Instructions for authors

1. Scope and Paper Categories
Techne is a scientific publication targeted at an international and interdisciplinary community in the area of architecture technology. It reports the recent results of research and innovative and current applications, in particular presenting evidence of how research results can be applied. It publishes full articles and papers by authors working in universities and research facilities, industry and the corporate structures of clients. Published articles can be classified into the following types:

**Viewpoint** Papers whose content depends on the opinion and interpretation of the author. Journalistic texts are also included in this category.

**Conceptual paper** Papers that are not based on specific research results, but rather develop theories and hypotheses. They are more discursive and also include conceptual discussions and comparative studies of the works and thoughts of others.

**Research paper** Papers that report each type of research conducted by authors. The research may include empirical or scientific research projects, definitions/evaluations of models and diagrams, data tests, research and market surveys.

**Case study** Papers that describe case studies of current interventions or experiences. They do not necessarily need to be directly linked to the research. Case studies used as teaching exercises fall into this category.

**Technical paper** Papers that describe and evaluate technical and innovative products, processes or services.

**Literature review** Each type of paper is expected to cite relevant literature, therefore this category must only be used when the main aim of the paper is to annotate or criticize the literature of a particular subject area. It may be a selective bibliography that provides suggestions on the sources of information or the purpose of the paper may be to illustrate major contributions to the development of a specific topic from different points of view.

**General review** Papers that provide a critical reading of reports, events, books and research.

2. Paper submission
Papers must be sent by email to the following address: redazionetechne@sitda.net together with everything indicated in point 3 under the heading “Text”. Images must be saved as a separate files, as stated in point 3 under the heading “Images”. The layout is reviewed by the Editorial Board during editorial meetings; except when expressly requested, authors will not be sent the relative draft layouts for review.

**N.B.** Papers that do not comply with the editorial rules set out below will not be accepted.

All communication (acceptance or rejection of the article, other types of communication) will be made solely to the contact author, identified by default as the person who sent the article.

Articles subjected to peer review, if accepted for publication, may be sent back to the contact author for any additions/corrections that are required.
3. Paper format

Testo/Text

The texts, all in Italian and English, must be delivered in digital format using the programme Word for Windows or Word for Mac. They must be formatted with the “normal” style and must not contain special indents in the margins.

Two files will be delivered: one for the Italian text and one for the English text, named with the name of the author as follows: M.Rossi testo it, M.Rossi testo en.

The text must include:

- Title (max. 95 characters with spaces). it-en
- Authors: name, surname, affiliation, email
- Type of article
- Article abstract (max. 800 characters with spaces). it-en
- Keywords (5 keywords). it-en
- Body of the article. it-en
- Numbered notes at the end of the text
- Image captions supplied with the article. Image captions must contain the same letters/numbering used for the corresponding files. it-en
- Name of the photographer(s)
- Technical details of any projects listed in the article, or Location, Client, Designers, Chronology, (Manufacturers and Businesses, if of interest). it-en
- References in the original language

Length of text
The text of each article in Italian (body of the article + References + Notes) must not exceed 18,000 characters with spaces.

Author biography
A short biography of the author(s) of the article must also be sent in Italian and English (each containing a maximum of 200 characters with spaces), in a file named with the author’s name as follows: M.Rossi biografia it, M.Rossi biografia en

Notes
Notes are to be placed at the end of the text, with no automatic link to references in the text itself. Within the narrative references are to be marked with progressive numbers enclosed in round brackets: E.g. (1), (2), ...
The word count for the notes is included in the maximum of 18,000 characters for the text.

Images/Figures

Number of accompanying graphics:
A maximum of 4 accompanying graphics (photographs, drawings, graphics, tables) is permitted for each article.
It is preferable to send an accompanying graphic that can be read in both b/w and colour.

Photographs
Photographic material (in the quantity indicated above; otherwise the author must indicate the preferred drawings and graphics in advance) must be delivered in digital format. Photos should be saved in .jpg or .tif format (300 dpi, base 21 cm). One file for each photo will be delivered, named with the author’s name as follows: M. Rossi foto 1

Drawings, graphics, tables
Drawings and graphics (in the quantity indicated above; otherwise the author must indicate the preferred drawings and graphics in advance) must be delivered in "vector" form, as high resolution .pdf files, so they are easy to manage. They can be saved as .eps or .ai files (300 dpi, base 21 cm). Tables (in the quantity indicated above; otherwise the author must indicate the preferred tables in advance) must be delivered in word format and as high resolution .pdf files, so they are easy to manage. One file for each drawing, graphic or table will be delivered, named with the author's name as follows: M. Rossi drawing/graphic/table 1

Image captions
The image captions must be listed at the bottom of the text and numbered as follows:
Fig. 1, Fig. 2, …
The numbering must be followed by a short hyphen -, then the subject of the photo, source, photographer, all separated by commas.
E.g.
Fig. 7 - Casa del fascio by Terragni in Como, Terragni archive, photo by Alberto Rossi.
The main text will state the same wording, but between round brackets:
E.g.
Fig. 1), (Fig. 2), …

4. Editorial notes

References

For quotations and references to works by other people in your article refer to the Harvard Reference System. The Harvard system excludes bibliographic notes.

