



## EDITORIAL RULES

MAR. 2024

### General Characteristics and Submission

*Fuori Luogo* offers an up-to-date overview of sociology, especially in its territorial aspects. The journal anyway is open to a variety of perspectives both theoretical and empirical, in both qualitative and quantitative research, promoting dialogue between different sociological fields and encouraging debate with other social, human and art sciences as well.

### Scientific rigor

Articles proposed for publication in our Journal must show scientific rigor and a solid theoretical and methodological approach, and report significant research results, of national or international interest, also of comparative nature.

### Originality

Articles proposed for publication on *Fuori Luogo* must be unpublished, not yet submitted (either in full or in their main parts) to other scientific journals, or published in other types of publications (such as encyclopedias, websites, etc.).

### Double-blind peer review

The journal adopts a double-blind peer review. To ensure faster and more efficient procedures, authors are invited to submit their contribution anonymously: this means that all references to the author(s), in notes, citations and wherever they appear, must be deleted. Authors are also asked to send a separate title page, containing the title, all authors' names, affiliations and contact information of the authors. A cover letter must be sent in response to revisions required after this procedure. The journal will provides a template for writing the cover letter correctly.

### Presentation of the manuscript

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

- has not been published before; is not under consideration for publication elsewhere;
- that all authors are responsible for and have contributed to the research;
- that the publication has been approved by all co-authors as well as by the responsible authorities - tacitly or explicitly - at the institution where the work was carried out.

*Fuori Luogo* cannot be held legally liable in the event of a claim for compensation.

Please use a file that contains the following information.

- ✓ The author(s)' name(s) in their desired order.
- ✓ 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 (of up to 400 words).
- ✓ The keywords, topics, and disciplines of the article.
- ✓ The 16-digit ORCID of the author(s).

For authors who are (temporarily) unaffiliated, we will only require the indication of their city and country of residence, not their e-mail address unless expressly requested.

Papers should follow a pattern similar to the following:

1. Introduction
2. Theme and literature
3. Methodology
4. Results
5. Limitations of research

## **Dimensions**

Each article should be within a range of 6,000 to 8,000 words, including footnotes and references, excluding tables and figures.

Each table and/or figure will be considered equivalent to 300 words. Contributions containing more than 6 tables and/or figures will not be accepted. These must only provide the essential information and present the additional elements as supplementary material (see *Tables, Graphs and Images*). *Fuori Luogo* can exceptionally accept articles that exceed 8,000 words; the referees, in this case, will be required to give their opinion regarding the weight of the contribution that justifies its length. It is recommended to propose an adequate and proportionate bibliography (containing no more than sixty references) with respect to the article.

## **Publication times**

The editorial staff of the journal undertakes to produce each issue in the shortest possible time, but it is important to consider that the publication times may differ from those of the scheduled deadlines for contingent issues that do not depend on the will of the editorial staff.

## **Abstracts**

Each article must be accompanied by an abstract in English between 250 and 400 words in length. The abstract must not contain abbreviations that are not defined or other unspecified references.

## **Reviews**

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

## Keywords

Each article must be accompanied by 4 to 5 keywords in English, which will be used for indexing purposes.

## Characteristics of the text

- Body text: Times New Roman, font size 12, justified, single-spaced.
- Size 10 for all words included in graphs/tables.
- Paper title: Times New Roman, font size 16, bold, centered.
- Chapter Title (Level 1 Title): Times New Roman, font size 12, bold, left-aligned, 2 white lines above and 1 below.
- Sub-chapter title (Level 2 Title): Times New Roman, font size 12, italics, left-aligned, 2 white lines above and 1 below.
- Footnotes: Times New Roman, font size 9, single spaced, enumerated sequentially in ascending order from footnote 1.
- References: Times New Roman, font size 10, single space.

*Page margins:* 2.50cm (1 inch) for the top margin. 2.00 cm (0.79 inches) for the other margins. The page size is 21 cm x 29.7 cm (A4 size).

*Body text alignments and indents:* Only the first line of each chapter or sub-chapter should be 0.5 cm indented from the left margin. Exceptions to this rule are made for abstracts, citations, and references. The alignment of the text must be justified.

*Paragraph Spacing:* Never add space after and before paragraphs of text with the paragraph spacing feature.

*Character spacing:* Normal spacing (including references, figures, tables, quotes, titles, and headings). ~~Don't add extra spaces after a chapter or before a new title.~~

*Page Numbers:* Starts the numbering from the title page.

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

Decades and centuries should always be written in letters and never in numerical form, with a capital letter (e.g. "The Cinquecento" and not "Cinquecento", "Nineties" and not "90s").

The title of the paper or abstract in English must be written with the initial of each word in capital letters. Articles, conjunctions and to's should not be capitalized.

