

## Studi Organizzativi

### Editorial guidelines

**We welcome your submission!** Please read the guidance below on how to prepare and submit an article and do not hesitate to contact the Editorial Office ([redazione.studiorganizzativi@irso.it](mailto:redazione.studiorganizzativi@irso.it)) if you have any queries or problems with the submission process - we will be only too pleased to help you!

Submissions to the journal should be original unpublished work and have not been published by – nor in press, under consideration or under review with – another journal or as a book or book chapter. Papers should be submitted by clicking on the **button “Submit a paper”**, available on the following web page:

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The journal uses a double blind review process whereby the reviewer is not aware of the identity of the author(s) and the author is not aware of the identity of the reviewers. Therefore, articles should be anonymous: name, surname, affiliation (university, research center, etc.), address, email and phone numbers of the author(s) and further details about the article should be inserted only in the fields provided on the [FrancoAngeli Journals OJS platform](#). Do not include any acknowledgements as these might give clues to your identity (acknowledgements can be added to articles after acceptance). In the first version of the paper, names of the authors should be inserted below the title of the paper as XXX (Times New Roman, 14 point font, italics). Once the review process is closed, a new version of the article should be sent to the Editorial Board and it should contain **name(s) of author(s), affiliation (university, research centre, etc.), address and phone numbers of the author(s)**. Further details about the article are to be clearly indicated as footnote in the first page, using \* and \*\* as reference mark (Times New Roman, 9 point font). Authors should also send a short bio of maximum five lines.

Each article, including footnotes and references section, should not exceed 60,000 characters (including spaces). British or US spelling is acceptable, but please be consistent throughout your manuscript.

Articles should contain an abstract of between 100–200 words (Times New Roman 10 point font, single spaced, justified) summarizing succinctly and without jargon the main aims, findings and contribution of the article. Please, include below the abstract up to a maximum of 6 keywords. Words selected as keywords should reflect the essential topics of the article and will be used for indexing purposes (title, abstract and keywords should be inserted also in the fields provided on the [FrancoAngeli Journals OJS platform](#)).

For the manuscript, use Times New Roman 11 point font, single spaced, justified, paragraph indent 0,5 cm, and with the following margins (Top: 5,5cm; bottom: 6,2cm; right: 4,6cm; left: 4,6cm; Heading: 4,3cm; Footer: 5,3cm).

Italics should be used for foreign words that do not yet have everyday use and to emphasize words or short sentences. In order to emphasize sentences or quotations that are not exactly cited, make use of inverted commas (“...”); for exact quotations use guillemets («...»). At the end of the quotation provide in brackets the references to the specific pages of the source used, if these are not already specified before. Use inverted commas or apostrophes to indicate quotes within quotes. Lengthy quotations (more than 5 lines) should be separated from the text and have a blank line above and below. Use ellipsis dots in brackets (...) to show omission. In case of reported dialogues (e.g., interviews in qualitative studies), use Italic, no inverted commas nor guillemets.

**Article title** Times New Roman, 16 point font, italics, bold, flush left, initial capital letter with everything else lowercase, unless proper names).

**Section heading** Times New Roman, 12 point font, bold, justified, 2 blank lines above and 1 below, initial capital letter with everything else lowercase, headings should be numbered (1, 2, ...)

**Sub-section heading** Times New Roman, 11 point font, bold, italics, justified, 1 blank line above and 1 below, initial capital letter with everything else lowercase, headings should be numbered (1.1, 1.2, ...)

**Second-level sub-heading** Times New Roman, 11 point font, bold, justified, no blank line above or below, initial capital letter with everything else lowercase, headings should be numbered (1.1.1, 1.1.2, ...)

Page number: Times New Roman 11 point font, Italic, centered, no indent or frame.

Footnotes: placed at the bottom of the page, Times New Roman 9 point font, flush left, single spaced, indent 0,5 cm, numbered.

Running heads: Times New Roman 9 point font, Italic, centered, name of the author(s) on the left pages (even) joint by a comma, title of the article on the right pages (odd).

**Note the following for the style of text citations:**

If the author's name is in the text, follow with the year in parentheses  
Example: Freud (1899) said that...

If author's name is not in the text, insert last name, comma and year:

Example: one study (Freud, 1899) has described...

If two or more references by the same author are cited together, separate the dates with a comma.

Example: (Amabile, 1983, 1996)

If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the reference list.