The Harvard reference system, also known as the author-date system, is an approved system for citing works. It is distinguished by the fact that in the body of the text the cited work solely consists of a parenthesis with the surname and year, as follows:
E.g.
"While information sharing between the private and public sector has improved since 9/11, sharing of information requires additional enhancements (Dacey, 2002)."
"Although much recent research has focused on the importance of long-term strategic relationships (Morgan and Hunt, 1994; Wilson, 1995)."

The directly or indirectly cited works are then listed at the end of the paper in a section entitled "References". These bibliographic entries must be complete with all the key elements as shown below.

Never use small caps or uppercase for authors' surnames. When typing bibliographic entries, follow the instructions set out in the table below:

- Book
Surname, initials of the name (year of publication), Title, edition, Publisher, Place of publication.
E.g.
• Patton, M.Q. (1990), Qualitative Evaluation and Research Methods, 2nd ed., Sage, Newbury Park, CA

- Book chapter
Surname, Initials of the name (year of publication), “Chapter title”, in Surname of the editor, initials of the name (Ed), Book title, edition, Publisher, Place of publication, chapter page numbers.
E.g.
- Journal articles
Surname, Initials of the name (year of publication), “Title of the article”, Journal title, volume number, issue number (if existing), article page numbers.

E.g.

Electronic resources
N.B. This entry concerns sources that are only available electronically and not those that can be accessed electronically but are also available in paper format. They follow the same conventions as paper sources, but they also include details typical of the Web: Name (year of publication), “Article title”, available at: complete url (date of access)

E.g.

- Conference proceedings
Papers not published in the Journal, but as convention or conference proceedings. They can follow one of the styles below:


- Report
Name of the organization (year of publication), Title of the report, Publisher and place of publication.

- Ernst and Ernst (1978), Social Responsibility Disclosure: 1978 Survey, Ernst and Ernst, Cleveland, OH.
Formatting

In the text:
• Only foreign words that are not commonly used should be written in italics. As a guide, you can take a recent Italian dictionary as reference and only write in italics foreign words that are not proper nouns and that are not in the dictionary;
• Do not use underlining or bold in the text or the notes;
• Uppercase and small caps should only be used when they are essential;
• Write the titles of chapters, paragraphs and any subsections in bold (see “Paragraphs”)
• The titles of books, films, etc., should be italic and must be typed exactly as the original, even if they do not comply with the criteria set out in these instructions;
• Use uppercase accented letters even if they are not available on your computer keyboard (refer to the instructions for the word processing programme used to find the easiest way to insert them into the text), you should therefore type É and not E’.

Acronyms and proper nouns

When typing the full name of research projects, departments, laboratories and research bodies, the text must be roman type and nouns must be capitalized.
E.g.
Yes Laboratorio di Monitoraggio No Laboratorio di monitoraggio No Laboratorio di monitoraggio

Acronyms must be written in uppercase and explained between round brackets in roman type with initial capital letters.
E.g.
APRAE (Analisi Prevenzione e Recupero dell’Abusivismo Edilizio)

Acronyms that are abbreviations of provisions of the law or regulations are written with a full stop between the letters.
E.g.
D.P.C.M. for Decreto del Presidente del Consiglio dei Ministri, L.R. for Legge Regionale.

Lists

Any lists in the narration are to be marked with a simple hyphen-space-text or number-space-text, and not with bullet points or automatic numbering.
E.g.
Yes - requalification 1 requalification - restructuring 2 restructuring - rehabilitation 3 rehabilitation No requalification restructuring rehabilitation

Use of spaces

• Use a single space after each punctuation mark and no space before, except for dashes and open parentheses;
• Never insert two or more consecutive white spaces;
• Do not leave spaces inside parentheses or quotation marks, i.e.:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(text)</td>
<td>(text)</td>
<td>“text”</td>
<td>“ text”</td>
</tr>
</tbody>
</table>

• Do not leave spaces before the punctuation mark, but do leave one after it:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text, text</td>
<td>Text , text</td>
<td>Text ,text</td>
<td>Text, text</td>
</tr>
</tbody>
</table>
Hyphens

- The short hyphen -, without a space before or after, is used to indicate number spans and to separate compound words;
- Use the en dash —, preceded and followed by a space, for interpolated clauses, parenthetical propositions and to introduce quotations outside the body. It should be used sparingly, only when necessary to make the sentence less ambiguous; otherwise commas are preferred for parentheticals.

