



Dear author,

Thank you for having chosen to submit your article to an Erickson journal. In the following pages you will find the rules you need to follow in order to align your manuscript before sending it to the Erickson editorial board, in addition to some general information on how articles are evaluated and approved.

### Evaluation procedure

All articles are subject to a double blind peer review procedure, in order to verify whether they have the necessary quality prerequisites to be published in our journals. The referees' views, which are explained in writing, regardless of whether in favour or not in favour of publication, shall be disclosed to the authors in full, together with any requests for changes. The evaluation form, which sets out in detail all the parameters used for article evaluation, can be viewed by clicking on this link:

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### General notes

Articles submitted must be unpublished. This condition also includes translations: translations of articles which have already been published in another language will not be accepted for publication.

Articles submitted must not be undergoing consideration for publication in any other journals.

It is the author's responsibility to obtain written permission to reproduce material appearing in other publications or material which does not belong to them.

The editorial board reserves the right to ask authors for changes and revisions should the work not correspond to the characteristics described.

### Components needed in order to submit an article

The components listed below are essential to the article being taken into consideration. Should the information required in this section be incorrect or incomplete, articles will be automatically rejected.

#### *Within the article*

- Title
- Approx. 200 word abstract in Italian
- 5 keywords in Italian
- Approx. 200 word abstract in English
- 5 keywords in English
- Body of the article, divided into sections
- Thorough and complete final bibliography

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*In a separate file or on a specific page (for example at the end of the article)*

- Name, surname and affiliation of all the authors
- Email address of all the authors and at least one telephone number for any correspondence
- Clear selection of corresponding author
- Postal address (including house number and postcode) of all the authors, which may be either a private address or the address of the affiliated institution: documents and any copies will be sent here.

## How to prepare material to be submitted

### Contents

- titles and headings (of the entire article and of individual paragraphs) should describe as clearly as possible the content they refer to;
- titles and headings (of the entire article and of individual paragraphs) should be concise and preferably consist of a single phrase, without subordinate clauses;
- the abstract should summarise the entire work, highlighting the relevance of the chosen topic, why and how the work was undertaken and what conclusions have been drawn;
- footnotes should be limited and contain brief analysis or explanation of content contained in the body of the text;
- the meaning of foreign words should be explained unless they are words which are commonly used in the field the article focuses on;
- acronyms should always be written in their full form the first time they appear in the paper.

### Images:

- any images (including graphs) must be submitted as *separate files*, in JPG or PNG format and with a minimum size of 1200 px: lower quality images cannot be used (*NB: under no circumstances should images be sent solely pasted within the body of the text*);
- **tables, figures** and graphs must be numbered progressively, have a title, be cited in the body of the text and be accompanied by instructions as to where they should be placed within the article.

### Formatting

- use Times body 12 font, with automatic line spacing and justified alignment;
- use Times body 10 for foot notes;
- use the *Enter* (return) key only when starting a new paragraph;
- do not use hyphenation commands, styles or macros;
- do not use double spacing to align or indent text;
- the title of the article should be written in bold;

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- three levels of paragraph heading are allowed (paragraphs are not to be numbered). Use the following hierarchy:
  - **Heading in bold**
  - *Heading in italics*
  - Heading in standard type
- use bold for appendix headings;
- use the following hierarchy in lists:
  1. numbers followed by a full stop;
    - a) letters with closed brackets;
      - hyphens;
- after punctuation always leave a space; do not, however, leave a space before punctuation marks, after an open bracket and before a closed bracket;
- the use of italics for emphasis is preferable, whilst the use of bold is not recommended, and, under no circumstances should capitals or inverted commas be used to emphasise sections of text;
- italics should also be used for titles (of books, films, articles etc.) and for foreign words which have not entered common usage in the language of the main text yet;
- in quoting passages verbatim from another author place open and closed angular quotation marks «...» at the beginning and the end of the quote;
- mark omissions within a quote using [...];

### Bibliographical references within the body of the text

- When citing the work of an individual author:

(Olweus, 2001).
- When citing the work of more than one author:

(Hoover, Oliver & Hazler, 1992).
- If the work cited has more than 3 authors, state only the surname of the first author followed by «et al.»:

(Nansel et al., 2001).

NB: The names of all the authors must be cited in the bibliography.
- If in the same paragraph several works are cited, they should be separated using a semi colon:

(Olweus, 2001; Pepler & Craig, 1999).
- Use a semi colon to separate the dates of several works by the same author:

(Olweus, 1999; 2001).
- As a rule do not use *ibidem* and *ivi* when making consecutive references to the same work. The author's name and date should always be repeated unless the text is full of references to the same volume.

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## Final bibliography

- In the event of volumes with one or more authors:  
Poggia, C., Monteverdi, C., & Fortina, L. (2001). *Dizionario degli ambienti: lessico di uso pratico per il trattamento dei disturbi di linguaggio*. Trento: Erickson.
- In the event of edited volumes:  
N. Bottani & A. Cenerini (A cura di), *Una pagella per la scuola. La valutazione tra autonomia e equità* (pp. 21-66). Trento: Centro studi Erickson.
- For papers published in edited volumes:  
Grice, H. P. (1975). Logic and conversation. In P. Cole & J.L. Morgan (Eds.), *Syntax and semantics 3: Speech acts* (pp. 41-58). New York: Academic Press.
- In the event of articles in journals:  
Eastwood, J. (1988). Qualitative research: an additional research methodology for speech pathology?. *British Journal of Disorders of Communication*, 23(2), 171-184.  
<https://doi.org/10.3109/13682828809019885>.
- In the event of publications on websites:  
Brown, D. (1997). *Inventory of wrongful activities*. Disponibile in:  
<http://www.safeculture.com/iowa.html> (consultato il 20 gennaio 2018).
- If several works by the same author and with the same date are cited, they should be separated, both in the main body of the text and in the bibliography, using progressive lettering. E.g.:  
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Bortolato, C. (2002b). *Problemi per immagini*. Trento: Erickson.
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