

U3 – Guidelines for authors: leRUBRICHE

Documents to be submitted at: urbanisticatre@gmail.com

1. Template of leRubriche (for Focus or other sections) filled in all its parts following the directions given by the paragraphs **format of the contributions, guidelines for the text and quotations and bibliography**.
2. Images, attached according to the directions given by the paragraph **Illustrations** below.

Selection process of articles and publishing conditions

U3 – UrbanisticaTre (ISSN 1973-9702) is an online platform where researchers, PhD students and professionals can present their research through scientific papers, photojournalism, videos and more. U3 welcomes original and high standard papers of scientific research both from the academic and from the professional activities.

LeRubriche's scientific works are submitted by authors to the email address: urbanisticatre@gmail.com to be published on the website <http://www.urbanisticatre.uniroma3.it> in the homonymous section. They are not subject to *peer review* but the scientific quality of the contribution is evaluated internally by the Director and the Editorial Board.

They are divided into specific sections, which are intended for contributions of different kind edited in the form of text, audio and video: in-depth analysis of in progress or completed researches (**Focus**), Interviews (**Dialoghi**) notes, journey reports, exchanges and research experiences abroad (**Viaggi**) reviews and reinterpretations of texts (**Letture**), reflections on the city from its representations (**Imagini & Video**) reports of conferences, seminars, exhibitions (**Cronache**), insights on specific words (**Lessico**), collections of studies or research in which U3 is involved as a partner or supporting communication (**NU3 – leNote di U3**)¹.

The Director and the Editorial Board reserve the right not to admit to publication contributions deviating significantly from the scientific formulation of the journal. The respect of national and international laws concerning the copyright of other people's contents (texts, images, tables, etc.) is a responsibility of the author. **The author assigns, for free, all the rights about the work submitted**, in this sense please refer to the paragraph "Non-exclusive distribution license".

¹For **leNote di U3** please consult the corresponding editorial guidelines.

Format of papers

Papers for the online publication of leRubriche must be sent to the Editorial Board to the email address: **urbanisticatre@gmail.com** in Word format (.Doc or .Docx) by compiling the template and appointed by the surname of the author and reference section (example focus.smith.doc or viaggi.smith.doc).

Articles for **Focus** section, unless otherwise specified given in the review, will have a size between 8.000 and 10.000 characters (including spaces), including bibliography and notes (it is recommended to reduce as much as possible the number of notes that will remain at a maximum of 200 characters including spaces each). Articles will also be accompanied by an **abstract** of up to 1.000 characters.

Articles for the other sections (**Dialoghi, Viaggi, Letture, Immagini&Video, Cronache, Lessico**) should have a size between 4.000 and 6.000 characters (including spaces), bibliography and notes not included (it is recommended to reduce as much as possible the number of notes that will amount to a maximum of 200 characters including spaces each). Papers will also be accompanied by an **abstract** of up to 1.000 characters.

There are **2 titles**²: the **“cover title”** that should have max. 30 characters, including spaces, and a **“main title”** which has a free length.

We require **3 key words** that are functional to the index of the online journal that consistently reflect the positioning of the article in the literature of the field.

Finally, we require **2 profiles of the author**: a max. 600 characters biography (including spaces); a short biography like *"John Smith, Ph.D., Department of Architecture, Roma Tre"*.

The Editorial Board does not review the articles.

Illustrations

For each article is required:

- a **“cover image”**: jpg format, size 940x600 pixel, 150 dpi resolution.
- a minimum number of **“accompanying images”**: min. 2 for the Focus section, min. 1 for the others, jpg format, maximum size of 2MB, width of 940 pixels.
- **captions** for all images: max. 120 characters in the text (including spaces).

The graphic layout is a competence of the Editorial Board, who can change size and placement of the illustrations.

²The “cover title” is on the home page while the “main title” is inside the article.

General settings of texts

Use of Italics

The use of italics in the text should be limited to the following cases:

- words in foreign languages, not commonly used.
- titles of books, films, paintings, etc.

Footnotes

Footnotes should be kept at a minimum (200 characters each) should be used only for brief remarks, points of comparison or references to appropriate links, whereas bibliographical references are to be inserted directly in the text.

