

GRAPHIC INSTRUCTIONS

Paper Layout

Paper Size: A4 Portrait

Margins: Top / Bottom / Left / Right: 2.5 cm

Line spacing: 1.5

Spacing between paragraphs: before: 0pt / after: 6pt

Spacing between headings: 1 blank line before every heading

Do NOT include page numbers, headers or footers

Structure & Style

Title of work: Arial 16 Bold / Centered – Please capitalize the first letter of each word in your title

Authors: Arial 12 Bold / Centered – Authors should be listed by surname followed by first name initial and separated by commas

Please use superscript numbers to link affiliations.

Affiliations: Arial 12 Normal / Centered – Please use commas when listing affiliations and only include the organization and country.

Affiliations should be preceded by superscript numbers corresponding to the author list.

Corresponding Author: Arial 12 Normal / Centered – Only insert email address - Please use the asterisk (*) symbol for the corresponding author.

Leave 2 blank lines after this section

Please do not put any acknowledgements or thanks here, but place them in the optional Acknowledgement section.

Structure & Style

Abstract: the abstract body text is limited to approximately 200 words
Arial 12 Normal/ Justified Text – Please do not enumerate this section.

Leave 1 blank line after this section

Keywords: [max 5 words] Arial 12 Normal

Please start writing your text on page 2 (page 1 should only contain the Title, Authors, Affiliations, Abstract, and Keywords)

Section headings: Each Section (Text, Acknowledgments, References, Figures/Tables) must be enumerated. Please do not enumerate the Abstract and Keywords sections.

Arial 12 Bold Capital Letters/ Left

Leave 1 blank line before every heading

Text: This section must start on page 2 and must consist of no more than 3000 words. Tables/images/figures and captions are not included in the word count. – Arial 12 Normal / Justified Text

Acknowledgments: this section comes before the References Section – Arial 12 Normal / Justified Text

References: enumerated as follows [1., 2., 3., ...]
Arial 12 Normal, all titles in Italics / Justified Text

Ex: 1. Surname N., Surname N. and Surname N. (2004), *Title*, pag.

Graphic elements: centered and enumerated at the end of the work as follows: [Tab. 1, Tab. 2, .../ Img. 1, Img. 2, .../ Fig. 1, Fig. 2, ...]

Insert the figure's references in the manuscript in brackets [].

Captions figures/tables: Arial 10 Normal/ Left – Centered or Justified

Footnotes: at the bottom of the page with a short line before - Justified Text

Arial 10 Normal / Left