Example: (Garcia, 2004a, 2004b)

Where there are two authors give both names, joined by 'and'; if three authors, give all the names, use semicolon to separate them and join the last two by 'and'; if there are more than three authors, refer to the first one followed by *et al.* in Italic, semicolon, year of publication.

Examples: (Callon, Laredo and Rabeharison, 1992) (Youndt *et al.*, 1996)

Where appropriate (for quotations, etc.), the page number follows the year, separated by a colon.

Example: (Loewald, 1980: 56 )

All references cited in the text should be listed alphabetically at the end of the article (Times New Roman, 10 point font, single spaced, indent 0,5 cm). Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time. If there are two authors with the same last name (for example Melanie Klein and George S. Klein), cite them alphabetically according to the order of their first name; if the last names and the initials of their first names are the same, use their full name: first and last name and also middle initial (for example Daniel N. Stern and Donnel B. Stern).

After the last name and the initial of the first name, cite the year in brackets followed by a full stop. Avoid spaces between first name initial and middle initial. Ex. Kernberg O.F.

#### Volume

Author A. (year). *Volume Title*. Place: Publisher name.

Ex: Beck A.T., Rush A.J., Shaw B.F., Emery G. (1979). *Cognitive Therapy of Depression*. New York: Guilford Press.

#### Editor(s) of a book

Author A. (ed.) (year). *Volume Title*. Place: Publisher.

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

Ex: Grant J.L. (ed.) (2014). *Seeking Talent for Creative Cities. The Social Dynamics of Innovation*. Toronto: University of Toronto Press.

#### Chapter in a book

Author A. (year). Chapter title. In: Author B (ed.) *Volume Title*. Place: Publisher.

Ex: Beebe B. (1983). Mother-infant mutual influence and precursors of self and object representation. In: Masling J. (ed.) *Empirical Studies of*

*Psychoanalytic Theories. Vol. 2.* Hillsdale, NJ: Analytic Press.

#### Journal articles

Author A. (year). "Article title", *Journal*, vol: 00-00.

Ex: Wojan, T.R., Lambert, D., McGranahan, D.A. (2007). "Emoting with their feet: Bohemian attraction to creative milieu", *Journal of Economic Geography*, 7: 711-736.

#### Journal articles published ahead of print:

Author A., Author B. (year). "Article title", *Journal*. Epub ahead of print [day] [month] [year]. DOI: [number].

Ex: Jarzabkowski J., Bednarek R., Cabantous L. (2014) "Conducting global team-based ethnography: Methodological challenges and practical methods", *Human Relations*. Epub ahead of print 25 September 2014. DOI:10.1177/0018726714535449

#### Newspaper article

Author A. (year). "Article title", *Newspaper*, date, p. 00.

Ex: Clark JM, (2006) Referencing style for journals. *The Independent*, 21 May, p.10.

#### Paper presented at a symposium or annual meeting:

Author A., Author B. (year). "Article title", Paper presented at meeting name, location.

Example: Comet C., Lazega E., Selz M. (2008). "R&D partnerships as social exchange", Paper presented at the meeting of the International Network on Social Network Analysis, Tampa, FL.

#### Unpublished thesis:

Author A. (year). *Title*. Unpublished doctoral thesis, Affiliation, Place.

Ex: Price R.A. (2004). *Checking out supermarket labour usage: The nature of labour usage and employment relations consequences in a food retail firm in Australia*. Unpublished doctoral thesis, Griffith University, Queensland, Australia.

#### Website

Author A. (year). Article Title. Available at: URL.

Ex: Boje D.M. (2002). Leadership in a Postmodern Age. (Notes). Available at: [http://cbae.nmsu.edu/~dboje/teaching/338/leadership\\_in\\_a\\_postmodern\\_age.htm](http://cbae.nmsu.edu/~dboje/teaching/338/leadership_in_a_postmodern_age.htm).

Figures, tables and graphs should be embedded into the text and allow further editing. Figures and graphs should be in TIF or JPG (600 dpi). Tables are in Times New Roman, 10 point font (first row in italics). Each table or figure should have a short, descriptive title (Times New Roman, 11 point font, italics).

Table 3 – Distribution in %.

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Lmno	7,2	11,6	9,4
Total	100	100	100

**Punctuation:** Leave one space after but not before the following punctuation marks: full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing guillemets (») and closing inverted commas (”).

**Hyphens** are used when two words modify a third word (a compound adjective) or to join numbers or pages.

Examples: Low-income housing; in the years 1970-80.

Hyphens do not have spaces around them.

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