Example: *Calculation, Life and Temporality: on Some Elements of Consonance Between Cryptoeconomy and Techno-Manipulation of Nature*

Hyperlinks that are more than half a line long should be shortened through a service such as [tinyurl.com](http://tinyurl.com). The last date of access to the site must always be specified.

## Tables, graphs, and images

Please submit tables and graphs as editable text and not as images. Tables can be placed in line with the relevant text in the article or on a separate page(s) at the end. Number the tables consecutively according to their appearance in the text and place the table notes below the body of the table. Avoid using vertical rules and shadings in table cells.

Furthermore:

- ✓ A table/graph/image of about half a page is equivalent to 2000 characters, including spaces.
- ✓ These elements will be included in the text.
- ✓ Think before inserting tables, charts, and/or images.
- ✓ For tables and graphs, it is necessary to provide an Excel file separately in order to allow any further changes.
- ✓ Number the elements progressively in the correct order in which they appear in the text, and also write a descriptive title for each element.
- ✓ Images must be submitted individually and have a minimum native resolution (without interpolation) of 120 (accepted) or 300 (preferred) dpi, in JPG and PNG formats.
- ✓ You must specify the source for each image. If the source of the image is a URL, read the paragraph on website sources. For image usage rights, the owner of the image must always be mentioned.
- ✓ Table footnotes should be referred to by superscript lowercase letters (or asterisks for significance values and other statistical data) and included below the body of the table.
- ✓ To be able to publish their contributions, both in paper and online format, authors who intend to insert figures, tables or passages of text already published elsewhere are required to obtain authorization from the copyright owner. They must enclose, at the time of sending the documents, proof that such a permit has been granted. Any material not accompanied by such evidence is presumed to come exclusively from the authors.
- ✓ Authors are encouraged to make moderate use of tables, graphs and images and ensure that the data presented in them does not duplicate the results described elsewhere in the article.

## Footnotes

Footnotes can be used to provide additional information, which may include citing a reference from the bibliography.

1. Footnotes should be used sparingly; authors are invited to limit their use and to incorporate their content into the text of the paper whenever possible. Footnotes, when used, should be no longer than three lines.

- ✓ They should not consist only of citing a source and should never include the bibliographic details of a reference.
- ✓ They must not contain figures or tables.
- ✓ The footnotes of the text are numbered consecutively; those in the tables should be indicated with superscript lowercase letters (or asterisks for significance values and other statistical data).
- ✓ Footnotes referring to the title or information about the authors of the article should be associated with an asterisk as a note symbol. No other symbols should be associated with them.
- ✓ They should never exceed 6-8 lines.
- ✓ Always use footnotes instead of endnotes.

## Tongue

The articles for *Fuori Luogo* are in English. Exceptionally, articles written in other languages may be admitted. ***The editorial staff reserves the right to ask the authors to translate the essay into English before its publication online.***

It will be the sole responsibility of the authors to ensure a good quality of language. A text check by a native speaker is highly recommended. ***Non-native speakers will have to provide the editorial staff (redazione@fuoriluogo.info) with a proof-reading certificate to ensure that a language quality control process has been carried out by a native speaker.***

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## Thanks

This section will only be added in the final, revised version of the essay. Acknowledgments from people, grants, funds, organizations, etc. 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* follows an OFP (Online First Publishing) procedure. OFP is a first version of the published article, available online before the final edition of the issue. It considerably reduces the time, often by many months, for disseminating one's scientific reflections around the sociological community. Once a contribution passes the double-blind peer review stage, and has been corrected and finalized, it is ready for OFP and can be published online on our platform. This means that readers can access peer-reviewed articles well before the issue is published. These articles are indexed in the journal's search engines and can be cited using their unique Digital Object Identifier (DOI) code. You can use the DOI to cite the article, before it is included in an issue, when volume and page numbers can be added to the citation. For more information on this procedure, please contact the Editor-in-Chief (caporedattore@fuoriluogo.info).

## Quotes

Textual quotations in the text must be enclosed in quotation marks (« ») and must be followed by a parenthesis that includes the author's surname, the year of the citation, and the page (Scott, 2017, p. 30). In case the quoted text includes quotation marks, you must use superscripts ( ' '). The quoted text must be reproduced in its entirety. If any parts are omitted, this must be indicated with [...]. If the text quotation exceeds 5 lines, the text must be detached from the previous and the following paragraphs. In this specific case, the font size must be one point smaller. If a text is mentioned more than once in the article, from the second time it must be reported with Surname, year, *op. cit.* (Scott, 2016, *op. cit.*). Use (*ibid.*) for an immediate repetition of the work and (*ibid.*, p.) for an immediate repetition of the work but with a different page.

