diid _ EDITORIAL GUIDELINES 2019

GENERAL INFO
The proposals will be evaluated according to a blind double peer review process with the following steps.

Full-Paper
The Full Paper must be blind (any references to the authors or their affiliations, also in the references, is forbidden).
The Full Paper must include:

> Title: no more than 40 characters, spaces included
> Keywords: no more than 5
> Abstract: min 1500 max 2000 characters, spaces included
> Essay: maximum 22,000 characters, including spaces, including Notes and References (both inserted at the end of the essay without using automatic insertion systems)
> References: must be drawn up according to the APAstyle scheme, which can be downloaded from the Submission pages on the website

The Full Paper must be sent as .doc .docx o .rtf file and named with the Title of the Paper (ex. Title.rtf)
NB. The authors of the contribution must be listed in the email text. If the Paper will be selected and published, only the authors reported in the text of the email of the Full-Paper will be shown in the publication.

Final-Paper (Open only to the accepted Full Papers)
The Final Paper is not blind and may include all references to the authors even within the text and in the Notes and References.
The Final Paper follows the same structure of the Full Paper:

> Title: no more than 40 characters, spaces included
> Keywords: no more than 5
> Abstract: min 1500 max 2000 characters, spaces included
> Essay: maximum 22,000 characters, including spaces, including Notes and References (both inserted at the end of the essay without using automatic insertion systems)
> References: must be drawn up according to the APAstyle scheme, which can be downloaded from the Submission pages on the website

The Final Paper must be sent as .rtf file and named as the Full Paper.
The Final Paper can include at least 3 pictures. These pictures must be sent as separated files at the print resolution (TIFF or JPG, 300dpi minimum 15cm) with captions (name, author, year). These pictures will not necessarily be published.

Reviewing Process
The evaluation criteria are:

> Significative compere to the Topic of the Issue and to the selected section (MAKE or FOCUS)
> Clarity of the methodology;
> Originality of the contents;
> Coherence and value of the References.

At the end of the double-blind peer-review, the reviewers will express a judgment according to the following parameters:

> Accepted;
> Accepted with revisions;
> Rejected.

A maximum of 5 Final Papers will be accepted for each section (MAKE and FOCUS); in total 10 Final-Papers will be accepted.

The Final Papers with a double Accepted will be taken into consideration; if there are still free positions, the Final-Papers with Accepted and Accepted with Revision will be taken into consideration.

Each author, also as a co-author, can present only one Final-Paper per year.

The presented Final Paper must be an original contribution not previously published (both in Italian and in English).

Final papers will not be published if, despite having passed the revision criteria, is not respect the editorial standards indicated below.

For each accepted Final-Paper a contribution of 100 € (VAT excluded) must be paid according to the procedures that will be sent to the authors by email.

EDITORIAL STANDARDS

Referencing Authors

For the References, address the APA Style system (www.apastyle.org), which manages the references according to the author/data method.

The surname of the author can be quoted directly in the body of the text or inserted in brackets, and the year of publication must always be inserted in brackets:

In the present case research has been developed ... (Atherton, 2005).

Atherton's research has shown that ... (2005).

The surnames of two authors must be inserted in the body of the text or indicated in brackets. If mentioned in brackets, the two surnames must be separated with the ampersand (&):

What the authors strongly affirm (Moir & Jessel, 1991) ...

Moir and Jessel strongly affirm (1991) ...

In the case of several authors, in both situations is used the abbreviation 'et al.' following the name of the first author.

Referencing Text

If you insert a direct quotation of a short text (up to 40 words) this should be reported in the double quotes («...»).