Hyphens

- Hyphen minus (-), without spaces either before or after, is used to indicate an interval between numbers or to separate composed words (for example: self-portrait), or else strictly connected (for example: the Italian-English dictionary; the Milan-Venice motorway).
- Hyphen (–) is used for sub-sections and is preceded and followed by a space. It is used sparsely, only when absolutely necessary in order to make a phrase less ambiguous; otherwise commas are preferred.
- **long hypens (—) must not be used.**

Inverted Commas

- Guillemets (« ») are used for quoting parts of texts taken from other works. Always followed by a bibliographical reference: (Surname of the author, year of publication, p. x) (see instructions on quotations).
- Double inverted commas (“ ”) are used for emphasising a single expression, or for words used in a metaphorical sense. They are also used for quotations within another quotation (for example: «Perché il Novecento è stato definito “il secolo breve”?»).

Lists

Lists must be dotted or numbered as in the following example:

- spaces 1. spaces
- places 2. places

Abbreviations

yr.	year, years
a.C.	after Christ
b.C.	before Christ
cap.	chapter
cfr.	compare
etc.	preceded by a comma
ed.	edition
fig. figg.	figure /figures
n. nn.	number numbers
p. pp.	page pages
tab.	table

Three types of characters are allowed: normal, *italic*, **bold**. The use of italics must be limited to foreign language words of uncommon use and titles of books, films, paintings, etc. **Bold** type should only be used for paragraph titles.

Exact quotations are between guillemets («guillemets»), while English inverted commas (“English inverted commas”) are used to emphasize a single expression or in the case of words used in a translated sense. They are also used for quotations within another quotation. If you want to skip a part of a quotation within it, you should indicate it with three dots in brackets [...].

Please note that **guillemets quotations must be exact**, and must end with author references, year of publication and pages in parentheses (e.g.: Surname, year, pp. 73-74) if they have not already been specified before. For quotations longer than 200 characters including spaces, the text must form a separate paragraph, with left and right indentation margins of 0.5 cm.

For accents and punctuation, please note the following direction:

- **Never leave a space before** the following punctuation marks: . (point) , (comma) : (colon) ; (semicolon) ! (exclamation mark) ? (question mark) “ (English inverted commas) » (closed guillemet);

Bibliographical references

Book, 1 author

Direct quote in-text: Bishop (2009, p. 36) asserted that «The predominant and fastest-growing form of inland transport within the EU is road transport», which means the truck will be the vehicle of choice for the next decade at least.

Reference in-text: Transport by road has emerged as the leading way to move goods from the port of arrival to their final destination (Bishop, 2009, p. 36).

Reference list entry: Bishop B. 2009, *European Union law for international business: an introduction*, Cambridge University Press, Melbourne.

Book, 2 authors

Direct quote in-text: Tiernan and Weller (2010, p. 299) state that there are four factors that will determine a minister's performance: «their personality, the requirements of the government, the expectations of their portfolio and the political circumstances in which they find themselves».

Reference in-text: A government minister's performance will be influenced and affected by four factors: their personality; the government's requirements; the portfolio and lastly their circumstances (Tiernan & Waller, 2010, p. 299).

Reference list entry: Tiernan A. & Weller P. 2010, *Learning to be a minister: heroic expectations, practical realities*, Melbourne University Press, Carlton.

Book, 3 authors

Direct quote in-text: «Certain kinds of behaviour are difficult to observe because they occur only rarely or in private» (Aronson, Wilson & Akert, 2007, p. 36).

Reference in-text: There are some behaviours which are only displayed in private or very rarely, making them hard to report (Aronson, Wilson & Akert, 2007, p. 36).

Reference list entry: Aronson E., Wilson TD. & Akert RM. 2007, *Social psychology*, 6th edn, Pearson Education, New Jersey.

Book, over 3 authors

Direct quote in-text: Adams et al. (2009, p. 11) define it this way: «A module provides a means of packaging related data and procedures, and hiding information not needed inside the module».

Reference in-text: A module can be compromised of certain data and certain procedures (Adams et al., 2009, p. 11).

Reference list entry: Adams JC., Brainerd WS., Hendrickson RA., Maine RE., Martin JT. & Smith BT. 2009, *The Fortran 2003 handbook: the complete syntax, features and procedures*, Springer, USA.

Paper included in a curatorship

Direct quote in-text: According to Schulenkorf and Edwards (2010, p. 113), «Sport events as superordinate goals are able to reduce intergroup distance and create inclusive identity feelings, as they encourage people from different groups to come together and work toward a common purpose».

