

When quoting a single voice of a dictionary or an encyclopaedia, if the voice is signed, adopt the follow format:

Corbisiero, F., Minervini, D. (2016). Environmental Policies: overview of concept and impacts. In *The sage international Encyclopedia of travel and tourism* (pp. 432-435). London: Sage Publishing.

If, on the other hand, the voice is not signed, the voice title takes the place of the author's name:

Multiculturalismo (2002). In *Dizionario di bioetica* (1st ed., p. 125). Bari: Laterza.

Data sets

Author, A. A., & Author, B. B. OR Name of Group. (year or year range). Title of data set (Version #) [Data set OR Unpublished raw data]. Publisher Name or Source. DOI or URL

National Center for Education Statistics. (2016). Fast Response Survey System (FRSS): Teachers' use of educational technology in U.S. public schools, 2009 (ICPSR 35531; Version V3)

Online content and media and artistic works

Specify at the end of the reference the date of the last access to the source in brackets. For example: (last access 4 November 2020).

Webpages and websites

Author, A. A. OR Name of Group. (date). Title of work. Site name. URL

Webpage on a news website

Amramova, N. (2019, January 3). The secret to a long, happy, healthy life? Think age-positive. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-life-intl/index.html>

Webpages on an organizational website

World Health Organization. (2018, March). Questions and answers on immunization and vaccine safety. <https://www.who.int/features/qa/84/en/>

Film or video

Forman, M. (Director). (1975). One flew over the cuckoo's nest [Film]. United Artists.

TV series episode or webisode

Barris, K. (Writer & Director). (2017, January 11). Lemons (Season 3, Episode 12) [TV series episode]. In K. Barris, J. Groff, A. Anderson, E. B. Dobbins, L. Fishburne, & H. Sugland (Executive Producers), Black-ish. Wilmore Films; Artists First; Cinema Gypsy Productions; ABC Studios.

Streaming video

University of Oxford. (2018, December 6). How do geckos walk on water? [Video]. YouTube. <https://www.youtube.com/watch?v=qm1xGfOZJc8>

Podcast episode

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In This American life. WBEZ Chicago. <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

Artwork on a museum website

Wood, G. (1930). American gothic [Painting]. Art Institute of Chicago, Chicago, IL, United States. <https://www.artic.edu/aic/collections/artwork/6565>

Infographic

Rossman, J., & Palmer, R. (2015). Sorting through our space junk [Infographic]. World Science Festival. <https://www.worldsciencefestival.com/2015/11/space-junk-infographic/>

Map

Cable, D. (2013). The racial dot map [Map]. University of Virginia, Weldon Cooper Center for Public Service. <https://demographics.coopercenter.org/Racial-Dot-Map>

Photograph

McCurry, S. (1985). Afgan girl [Photograph]. National Geographic.

https://www.nationageographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm_1985-jun-714.jpg

Tweet

Badlands National Park [@BadlandsNPS]. (2018, February 26). Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Twitter. <https://twitter.com/BadlandsNPS/status/968196500412133379>

Facebook post

National Institute of Mental Health. (2018, November 28). Suicide affects all ages, genders, races, and ethnicities. Check out these 5 Action Steps for Helping Someone in Emotional Pain [Infographic]. Facebook. <http://bit.ly/321Qstq>

Online forum post

National Aeronautics and Space Administration [NASA]. (2018, September 12). I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight! [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/

Acronyms

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- The International Olympic Committee (IOC) is headquartered in Switzerland. The IOC President is elected by secret ballot.

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