

Guidelines for submission of essays, contributions and working papers published on *Impresa Progetto – Electronic Journal of Management*

Authors wishing to submit manuscripts for reviewing are informed that:

- The Journal publishes only original work. **Authors are invited to submit a declaration that their paper is original and previously unpublished (called: last name of first author_declaration_YY-MM) and a declaration of acceptance of the entire refereeing process, until its ending (called: last name of first author_acceptance_YY-MM)**
- submission for Essays will undergo double-blind refereeing.

For ease of publication, all manuscripts must comply with the following guidelines. **It is possible to use the *template* present on the website.** Failure to meet any of the requirements will result in manuscripts being sent back to the author for revision.

A. Submission preparation checklist

- Papers should not exceed 8000 words. The title should be concise and informative. The Editorial Board reserves the right to intervene.
- Each paper should include, in the main file itself (as indicated in section B, below) an abstract, in English, which should not exceed 150 words.
- Papers are submitted electronically to the Editorial Committee (redazione@impresaprogetto.it); the submission file is in Microsoft Word document file format or equivalent (.doc or .rtf). The text is in one single file including all illustrations, figures, tables, etc. in their proper position; the file name will be so: AUTHOR SURNAME_FIRST_TWO_WORDS_OF THE TITLE_MM_YY.
- *Copyright*: the authors guarantee that content, illustrations and tables in the submitted manuscript are not under copyright protection.
- *Privacy statement*: personal information provided to the Journal are used exclusively for the stated purposes of IPEJM (www.impresaprogetto.it), for the refereeing procedure and will not be made available for any other purpose or to any other party.

B. IPEJM Style Guide

The following information provides guidance in preparing manuscripts: (you can use the template)

1. PAGE layout

- **top margin**: 5 cm (2-inch);
- **bottom margin**: 4 cm (1.6-inch);
- **right and left margins** 3.5 cm (1.4-inch);
- **binding**: 0 cm;
- **page header and footer**: 1.5 cm (0.6-inch);
- **page number**: bottom right 12-point typeface (Arial);

2. DOCUMENT outline

All contributions are structured as follows:

- title;
- label “Summary” followed by headings of numbered paragraphs and subparagraphs (1. and 1.1. divided by hyphen and space);
- label “Abstract” and in a new line abstract text
- first paragraph heading;

Follow these requirements:

- **Font:** CAMBRIA for the whole document;
- **title:** 18pt, bold, centre alignment, 3 blank lines;
- **Label "Summary and list of contents:** 11pt, justified, followed by 3 blank lines;
- **Label "Abstract :** 12pt, bold, justified, followed by 1 double spacing;
- **Abstract:** 10pt, justified, followed by 2 blank lines; do not indent first line;
- **Key words:** 10p, bold, justified followed by 3 key words, 3 parole, followed by 3 blank lines;
- **Paragraph (heading):** 12pt, bold, left aligned, followed by 1 blank lines;
- **subparagraph (heading):** 12pt, bold, italics, left aligned, followed by 1 blank lines;
- **sub-subparagraph (heading):** 11pt, bold, italics, left aligned, followed by 1 blank lines;
- **Body text:** 11pt, justified, single spacing, indent first line (0.5 cm/02 inch); 2 blank lines before next paragraph headling;
- **Label "Bibliography and Website:** 12pt, justified, followed by 2 blank lines,;
- **Bibliography and Website:** 11 pt, justified, hanging indents 0.5 cm/0.2-inch, followed by 1 blank lines;
- **Footnotes:** 10pt, justified; no space between footnote number and footnote text;
- **Blank lines are always 11pt typeface.**
- **Where not different specified, title are left aligned.**

3. QUOTATIONS

All quotations are followed by the author's surname (separated by a comma), publication year, and page number of the quotation.

4. ABBREVIATIONS AND ACRONYMS

Uncommonly used abbreviations and acronyms, when cited for the first time, should be written with their full explanation.

5 TABLES, FIGURES AND GRAPHS

All tables, figures and graphs are numbered sequentially.

- Tables, figures and graphs (heading): 10pt typeface, bold, justify alignment;
- Tables, figures and graphs (body): 10pt typeface;
- Tables, figures and graphs sources: 10pt typeface, italics, justify alignment;
- Insert a blank line between title and table (figure or graph) and another blank line between table (figure or graph) and source.

6. BIBLIOGRAPHY OR REFERENCES

Manuscripts must conform to the style of the Publication Manual of the American Psychological Association, <http://www.bibme.org/citation-guide/apa/>, with hanging indent.

AUTHOR'S DETAILS

Authors' details should be provided **at the end of the review process**, when the final version of the paper is submitted for publication. The order of authors is established by authors themselves (according to international standards). The format for the authors' detail is the following:

- **Underneath the title, after 3 empty lines (font size 11)**
- **First Name Last Name (one line per author) (font size 14, centered + 3), each with a "*" which will refer to a footnote with the following information:**

Name(s) of author(s), the affiliation of each author, as well as their email and full postal addresses are placed on the last page of the manuscript.

CONTRIBUTORS ARE ALSO REQUIRED TO PROVIDE THE FOLLOWING INFORMATION IN A SEPARATE FILE (NAMED: AUTHOR'S SURNAME_ABSTRACT_PRESENTATION):

- abstract (in English)
- a presentation of the author to be inserted in the "author profiles" section of IPEJM, in the following form:

First Name, Surname

is (e.g. Professor, Lecturer, Senior lecturer, Associate Professor/Reader, Permanent Research Fellow, PhD student, etc.) in (scientific field).

He/She is a lecturer/reader or teaches (name the main courses) at (university)

Please note that a posting date (month and year) always appears in the Author profiles section. Updates are only made upon request, which should be addressed to the Editorial Committee at redazione@impresaprogetto.it.