Quotation marks and reported passages

- The words mentioned (not used) should go between guillemets:
  E.g.
  the word «dog» has three letters.
- Words used in a figurative sense should go between single quotation marks:
  E.g.
  the director of this film is a 'dog'.
- Quotations and direct speech, as long as they do not exceed two hundred characters with spaces (roughly two lines of text as displayed and printed from your word processing programme), should be in roman type between the open « and closed » quotation marks known as guillemets, as follows:
  Yes
  text «quotation quotation» text.
  No
  text “quotation quotation” text

Start longer quotations on a new line, in roman type and without quotation marks.
Any bibliography references according to the Harvard system (see paragraph “References”) must be inserted before the final punctuation mark.
E.g.
La diffusione tra i giovani di orientamenti improntati al liberalismo culturale si può interpretare come il segno di un’avanzata laicizzazione della morale – già ravvisata nella prima e pionieristica ricerca sui giovani della provincia fiorentina (Carbonaro,1962).

If there is an interpolation at the beginning, the first line should be justified without an indent.
E.g.
[...] una distribuzione diversa si presenta nel caso dell'eutanasia: se da un lato si osserva una forte accettazione di questo pratica, la media relativamente più bassa risente del rifiuto nettamente deciso che molti giovani esprimono.

- Quotations within other quotations should have double quotation marks as follows: text «quotation quotation “quotation within quotation” quotation».
  E.g.
  Il rapporto che sussiste tra la totalità dell'esperienza vissuta e le molteplici immagini di essa fornite «non è certo quello di una descrizione completa, in cui gli oggetti di quelle storie potrebbero essere conosciuti così “come realmente sono stati”».
- When quoting from poems, verses should be separated with a forward slash /, if they are at least four versus long they should start on a new line with a 1 cm left indent, without quotation marks and with the verses separated by a carriage return.
- Interpolations of quoted text should be placed between square brackets, including any interruptions, indicated by an ellipsis between square brackets.

Paragraphs

- Numbering should follow the example below: Example:
  1., 2., ...;
  1.1, 1.2, ...;
  1.1.1, 1.1.2, ...;
- The sequence of paragraphs should not exceed three.
- Lists should be bulleted or numbered as per the following examples:
  E.g. E.g.
  • dog 1. dog
  • cat 2. cat
Paragraphs with formulas in the text

- Graphic uniformity (font, body, leading);
- Formulas should be dealt with so that they do not alter the paragraph leading, for example by decreasing the font size if possible or using superscript and subscript. Particularly complex formulas (e.g. formulas on two levels) should start on a new line.

Abbreviations

For further information on this point, see the editorial standards provided by the publisher FUP at the following Internet address:

5. Writing tips

Abstract

An abstract is a summary of a longer text, usually academic, which is published separately from the main text and therefore must be understandable in itself, without reference to the main text. It must state the main facts of the paper and place the reader in a position to decide whether or not to read the full article. It must be written clearly and concisely, following the steps given below.

Proposal: examine the reasons why it is worth writing the paper or the research goals.
Approach and method: establish what objectives were achieved and the main methods used.
Describe the chosen approach to the topic.
Results: outline the discoveries made during the work. This part will include an analysis, discussion and results.
Originality: explain what the paper states is new and for whom.
Research limits (if existing): also includes suggestions for future research
Practical and/or social implications (if existing): identify results that have an impact from an economic, commercial and social point of view.

Keywords

Keywords are a vital part of writing an abstract; they act as search terms as the article will be available in electronic form. Specific keywords must be used that reflect the essential parts of the paper. Try and identify with someone researching in our field and imagine what they might search for.

Structure of a research article

The introduction
The introduction should be long enough to develop the paper’s statement of proposal and explain the background of the topic, but it should not take precedence over the rest of the paper.
Besides the proposal, the introduction should also contain a context: why the topic is important, what contribution of knowledge it brings to the sector, how the paper will be structured and why the author decided to research this topic and write the article.

The main body of the paper
This includes the literature review, the research approach or method and the results.

The conclusion
The conclusion should take stock of the actual status of the research at the time of writing and look at future developments.
Anyone interested in learning more about the other types of articles, such as “Case Studies”, “Literature reviews”, “Reports and Reviews”, or finding suggestions on how to write a text in English if English is not your first language, can find useful help on the website:
http://www.emeraldinsight.com/authors/guides/write/index.htm