

# *Editorial Guidelines*

*Annals of Department of Methods and Models for Economics, Territory and Finance*

## **1. Page setup**

Please refer to the template:

1. use formatting for a C5 page. Margins should be set as follows: top 2.5 cm; bottom 1.5 cm; left 2.3 cm; right 2.8 cm; heading: 1.2 cm; foot: 0 cm.
2. The entire text, including bibliography and footnotes, must be justified with the exception of the main title, which should be aligned to the left.
3. All texts should be single-spaced in “Word”.
4. Number the pages consecutively. Insert the page number at the top of the page and left aligned.

### **a) Type size (font: Times new roman)**

1. Contributor’s name: 13 pt, bold, put the first letter of the name in upper-case, ranged right.
2. Insert the title of the contribution 2 lines spaces (12 pt) below the contributor’s name, 20 pt, bold, ranged left, all in capital letters.
3. The abstract must be written in English, four line spaces (12 pt) below the title, and consist of minimum 150 words, maximum 200, 9 pt, justified. Only the word *Abstract* should be in italics, followed by full stop.
4. At least 3 keywords, comma separated, 2 lines (10 pt) below the abstract, 10 pt, ranged left. Only the word *Keywords* is in italics, followed by colon. The last keyword should be followed by a full stop (e.g. *Keywords: health, public spending, dynamin panel regression.*) and two line spaces (10 pt)
5. Subheadings must be 11 pt, bold, ranged left, with two line spaces above and one beneath (11 pt), no indent, and numbered consecutively 1., 2. The initial word of the subheading is in upper-case.
6. Main text: 11 pt, with an indent of 0.5 in the first line.
7. Lower-order headings: 11 pt, in italics, with two line spaces (11 pt) above and one (11 pt) beneath, ranged left and numbered consecutively according to the sub-heading (e.g. 1.1., 1.2., 2.1.).
8. Sub-lower-order headings: 11 pt, NO italics with one blank line above (11 pt) and 6 pt space below, numbered consecutively, e.g. 1.1.1, etc.
9. Do not end a title or heading with a full stop. Capitalize only the first letter of the first word.
10. Insert notes at the foot of the relevant page. Insert a line between the text and the footnotes (please refer to the template). Footnotes should be 9 pt, justified. There should be no line spacing between footnotes. Within the text, the footnote reference number should always follow the word, with no blank space, preferably at the end of a sentence before the punctuation mark. Always use footnotes instead of endnotes.
11. Use always double curved quotation marks (“...”) instead of angular marks.

## b) Citations, acronyms, formulas

When referring to a text, write in brackets the author’s surname, comma and the year of publication (Becker, 1980; Acocella, 2017). Citations with more than two authors are written with the first author’s surname followed by “et al.” and the year (Becker et al., 2010) or Becker et al. (2010). Two authors are written with “and” (Becker and Martin, 2010). The page number is requested just when the citation is between quotation marks (Livi Bacci, 2017, p. 6).

Always give the full author-date citation – do not use ‘op.cit.’, ‘loc.cit’, or ‘ibidem’.

Acronyms should be in small capitals e.g. ISTAT, ENIT.

Formulas: centred, one line (11 pt) spacing below the text and one line (11 pt) space below the formula with consecutive numbering on the right.

## c) Tables and figures

Please refers to the template.

Tables and figures may be submitted in all major graphic file formats (300 dpi). They must be inserted in the text and also submitted in a separate file.

Example:

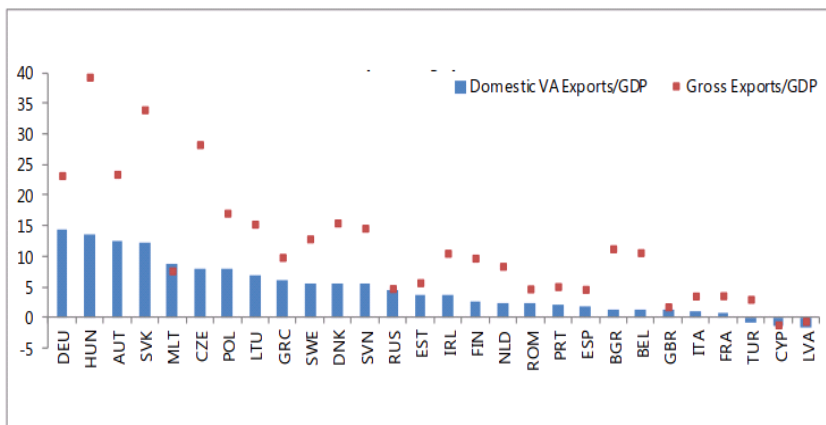
*Table 1. Variability decomposition, in terms of standard deviations*

	Overall	Between	Within
GDP per capita	4.57	2.02	4.13
Investment (% of GDP)	9.70	8.46	5.45
Mean years of schooling	1.49	1.44	0.55
Public expenditure (% of GDP)	5.90	4.05	4.03
Public revenue (% of GDP)	5.58	5.43	1.73
Population growth	0.94	0.82	0.52

*Source:* Our elaborations on Eurostat data

Example of figure:

*Figure 1. Relative percent change in gross and domestic VA exports of goods and services in European countries (1995-2008)*



*Source:* IMF (2013)

#### **d) Lists**

Items in lists should be numbered. Black dots can be used in lists.

#### **e) References**

References are listed alphabetically at the end of the article. Start with the title References (10 pt, bold) with two line space (10 pt) below the text and one line space (10 pt) before the list of references. The second line of each reference is indented 0.5

List only the authors cited in the paper.

References should appear as follows:

##### a) Books and Reports:

BROWN P., LEVINSON S. (1987), *Politeness: some universals in language usage*, Cambridge University Press, Cambridge.

AGENZIA DELLE ENTRATE (2010), Più operative e disegnatte sul tuo profilo, Press Release, 26 October, available at [www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it) [29 October, 2018].

##### b) Articles in journals:

BARRO R. J. (1990), Government Spending in a Simple Model of Endogenous Growth, *Journal of Political Economy*, 98(5), 103-26.

##### c) Articles in books:

DOSI G., NAPOLETANO M., ROVENTINI A., TREIBICH T. (2014), The Short- and Long-Run Damages of Fiscal Austerity: Keynes beyond Schumpeter, in STIGLITZ J.E., GUZMAN M. (eds.), *Contemporary Issues in Macroeconomics*. International Economic Association Series. Palgrave Macmillan, London.

#### **f) Appendices**

Acknowledgements and Appendices can be inserted after the references.

Acknowledgements: two line spaces below the references, ranged left and in italics (11 pt).

Appendices: bold (11 pt), two line spaces below any acknowledgements, ranged left and numbered consecutively, e.g. Appendix 1, ... .