

EDITORIAL GUIDELINES FOR AUTHORS

1. AIMS AND PAPER CATEGORIES

AGATHÓN is a Scientific Journal targeted at an international and interdisciplinary community. It reports essays and viewpoint, reviews, interviews and recent results of research and innovative-current applications, in particular presenting evidence of how research results can be applied. AGATHÓN publishes full articles and papers by Authors working in Universities and research Institutes. The articles selected for publication, after the double-blind peer review process, will be inserted in one of the sections "Architecture" (architectural, urban and interior design, exhibition and museum design, technology, history, recovery and restoration), "Art" (modern and contemporary) or "Design" (for industry, crafts and communication) and will be classified into the following categories: "Essays & Viewpoint", "Research & Experimentation", "Reviews Article" or "Dialogue". The essays on "Focus" section are signed by Authors invited by the Scientific Director as experts on the subject and are not subject to the double-blind peer review process.

2. PAPER SUBMISSION

Papers must be sent by email to the following address: *redazione@agathon.it* together with everything indicated in point 3. Images must be saved as separate files, as stated in point 4. The layout is reviewed by the Editorial Board during editorial meetings; except when expressly requested, Authors will be sent the relative draft layouts for review. 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 submitted for a double blind peer review, if accepted for publication, may be sent back to the contact Author for any additions/corrections required. The final decision regarding acceptance, revision or rejection rests with the Scientific Director.

3. PAPER FORMAT

Size of articles | The size for articles is 25,000 (equal to 8 Journal pages) or 30,000 (equal to 10 Journal pages) characters (including spaces, notes and references) in Italian or in English language. Abstract and Authors' CV are not included in the count.

Texts | The texts, all in Italian and English language, must be delivered in digital format using only .docx format that can be downloaded in the journal's site. Two files will be delivered: one for the Italian text and one for the English text, complete with the name of the author and the title of the paper as follows: *M_Rossi_title IT* and *M_Rossi_title ENG*. Authors are expressly invited to have their texts in English/Italian scrutinized and corrected by a native English/Italian speaker. Articles that are written in faulty English/Italian will not be accepted.

Times New Roman corpo 11 characters should be used in articles.

The text must include:

- Title (max. 85 characters with spaces), uppercase and bold characters, in IT and ENG.
- Authors: name, surname.
- Category of article.
- Article abstract (max. 800 characters with spaces), italic corpo 9 characters, in IT and ENG.
- Keywords (5 keywords), in IT and ENG.
- Body of the article, in IT and ENG.
- Numbered footnotes at the end of the paper (corpo 9 characters), in IT and ENG.
- Image captions (corpo 9 characters) supplied with the article; image captions must contain the same letters/numbering used for the corresponding files, name of the photographer(s) or copyright, in IT and ENG.
- Technical details of any projects listed in the article, or Location, Client, Designers, Chronology, (Manufacturers and Businesses, if of interest), in IT and ENG.

- References in the original language.
- Author biography (max. 450 characters with spaces for each Author) including affiliation, nationality, telephone number, e-mail, in IT and ENG.

Footnotes | Footnotes are to be placed at the end of the paper, with no automatic link to references in the text itself. Within the narrative references are to be marked with progressive numbers in apex. The word count for the footnotes is included in the maximum of characters for the text.

4. IMAGES / FIGURES

Number of accompanying graphics | The quantity of graphic additions (photographs, illustrations, graphs, tables) for each article must be decided by the author bearing in mind the size of the text and number of pages normally envisaged for the type of article. The graphic additions should complement understanding of the text; a space for the graphic extras, occupying no more than 40% of the space allotted for the article, is hypothesized; the number of images is estimated as between 10 and 20. It is preferable to send an accompanying image 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 illustrations and graphs in advance) must be delivered in digital format. Photos should be saved in .jpg or .tif format. One file for each photo will be delivered as follows: 'Fig. 1', 'Fig. 2', 'Fig. n'.

Illustrations, graphs, tables | Illustrations and graphs (in the quantity indicated above; otherwise the author must indicate the preferred illustrations and graphs in advance) must be delivered in 'vector' form, as high resolution .pdf files (300 dpi), so they are easy to manage. Tables must be delivered in word format and as high resolution .pdf files, so they are easy to manage. One file for each illustration, graph or table will be delivered as follows: 'draw/graph/tab 1', 'draw/graph/tab 2'.

Image captions | The image captions (body 9, italics) must be listed at the bottom of the text and numbered as follows: *Fig. 1 - ..., Figg. 2, 3 - ..., Figg. 4-6 -* The numbering must be followed by a hyphen; only the title of the work must be in 'light' while the source or photographer and year (credit) will be inserted in round brackets. The main text will employ the same wording, but in round brackets: E.g. (Fig. 1), (Figg. 2, 3), (Figg. 4-6), ...

E.g. *Fig. 1 - Giacomo Balla, Dinamismo di un cane al guinzaglio (1912).*

Fig. 1 - Le Corbusier, Unité d'Habitation, Marseille, 1947-52 (credit: M. Rossi, 2018).

Figg. 2, 3 - or Figg. 4-7 -

Images, Drawings, Tables, and Graphics Resolution and Mode of delivery | For the evaluation phase by Referees, images, drawings, tables and graphics must be sent with a resolution of 100 dpi (7.5, 10, 15 or 21 cm base) in the format above specified, at segreteria@agathon.it only using the wettransfer.com platform. For the publication phase, the Author must send the same documentation with a resolution of 300 dpi (7.5, 10, 15 or 21 cm base), through the same platform (wettransfer.com) and at the same address.

5. EDITORIAL 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, year and pages, 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, pp. 23-24).

