EDITORIAL RULES – FIRENZE UNIVERSITY PRESS I. GUIDELINES

1) TEXT SETTING
Author is asked to provide documents complying with the following recommendations:
When submitting the second draft, if document doesn't comply with the formatting envisaged by the editorial policy, the Editorial Board can return the document to the author, during the pre-printing phase, so as to let him make the document uniform to what required.
Articles can be drawn up both in English and in Italian. In the case the author, whether he is Italian or in any case not English mother-tongue, submits a paper in English, he/she will have to take on the responsability of checking the quality and nomenclature of his own work, before submitting the article to the definitive draft for the publication.

TEXT:

- Articles, along with a release, must be sent to the magazine by email to the following address: redazione.rea@crea.gov.it;
- Pages must be progressively numbered;
- Notes at the bottom of the page, within the text, must be progressively

  numbered. First lines and/or bulleted or numbered lists must not be

  used;

- Text must be divided into paragraphs; partitions into paragraphs must

  not exceed three levels of hierarchy;

- It should be attached a dedicated file for the author, reporting: a list of

  authors, institutional references, address contact numbers, email and

  corresponding author;

- It should be attached an abstract in English (min. 400/ max 800

  characters, spaces included). The abstract should be brief but, at the same time, it should provide complete and exhaustive information on the content of the paper. In the case the extract exceeds the above mentioned types, it will be cut.

- Paper must provide a list of five key words, that will be used for the index and the bibliographic topics.
- JEL codes.

Author is asked paying particular attention in the drafting of the text.

Pictures, tables and graphs:

They must not be submitted in the text file (doc; rtf) but rather in separated files, progressively numbered, referring in the text by a clear insertion point;

- Pictures will have to be in .TIFF .EPS or .PDF format (with a 300 DPI resolution);
- Charts in Word or Excell format;
- Graphics in .EPS or in the format of the original paper (Excel or else).

2) BASIC EDITORIAL CRITERIA

Use of spaces

- Make use of a single space after each punctuation mark and no space before, except for dashes and open brackets;
- Never insert two or more consecutive blank spaces;
- Avoid spaces within brackets and inverted commas;
- Avoid spaces before punctuation mark, but leave one space after ;
- Avoid returns before a new start of paragraph.

Formatting
Times New Roman 12 – justified, line spacing 1,5

- Write in Italic **only uncommon foreign words**;
- Do not use underlining or bold type within the text or in the notes;
- Capital letter and small capitals have to be used only if necessary;
- Write in bold type the titles of paragraphs, whereas in Italic the sub-

  paragraphs;

- Use accented capital letters: È and not E'.

Superscripts and dashes

- The superscript numbers referring to the notes have always to be written before the punctuation mark, outside possible brackets; in the case of notes referring to charts, pictures and/or graphs, these ones are not included in the notes of the text, but they belong exclusively to the single chart/picture and/or graphic;
- The small dash (-), with no spaces before or after, is used for indicating the interval between numbers and for separating compound words;

- The dash used for asides, for parenthetical clauses and for introducing outside quotes is the middle dash (-), preceded and followed by space. It should be used frugally, only when necessary for expressing more clearly a sentence; otherwise, for the parenthetical words it's more advisable using commas.

Inverted commas and related texts:

Words mentioned as example must be written between quotation marks: **Example: the word "cane" has four letters**

- Words used in figurative use must be written between single quotes: **Example: the Director of this movie is a "dog".**
- If quotes and direct speech do not exceed 200 letters, spaces included (two text line sas shown and printed by you own text processing program), they have to be written between inverted commas, the so called quotation marks both open and closed. Longer quotes have to start a new paragraph after a space of 1 cm, not in Italic and without inverted commas. The eventual bibliographic information, according to the Harvard system, has to be inserted before the punctuation mark. **Example: the widespread diffusion of liberal tendencies among young people can be considered as a sign of a growing laicism of morality – already detected in the first and innovative research on the youth of the province of Florence (Carbonaro A.; Lumachi F. 1962**).

In the case of initial interpolation, the first line has to be justified without reentry.
Example: [.....] a different diffusion has been detected in the case of euthanasia: if on one side there's a strong acceptance of this practice, a pretty lower average has shown a sharp rejection as expressed by many young people.

Paragraphs:

- Numbering has to be used as in the following model:

  1.., 2..., ...; 1.1, 1.2, ...; 1.1.1; 1.1.2, ...;

The orders of paragraphs must not exceed three. **Paragraphs with formulas in the text:**

- Graphic standardisation (font, text, line-spacing);
- Formulas have to be organised so as not to change the line-spacing of the

paragraph, by reducing, for instance, text, whenever it's possible, or by acting on single quotes and subscripts. In the case of a particular complex formula (as in the case of formulas on two levels) this one should start a new paragraph.

It is suggested the use of the word function "equation" (insert equation).

Charts, graphics, pictures:
Rules for the formatting and editing of charts

Texts in the chart, legends of graphics, taglines of pictures and charts have to be uniform.
Charts, graphics and/or pictures mustn't be the result of a scan and/or pictures.

Charts have to be closed on the top and at the bottom, without any cells inside; Italic words have not to be used in the columns dedicated to absolute values, whereas they have to be used for the columns dedicated to percentage values.

In terms of formatting, charts, titles and notes, have to use the same format: Times New Roman 11.
Measuring units have to be expressed with no abbreviation in the title, whereas they can be so in lines and columns.