If direct quotations of more than 40 words are inserted, it is necessary to leave a blank line before and after the quotation, without setting indents or variations in the body of the text followed by the citation of the author as previously indicated, including the page number:

Regarding this Julier (2008) states:

The concept of design culture indicates the set of relationships and interactions, material and immaterial, that shape the dynamics of production and consumption of the artificial world. It is located at the interface between the object and the individual user, identifying the complex interchange systems. (p.12)

Concerning that, the author states:

Then appears the paradox of Saussurian linguistics, appears its splitting: critical and complicit at the same time, it puts forward, powerfully, the significant production, thus offering a means of subversion of the thought of presence, while consecrating the concept of sign. (Heath, 1977, p.6)

Notes

The APA Style citation system prescribes the use of notes as little as possible. If necessary, however, short notes can be used to deepen the concepts in the body of the text or to provide the reader with additional relevant information, but not to insert texts that should be mentioned in the bibliography.

The notes are reported manually in the text with numbers in progression in round brackets (1) (and not by automatic systems) and must be listed together at the end of the text.

The notes follow the punctuation marks but precede the dashes (–) and, if they refer to the text contained in brackets, must be inserted before closing the parenthesis:

... we have seen how the experiments conducted in this field have often led to unexpected results (1). For many years scientists – even though with the limits imposed by circumstances (2) – have tried to explain ...

The artifacts (currently preserved in the British Museum (3)) ...

Formatting and editing of the texts
The entire document (type of article, title, author's name, keywords, abstracts, body text, notes, final bibliography and image captions) can be written in any font, with a maximum size of 12 points.
The use of particular character styles (bold, small capitals, underscores, etc.) and paragraph styles (indents, tabs, bulleted lists, etc.) should be avoided.
The pages of the document must not be numbered.
Character Style
The italic style, which must always be set using the corresponding command, is used exclusively for: - expressions in a foreign language;
Besides italics it is not allowed to use other font styles (bold, small capitals, underlines, etc.).

Quotation Marks
The quotes are always inverted, double and oriented ("...") and are used for:
    - to underline a term or an uncommon or jargon expression;
    - for the names of a work or a product;
    - to indicate the title of a book, of an exhibition periodical, of an event, inserted in the current text (the rule does not refer to References);
Do not use single inverted quotes ('...') or double low quotes («...»).

Ellipsis
The ellipsis must be reported with the specific character (see writing software used), and not as a succession of three distinct points, leaving a space from the previous word.
Dashes and hyphens

> Dashes are used to indicate parenthetical elements while hyphens are used in compound words:
> According to some authors – including Helmholtz – the objectivity of sensations ...

> The idea of "being-in-the-world" ...

Accents
The grave accents for the vowels a, i, o, u and e should be reported only if necessary to understand the word.
Accented capitals must be inserted with the appropriate character (È) and not indicated with the capital letter followed by the apostrophe (E ').

Dates
The formatting of the dates must be made according to the model month- day-year, with the day and the year indicated in figures and the month in Title Case (October 12, 2004).
The centuries must be indicated in lower case (in the eighteenth century) or in Roman numerals (XVIII century).
The decades must be indicated in lower case (in the twenties of the twentieth century).

Numerals
The numbers from zero to nine are expressed in letters, while starting from 10 they are expressed in numbers. The figures equal to or greater than one million (2 million and not 2,000,000) are expressed in letters.
Numbers from 0 to 9 are also expressed in numbers when they are grouped together to make comparisons with the numbers above 9:
The survey showed that only 2 out of 20 subjects are in favour of the proposal.
Percentages, dates, ages and sums of money must be expressed in numbers.

The comma that separates thousands must be used only starting from the five-digit numbers (2000; 20,000).
The decimal numbers are indicated with the dot (2.2 grams and not 2,2 grams).
Metric systems (grams, meters, liters, etc.) can be abbreviated (lower case and without a dot, preceded by a space) and should not be repeated for measurement pairs (12 l, 25 cm, 15 to 20 kg).

Acronyms
The abbreviations must be fully written only the first time that they are used in the text, by inserting the abbreviation in the round brackets:

United Nations (UN)
Subsequently, the same abbreviation can be reported without the extension.