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. Abbott, A. (1988), *System of Professions: An Essay on the Division of Expert Labor*, University of Chicago Press, Chicago (IL).

Ruskin, J. (1982), *Le sette lampade dell'architettura* [orig. ed. *The Seven Lamps of Architecture*, 1849], Jaca Book, Milano.

- **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. Bourdieu, P. (1977), "The forms of capital", in Richardson, J. G. (ed.), *Handbook of Theory and Research for the Sociology of Education*, Greenwood Press, New York, NY, pp. 311-56.

- **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. Baron, R. M. and Kenny, D. A. (1986), "The moderator-mediator variable distinction in social psychological research", in *Journal of Personality and Social Psychology*, vol. 51, pp. 173-182.

- **Electronic resources**: 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*. [Online] Available at: complete url [Accessed 10 June 2017].

Es.: Weber, C. (2001), *Third-party assurance boosts online purchasing*. [Online] Available at: <http://biblionline.org/press/2018/101701.asp> [Accessed 10 June 2017].

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

E.g. Mussinelli, E. (2016), "Valorizzare i Beni archeologici tra ambiente e paesaggio", in Sposito, A. and Mangiarotti, A. (eds), *Project soluntum: tradition and Innovation in ancient Contexts, International symposium, Palermo 25-30 Maggio 2015*, Monografie di Agathón, n. 5, Ermes Edizioni Scientifiche, Ariccia (RM), pp. 75-80.

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

E.g. Bank of England (2003), *Quarterly Report on Small Business Statistics*, Bank of England, London.

6. FORMATTING

Italic characters use | In the text, characters in italics should not be used except for scientific names in Latin.

Uppercase character | In the text and more:

- for books, movies, architectural, art and product-design works, monuments, etc. : es. Il Giorno della Civetta by Leonardo Sciascia is a ... ; the Basilica of St. Peter is the center ...

- for particular words or phrases which should appear in inverted commas, but where, because of the presence of an apostrophe (e.g. authors' notes), it is preferable to use uppercase character;

• do not use underlining or bold in the text or the notes.

• 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 È and not E'.

Acronyms and proper names | When typing the full name of research projects, departments, laboratories and research bodies, the text must be roman type and names must be capitalized.

E.g. **Yes** Laboratorio di Monitoraggio **No** Laboratorio di monitoraggio.

Acronyms must be written in uppercase and explained in 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-round bracket-space-text, and not with bullet points or automatic numbering.

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; do not leave spaces before the punctuation mark.

Hyphens | It is preferable to use a long dash with a space both before and after the word or phrase, rather than a shorter one. **YES** — **NO** - E.g. Ei fu — scrisse il Manzoni — sì come ...

Quotation marks and reported passages | Words used in an emphatic or figurative sense should go between single quotation marks '...':

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. Any bibliographical references, according to the Harvard System must be inserted before the final punctuation mark.

Es.: «Il padiglione in un mese è stato realizzato [...] Depero ha già ripetutamente esposto le proprie concezioni [...]» (Rossi, 2018, p. 15).

Quotations within other quotations should have single quotation marks as follows: text «quotation quotation 'quotation within quotation' quotation».

Es.: 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'» (Bianchi, 2016, pp. 12-15).

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.

Paragraphs | Paragraphs should not be numbered, but with the title written in italics; subparagraphs are unacceptable.

Paragraphs with formulae in the text | Graphic uniformity (font, body, leading); formulae should be dealt with so that they do not alter the paragraph heading, 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.

7. WRITING TIPS

Structure of a research article

The *Introduction* should be long enough to develop the paper's statement of proposal and explain the background of the topic (with an appropriate number of references), but it should not take precedence over the rest of the paper.

The *main body of the paper* must report clearly:

- originality, innovativeness and importance of the topic;
- advancement of knowledge for the sector;
- methodology and phases of the research (in the case of experiments, reporting enough details to allow reproducibility);
- subjects involved and financing (if any);
- objectives and results achieved;
- analytical aspects and proposals for discussion.

The *Conclusions* review progress on:

- de facto state of research at the time of writing;
- limitations of research;
- significant developments;
- cultural, practical and/or socio-economic implications, wherever present.

As a reference, the Authors can read the following publication:

Socolofsky, S. A. (2004), *How to write a Research Journal Article in Engineering and Science*. [Online] Document available at: https://ceprofs.civil.tamu.edu/ssocolofsky/downloads/paper_how-to.pdf [accessed 7 January 2018].

Structure of a Review Article

To write a Review Article see:

Palmatier, R. W., Houston, M. B. and Hulland, J. (2017), "Review articles: purpose, process, and structure", in *Journal of the Academy of Marketing Science*, January 2018, vol. 46, issue 1, pp. 1–5. <https://doi.org/10.1007/s11747-017-0563-4>

8. GENERAL ADVICES

Bearing in mind each author's individual style, it should be noted that, in order to render the text easier to translate into English, it is advisable to employ the typical Julius Caesar writing style (De Bello Gallico) rather than that of Cicero (Orationes).

A paragraph of six lines should be divided up into three sentences.

- E.g. - main sentence of two lines followed by a semi-colon;
- second sentence after the semi-colon, clarifying the concept of the first sentence and closing with a full-stop;
 - third sentence, integrating the first two sentences and ending with a full-stop.

A few points:

- units of measurement of weight and length (gm, cm, m, etc.) are placed after the number and are always in the singular.

E.g. **Yes** m 4, **No** 4 metres, **No** m. 4; **Yes** 3 gm, **No** gm 3.

- centuries are cycles of time and are written as follows.

E.g. **Yes** 16th century, **Yes** 1500s, **No** XVII century.

- decades are written as follows

E.g. **Yes** The 1920s; **Yes** The twenties, **No** The twenties.