punt○org

Guidelines for Authors

(Modo 3)

MAIN TEXT

Font: Palatino
Size: 11 pt
Section headings: 11 pt, bold
Subheadings: 11 pt, italics, one level
Alignment: justified
Margins: 2.5 cm on all sides
Spacing: single line; one blank space before headings.

Spelling

Use consistently American or British English spelling. We prefer –ize for commonly accepted words, such as 'globalization' or 'organization'. Please note that, in British English, some words cannot be spelled –yze (e.g., analyse, paralyse).

In-text references

Citations within the text should appear in parentheses as:
(Boncori, 2013)
(Sicca, Bizjak and Boncori, 2016)

If the author(s)'s name(s) occurs in the text itself, it should be quoted as:
Boncori (2013)
Sicca, Bizjak and Boncori (2016)

If specific pages of the text are cited, they should appear as:
Sicca (2013: 15)
(Sicca, 2013: 15–16)

If the quotation within the text has more than three authors, they should be quoted as:
(Sicca *et al.*, 2016)
Sicca *et al.* (2016)
Sicca *et al.* (2016: 1–15)
(Sicca *et al.*, 2016: 1–15)

Multiple citations should be separated by using semi-colons (Boncori, 2013; Sicca, Bizjak and Boncori, 2016; Sicca *et al.*, 2016).

Quotations

In-line quotations should be introduced by using double quotation marks (" ") and single quotation marks (' ') for quotes within quotes. Quotations of more than 40 words do not need quotation marks and should be indented 1 cm on both sides in a new paragraph (a space should separate the indented quotation from the body of the text). Enclose your own interpolations in square brackets to show what is not part of the original quotation. For example:

As Partington (2015) maintains:

> The use of *representation* implies a number of things. Its use is most commonly justified by underlining that, in any attempt to describe an event by a media outlet, there is no such thing as a single, natural pro-ordained way of presenting it […]. (Partington 2015: 220, emphasis in the original)

Final punctuation should be within quotation marks if a complete sentence is quoted (no full stop after the citation in brackets). Final punctuation will be outside quotation marks if the quotation forms only part of a sentence in your running text.

Use "as cited in" rather than "cited by".

If the author of a quotation is mentioned in the sentence leading up to the quotation, the in-text reference in brackets would only include year and page number(s).

Omitting material

Use three ellipsis points between square brackets within a sentence […] to indicate that given information has been omitted from the original source.

Loan words and emphasis

Loan words should be underlined in inverted commas (" ") and emphasis in *italics*.

If the emphasis is originally encoded in a quotation, it should be underlined as in Boncori (2013: 50, emphasis in the original).

If the emphasis is not originally encoded in a quotation, it should be underlined as in Boncori (2013: 50, emphasis added).

Dates

Dates should be provided as 20 April 1979, and decades as the seventies or 1970s (without an apostrophe). Dates indicating a range should be elided to the last two digits: 1997–98.

Acronyms and abbreviations

Acronyms should be consisting of capital letters without full stops (e.g., USA).

Please provide the full extended version of the acronym the first time you use it (either in-text or as a note). Acronyms from foreign terms should be translated in the footnotes, please indicate if it is your own translation.

Abbreviated units of measurement do not take a full stop – lb, mm and kg – and do not take a final 's' in the plural (5 lb, 10 mm).

Please use 'and so on', 'that is' and 'for example' instead of etc., i.e. and e.g. within a sentence. The use of i.e., e.g., and etc. is allowed within brackets.

Copyediting and proofreading

Please note that authors are responsible for editing and proofreading. We recommend the use of a professional service whenever writing in a foreign language.

Numbers and symbols

One to ten are expressed in words, but 11 upward appear in figures, unless used in general terms such as a million people. Decimal points should appear as full stops on the line (e.g., 0.53).

Try to avoid symbols whenever possible, but currencies and % can be used both within the text and in tables.

Parentheses

Round brackets are used for simple interpolations, while square brackets for editorial notes or interpolations in quotations.

Tables and figures

To be labelled Table 1.1, 1.2, and Fig. 2.4, 2.5 within the body of the document, and A.1, A.2 in appendixes. In the text, please refer to Table 2.1, Figure 3.2.

Footnotes

Numbered (1, 2, 3, etc.) and in Palatino font, size 8pt. Please keep footnotes to a minimum. All referencing should be done in-text and in the Reference section.

REFERENCES

To be placed at the end of the volume (rather than a bibliography), or at the end of each chapter in edited books.

Left-hand side alignment, hanging. All entries to end with a full stop.

Books

When citing books, you should list:

- the author(s)'s surname, followed by a comma and the initial(s) with a full stop. All authors will be included;
- the year of publication, followed by a full stop;
- the title of the book in italic (the volume number or edition may be included, if relevant, in parenthesis and in Roman), followed by a full stop;
- the place of publication followed by a colon and name of the publisher.

