



# Rivista di Sociologia del Territorio, Turismo, Tecnologia

## PUBLISHING STANDARDS

### General characteristics

The Journal proposes an updated overview about sociology, open to a variety of both theoretical and empirical perspectives, promoting the dialogue between different sociological fields and encouraging the debate of this branch of knowledge with other social sciences.

### Scientific Strictness

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

### Originality

The articles proposed for the publication have to be unpublished, not yet submitted (neither entirely nor in their main parts) to other scientific journals, or published in other kinds of publications (such as encyclopedias, 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, together with the complete version of the essay, a second 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. The editorial staff will provide the final check.

### Sizes and languages



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|                  | <i>Number of keystrokes<br/>(spaces included)</i> | <i>Languages</i>    | <i>File extensions allowed</i> | <i>Image extensions<br/>allowed</i> |
|------------------|---|---------------------|--------------------------------|-------------------------------------|
| <b>Abstracts</b> | Min. 1000 Max 1500                                | Italian and English | Doc; Docx; Rtf; Odt            |                                     |
| <b>Essays</b>    | Min. 35.000 Max. 45.000                           | Italian or English  | Doc; Docx; Rtf; Odt            | JPG e PNG                           |
| <b>Reviews</b>   | Min. 4.000 Max. 5.000                             | Italian or English  | Doc; Docx; Rtf; Odt            | JPG e PNG                           |

## Abstracts

Together with the abstracts, a list of 5 key-words is also to be included, summarizing the main topics of the paper.

## Essays

Each essay, including notes and references, cannot pass the lower limit of 35,000 and the upper limit of 45,000 keystrokes as mentioned in the previous table. Essays, in their non-anonymous form, have to contain name, surname and institution of each author. Essays can be written in Italian or English language. For non-mother tongue authors only, it will be necessary to test the essay with a proofreading procedure. If requested to do so by the editorial staff, authors will have to attach a certification guaranteeing the completed verification of the text.



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## Reviews

The minimum length of a review is 4,000 characters and the maximum length is 5,000 characters including spaces but for this particular kind of articles it is possible to make agreements with the editorial staff on a different size. The reviews follow the same editorial norms as the essays.

### Text features:

- Body of the text: Times New Roman, character size 12, justified, single-spaced
- Size 11 for all the words included in figures / tables
- Essay title: Times New Roman, character size 16, italic, 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 and quotes.

Character spacing: double 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 staff ([redazione@fuoriluogo.info](mailto:redazione@fuoriluogo.info)) or the Director ([direttore@fuoriluogo.info](mailto:direttore@fuoriluogo.info)).

### Tables, graphs and images.

A table/graph/image of about half folder equals 2000 keystrokes, including spaces. Those elements will be included inside the text. For the tables 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 300 dpi, in JPG and PNG formats.

It is necessary to specify the source for each image. Only images for which the authors have all the copyrights or an explicit authorization can be published (as required for the release license). A limited use



of tables, graphs and images is recommended, for a maximum of 4 per essay. Please contact the board editorial staff if you need to use more than 4.

## Quotes

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.

High quoting marks (“ ”) have to be used when the aim is to emphasize words or concepts. Foreign terms of not common use, Latinisms and Grecisms, have to be reported in italics, while the ones of common use (i.e. “Gesellschaft”) have to stay roman. No bold and underlined words are allowed. We also ask authors to avoid, as much as possible, the capital letters as a sign of respect. Leave the capital letters only for Country, Republic, State and similar.

For long quotations, excerpts of speech and interviews the use of quotation marks is mandatory. They must be kept separated from the previous and the following paragraph and printed in red. At the end of each quotation it is necessary to report, between brackets, the enumeration of the quotation and, when available, the date of publication.

For the bibliography the international standard APA 6<sup>th</sup> Ed. is required: <http://www.apastyle.org/> .

- book titles in italics with no quoting marks;
- titles of journals, magazines, newspapers, research reports and other press sources in italics without «quoting marks»;
- titles of articles in roman with no quoting marks;
- essay titles in collective journal, in high quoting marks (“ ”);
- author name: write always first the surname then the initial letter of the name separated by a comma. If the quoted work has more than one author, split them with the comma and never with “and”. When an author has two or more names, don't leave space between initial letters of the names (i.e. Rossi A.B.); in case of homonymy of two or more authors in a bibliographic reference, add also the first letter of their names followed by a dot (i.e. Esposito R., Esposito F.).
- publication date: write it in brackets after the author's name;



- publisher: report it only for volumes, after the title, separated by a comma. After that add always, separated by a comma, the place of publication (i.e. Napoli: Liguori);
- when the abbreviation “*et al.*” is used, it will always be in italics;
- in case of volumes or articles from an Internet website, the rules are the same as for the printed ones, with the only addition of: text available on the website: www... and the date of last consultation.

Examples of bibliographic references:

### Books

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

Rinaldi, C. (2016). *Diventare normali. Teorie, analisi e applicazioni interazioniste della devianza e del crimine*. Milano: McGraw-Hill Education.

### Volumes:

Author, A. (edited by) (year). *Volume title*. Place: Publisher.

Longo, M. (edited by) (2008). *Politiche dell'inclusione, politiche della legalità. Una ricerca sulle reti sociali per la sicurezza*, Lecce: Pensa multimedia.

Author, A, Author, B. (edited by) (year). *Volume title*. Place: Publisher.

Gusmano, B., Lorenzetti, A. (edited by) (2014). *Lavoro, orientamento sessuale e identità di genere. Dalle esperienze internazionali alla progettazione di buone prassi in Italia*. Roma: Armando Editore.

### Chapters in volume:

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

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.

### Journal articles:

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

Aragona, B. (2016). Counting people in the data revolution era: challenges and opportunities for population censuses. *Revue Internationale de Sociologie*, vol. 26 (3), pp 367-385.

### 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 encyclopedia, if the voice is signed, adopt the follow format:



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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.

### Final recommendations:

Acronyms of research institutes have to be indicated in all their extension in a footnote only the first time they are quoted in the text (i.e. UNWTO United Nations World Tourism Organization). Acronyms have to be in roman, capital letters with no quoting marks and no dots between letters in bibliography (i.e. ISFOL and not I.S.F.O.L.).

Titles of movies, documentaries and other audiovisual works, have to be treated as titles of monograph:

Kubrick, S. (Director) (1980). *The Shining* (film). New York: Warner Brothers.

It is necessary to attach a release letter to the file sent for the publication: on the journal's website, in the personal area, a template and the instructions for filling the form are available.

Two versions of the essays have to be sent for the publication: one with name of authors, roles and affiliations, the other one in anonymous form.

Documents have to be in a format compatible with Microsoft Word for laptop in editable version and must have one of the following extensions: .doc, .docx, .odt, .rtf.

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The final version of your paper must be accompanied by a waiver. On our website, in the personal area, you can find the form and the instructions for filling it. Sending the waiver does not automatically guarantee the publication of the paper, which is left to the referees and to the final decisions of the board.

The files containing the paper proposed for publication must be two: one complete with name, title and institution, and the other made anonymous.

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