Reference in-text: Sports events can bring together disparate peoples and reduce the geographical differences between them when they come together to play against others (Schulenkorf & Edwards, 2010, p. 113).

Reference list entry: Schulenkorf N. & Edwards D. 2010, "The role of sport events in peace tourism", in Moufakkir O. and Kelly I. (eds.), *Tourism, progress and peace*, CABI, Oxfordshire, pp. 99-117.

Book published by an organization

Direct quote in-text: The buyer cannot expect the seller to pay a premium level; «under CIF the seller is required to obtain insurance only on minimum cover» (International Chamber of Commerce, 2010, p. 105).

Reference in-text: A seller only needs a minimum level of insurance when CIF is used (International Chamber of Commerce, 2010, p. 105).

Reference list entry: International Chamber of Commerce 2010, *Incoterms 2010: ICC rules for the use of domestic and international trade terms*, ICC Services, Paris.

Author quoted in a book or article by another author

Direct quote in-text: Sir Alfred Pugsley (cit. in Wolfram & Phillips, 1978, p. 153) had called for a new sequence as far back as 1973, when he stated that «all safety rules grow out of, and are periodically amended as a result of accidents to structures, and in this sense what we are wanting is a reversal of the usual sequence».

Reference in-text: Sir Alfred Pugsley (cit. in Wolfram & Phillips, 1978, p. 153) proposed a new sequence of checks to building design and construction as far back as 1973.

Reference list entry: Wolfram HG. & Phillips JT. 1978, "Proof engineering for major structures", *Engineering conference 1978: engineers developing a better world*, Institution of Engineers, Australia, Barton, ACT, pp. 149-154, Engineering Collection.

Magazine article

Direct quote in-text: Argibay-losada et al. (2010, p. 263) identify that «The main reason to use ring topologies is not a high degree of connectivity or route diversity, but the opposite, namely simplicity of management (static routing and automatic recovery, for example)».

Reference in-text: It is much simpler to manage an optical network that has been arranged in a ring (Argibay-losada et al., 2010, p. 263).

Reference list entry: Argibay-losada P., Suarez-Gonzalez A., Lopez-Garcia C. & Fernandez-Veiga M. 2010, "Flow splitting for end-to-end proportional QoS in OBS networks", *IEEE Transactions on Communications*, vol. 58, no. 1, pp. 257-269.

Web document, known author

Direct quote in-text: Kalvan (1999) reinforces this on his website when he says«The best way to improve your juggling is to practice».

Reference in-text: Practicing is the best way to improve juggling skills (Kalvan, 1999).

Reference list entry: Kalvan J. 1999, *Learn to Juggle*, consultato a [mese anno], www.kalvan.net/howtojug/howtojug.htm.

Web document, unknown author

Direct quote in-text: The Phoenix Mars Lander mission is «to sample Mars ice and determine if the Martian arctic could have once supported primitive life» (Phoenix Mars Lander: Digging for Secrets of Martian Ice, 2010).

Reference in-text: The Phoenix Mars Lander will investigate the ice on Mars to see if it was once capable.

Reference list entry: *Phoenix Mars Lander: Digging for Secrets of Martian Ice 2010*, Imaginova Corporation, consultato a [mese anno], www.space.com/missionlaunches/phoenix-marslander-special-report.html.

Tables, pictures, graphics from online resources

Direct quote in-text: «Section through Visible Human Male – abdomen, including large and small intestines, spinal column, musculature, subcutaneous fat» (United States National Library of Medicine, 2010)

Reference list entry: United States National Library of Medicine 2010, 'Section through Visible Human Male – abdomen, including large and small intestines, spinal column, musculature, subcutaneous fat' [image], in *The Visible Human Project*, United States National Library of Medicine, consultato a [mese anno], www.nlm.nih.gov/research/visible/image/abdomen.jpg.

Organization WEB page

Reference in-text: Telstra has increased its Sales Revenue from \$22,712,000 AUD to \$24,813,000 AUD over the last five years (Five Year Financial Summary, 2010).

Direct quote in-text: «Telstra has increased its Sales Revenue over the last five years» (Five Year Financial Summary, 2010).

Reference list entry: Five Year Financial Summary 2010, Telstra Corporation, consultato a [mese anno], www.telstra.com.au/abouttelstra/investor/financial-information/financial-summary/.

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