Charts must always indicate the source.
Make use of the following conventional Istat signs:

- - - (line) when the phenomenon doesn't exist or, if it exists no cases

  have been detected

- - .... (four small dots) when the phenomenon exists but data are not

  noted for any reason

- - .. (two suspension points) for numbers that do not achieve the

  minimum order considered.
  Do not use capital letters, except for the initial.
  For the notes inside the tables make use of arabic numbers in single quote. If there are many charts, you should indicate at the end of the text, between brackets, the chart they're referring to;

Rules for the formatting and editing of pictures and graphs

Limit the use of pictures and graphs.
Pictures and graphs, titles, tags and legend included, have to be done in the following format: **Times New Roman, text 11**.
Make sure of the shades of grey chosen that have to be noticeable on the printed copy.
Measuring units have to be expressed with no abbreviations in the title, whereas they can be so in the labels and legend.
Pictures and graphs have to show always the source.
Provide always "data base" used for the processing.

3 BIBLIOGRAPHIC REFERENCES

The bibliographic references at the end of the text have to be listed without numbering, in alphabetical order by following the author's surname and, for each author, following the chronological order of work's publication.
In the case of similar surnames they will listed following the initial of his/her first name; if there're surnames and initials of first names which are alike, first names have to be fully written. The year has to be written in brackets after the surname and the initial of the author's name, followed by a dot, as follows: Freud S. (1910).. If the author has two first names (*middle initial*), as it is habits in the

Anglo-Saxon countries, the two initials have to be written with no space between them (for instance: Bianchi G.A., Rossi P.F., Kernberg P.F., etc.).
In the case of works written by many authors, all surnames have to be quoted. In the case of a work edited by an author, it should be quoted the researcher's name followed by the diction (edited by) both for Italian and foreign editions. In this latest case, researchers will be referred to as *eds*.

Authors have to specify the DOI code of all articles quoted in the bibliographic references.
The DOI code is assigned to each article by the publishing house. The most trusted way to identify the DOI code is to check it out on the website of the publishing house and search for the article.
DOI codes can be obtained through:

1. 1) Web of Science (ISI) at the following address: http://webofknoledge.com or SCOPUS at the website http://scopus.com, loooking for the author's publication or by title; records have always DOI codes of the publication.
2. 2) Google Scholar (http://scholar.google.com) allows recovering, through a research by author or title, the webpage of the publication that has usually the DOI code.
3. 3) A very reliable website for recovering DOI codes is: http://crossref.org, that at the page http://crossref.org/guestquery/ lists the DOI code.

If it's not possible obtaining the DOI code, it should be quoted the link of the magazine and the consultation date.

For further details on bibliography, see the examples fcomplying with the Harvard system:
https://www.gse.harvard.edu/sites/default/files/library/documents/apa_ gutman_examples.pdf

Quotes in the text

Quotes in the text can list up to two authors; from the third author on it can be mentioned the first author followed by *et al*.

Regulatory acts:

EU acts:

- - before 1994: reg. (EEC) 1486/93
- - -since 1994: reg. (EC) 3450/94
- - since 2009: reg. (EU) 29/2010
- - dir. 94/13/EC

  National acts:

  Law (1.); Decree Law (L.D.); Legislative Decree (Leg. Decree); Ministerial Decree (M.D.); Regional Law (R.L.), President's Decree (P.D.)

While writing the text use you should always use the abbreviation "Reg." or "L." when followed by the identification number of the rules or law,otherwise make use of the entire definition when referring generally to a type of measure. Write down the year in an extended way after the year 2000. Never use "n". Never mention the day/month/year of approval/pubblication, except for the Ministerial Decrees.

Some examples of bibliographic references

Volume:

Beck A.T., Rush A.J., Shaw B.F. and Emery G. (1979). Cognitive Therapy of Depression. New York: Guilford Press (Italian translation: Terapia cognitiva della depressione. Torino: Boringhieri, 1987).

Edited by one author:

Merini A., edited by (1977). *Psichiatria nel territorio*. Milano: Feltrinelli.

Edited by many authors:

Boltansky L., Claverie E., Offenstadt N. and Van Damme S., eds. (2007). *Affaires, scandales et grandes causes*. De Socrate à Pinochet. Paris: Stock.

Essay edited by:

Liotti G. (1985). Un modello cognitivo-compotamentale dell'agorafobia. In: Guidano V.F. e Reda M.A., a cura di, *Cognitivismo e psicoterapia*. Milano: FrancoAngeli.

Beebe B. (1983). Mother-infant mutual influence and precursors of self and object representation.
In: Masling J., editor, *Empirical Studies of Psychoanalytic Theories*. Vol. 2. Hillsdale, NJ: Analytic Press.

Journal article:

Ferrandes G., Mandich P. (2012). Riflessioni sulla medicina predittiva e sulla necessità di integrazione delle discipline: proposta di un modello di consulenza genetica integrata. *Psicologia della salute*, 3: 11-28, DOI: 10.3280/PDS2012- 003002

Unpublished text:

Benedetti G. (1988). "Intervento nel dibattito sulla relazione di John Gunderson al Convegno Internazionale *New Trends in Schizophrenia*", Bologna, 14-17 aprile (tape recording).

Volume or article from Internet:

They should be applied the same recommendations as in the case of printed volumes and articles along with the following expressions: text available at the following site: http://www....... and the consultation date.

EU Legislation:

In the case of a EU bibliography, authors should comply with the modalities adopted by the same publications edited by the EU.