Quotation marks (" ") should be used when the purpose is to emphasize words or concepts. Foreign terms not in common use and Latin and Greek terms should be italicized, while those in common use (i.e., "Gesellschaft") should remain Roman. Bold and underlined words are not allowed. We also ask authors to avoid, as far as possible, capital letters as a sign of respect. Leave capitalized letters only for Country, Republic, State, and the like.

For long quotes, excerpts from speeches and interviews, the use of quotation marks is mandatory. They should be kept separate from the previous and next paragraphs and printed in red. At the end of each citation, the citation count and, if available, the date of publication must be reported in parentheses.

## References

The list of bibliographical references should be included at the end of the article. It provides the reader with the information necessary to identify and retrieve each cited source, which must appear in the final bibliography; In the same way, every entry in the bibliography must also be present in the text. The list of bibliographic references should be listed on a new page, separate from the text of the essay, labeled with the word "References" in bold, placed centrally at the top of the page (DO NOT underline or use quotation marks for the title). The text should be double-spaced just like the rest of the essay. For more information on formatting references, see the international standard APA Publication Manual 7th Edition: <http://www.apastyle.org>.

In general, the APA citation system uses the *Author, Date* citation style. Most citations begin with the surnames of the authors or author, followed by the year of publication. Verbs that report the past tense are generally favored by the APA style. To help the reader locate information about the passages of the works taken, the use of direct quotations and paraphrases should also link to the page number. For sentences taken from websites or other sources without page numbers, you provide the reader with another way to locate the source, such as using paragraph numbers, heading names, or other identifiers.

Please note. It is necessary to include the DOI (Digital Object Identifier) in publications from the year 2010 onwards.

### Examples of References

Books:



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

### Editions:

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

Corbisiero, F., & Monaco, S. (Eds.) (2020). *Analysis and fight against social discrimination*. Milan: FrancoAngeli.

### Chapters in volumes:

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

### **Examples**

Zelege, W. A., Hughes, T. L., & Drozda, N. (2020). Home-school collaboration to promote mind-body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind-body health in schools: Interventions for mental health professionals* (pp. 11-26). Washington: American Psychological Association. <https://doi.org/10.1037/0000157-002>

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

### Magazine Articles:

Author, A. (year). Article title. *Journal*, no.(vol.), xx-xx. DOI [mandatory].

Tzatzadaki, O. (2021). Linking urban rhythms to emotions: the inevitable emergence of emotions in the covid-19 daily life's arrhythmia. *Out of place. Journal of Sociology of the Territory, Tourism, Technology*, 10(2), 127-135. <https://doi.org/10.6093/2723-9608/7094>

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>

**Parenthetical quote:** (Grady *et al.* , 2019)

**Narrative quote:** Grady *et al.* (2019)

**Important.** If a journal article has a DOI, include the DOI in the reference.

Always include the number of a magazine article.

If the journal article does not have a DOI and comes from an academic research database, the citation ends immediately after the page range reference.

If the journal article does not have a DOI but has a URL (for example, it is from an online journal that is not part of a database), include the URL of the article at the end of the reference.

### Magazine article with no 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](https://www.nxtbook.com/ygsreprints/NACAC/nacac_jca_spring2016/#/46)



No 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>

No 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>

**Parenthetical quotes:** (Butler, 2017; Sanchiz *et al.*, 2017; Stegmeir, 2016) **Narrative quotes:** Butler (2017), Sanchiz *et al.* (2017) and Stegmeir (2016)

If the journal does not use volume numbers, issues, and/or articles or pages, omit the missing items from the reference. If volume, number, and/or item or page numbers have not yet been assigned, use the formula [in print].

### Entries in encyclopedia or dictionary:

If the publisher is known, the format is the standard of [*book edited by*]; Otherwise, the title of the encyclopedia is written in italics substituting the author/editor's name.

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

When citing a single entry in a dictionary or encyclopedia, if the entry is signed, use the following 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 the entry is not signed, the title of the entry replaces the author's name:

Multiculturalism (2002). In *Dictionary of Bioethics* (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. (Year, Month, Day). *Title of article*. Site name. URL (last access date)

Amramova, N. (2019, January 3). *The secret to a long, happy, healthy life?* Think age-positive. CNN.

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 Wilmore Films; Artists First; Cinema Gypsy Productions; ABC Studios.

#### Video Streaming

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>

#### 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

Rossmann, 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). Afghan girl [Photograph]. National Geographic.  
[https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-ofcovers/#/ngm\\_1985-jun-714.jpg](https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-ofcovers/#/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 ##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/](https://www.reddit.com/r/IAMA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/)

## Acronyms

You must introduce each acronym before using it in the text. The first time you use the term, put the acronym in parentheses after the full term. After that, you can continue to use the acronym.

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

Acronyms must be in Latin, capital letters without quotation marks and without periods between the letters in the bibliography (i.e. ISFOL and not I.S.F.O.L.).