Boncori, I. 2013. *Expatriates in China. Experiences, Opportunities and Challenges*. London: Palgrave Macmillan.

Oliverio, S., Sicca, L.M. and Valerio, P. (Eds) 2015. *Transformare le pratiche nelle organizzazioni di lavoro e di pensiero*. Napoli: Editoriale Scientifica.

Heger, H. 1994. *The Men with the Pink Triangle: The True, Life-and-Death Story of Homosexuals in the Nazi Death Camps* (2nd Edn.). New York, NY: Alyson.

Book Chapters

- the author(s)'s surname, followed by a comma and the initial(s) with a full stop. All authors will be included;
- the year of publication, followed by a full stop;
- the title of the book in inverted commas (" "), followed by a full stop;
- the word 'In' followed by the initial(s) and the surname of the editor(s), and followed by (Ed.) or (Eds); a comma should be placed after (Ed.) or (Eds);
- the title of the book in italic followed by a full stop (the volume number or edition may be included, if relevant, in parenthesis and in Roman before the full stop);

- the place of publication followed by a colon and name of the publisher; a comma should be placed after this, and the pages where the contribution can be found in the book are indicated (pp. 1–10).

Bizjak, D., Boncori, I. and Fazzari, P. 2015. "Identità organizzativa, identità individuale e transformazione". In S. Oliverio, L.M. Sicca and P. Valerio (Eds), *Transformare le pratiche nelle organizzazioni. Di lavoro e di pensiero*. Napoli: Editoriale Scientifica, pp. 229–247.

Alder, R. and Antoni, C. 2012. "Vocal Health and Phonotrauma". In R.K. Alder, S. Hirsch and M. Mordaunt (Eds), *Voice and Communication Therapy for the Transgender/Transsexual Client: A comprehensive clinical guide* (2nd Edn.). San Diego: Plural, pp. 139–152.

Journal article

- the author(s)'s surname, followed by a comma and the initial(s) with a full stop. All authors will be included.
- the year of publication, followed by a full stop.
- the title of the article, followed by a full stop;
- full name of the journal in italic;
- the volume number followed by a space if the issue is available, or the volume number followed by a semicolon if no issue is available;
- the issue number in brackets followed by a colon. A space should separate the issue number from the volume number;
- the page number(s).

Please note that the abbreviations 'p.' and 'pp.' should be omitted for articles in journals.

Sicca, L.M. 2000. Chamber Music and Organization Theory: Some Typical Organizational Phenomena Seen under the Microscope. *Culture and Organization* 6 (2): 145–168.
Sicca, L.M. and Zan, L. 2005. Much Ado About Management. Managerial Rhetoric in the Trasformation of Italian Opera Houses. *International Journal of Arts Management* 7 (3): 46–64.

Websites
Try to use as simple a method as possible, avoiding the inclusion of lengthy addresses for individual web pages. Check that the source is still available online. Articles and ebooks available online should follow the general guidelines above. Links to web pages should not be cited as hyperlinks. All online sources should indicate the date of access in the following format:

Boncori, I., Sicca, L.M. and Bizjak, D. 2016. *Poking the beast in the ivory tower: workload models and performance management in contemporary academia*. Available online at http://www.puntoorg.net/index.php/en/volume-1-issue-2 (Last accessed: June 1, 2016).

INDEX

All volumes have an Author Index and/or a Glossarial Index at the end of the contribution. According to international standards, these two subsections go under the umbrella-term of Index. However, we leave it to the author(s)'s discretion if they want to keep these two units as separate or align themselves with international standards by using the encompassing label of Index.

A comma is placed between the surname and the name (full name or the initial(s)), followed by the page number. Please ensure that you use one of these formatting styles in a consistent manner.

Example:

TABLE OF CONTENTS

A table of contents will only be necessary for textbooks, to be structured as follows:

Topic 1-60
-- first level information 6–15
-- first level information 16–22
-- -- second level information 22–37

The page range is given at the end of each section.

Book structure

After the preliminary pages, the structure depends on the nature of the book. The book structure may or may not include, in the following order:

Table of contents
Preface
Foreword
Acknowledgements (these are to be included at the end of each chapter but before the References section(s), whenever applicable, for edited books).
Introduction
Chapters
Conclusion
References
Index

Electronic files

Please do not use any desktop publishing software. We ask author(s) to send an editable Microsoft Word document (.docx or .doc).

Images

Author(s) may include images and photos in black and white if they own the copyright. The author(s) is responsible and accountable for the use of all images and photos.

We ask author(s) that these images must be submitted or included in the document at appropriate levels of resolution (300 dpi and never lower than 150 dpi).

All figures should have a brief caption, and information on the copyright should be included in brackets at the end of the caption. For example:

Fig. 1 Personal space in the workplace (copyright: Ilaria Boncori, 2013)

Gender-neutral language

We kindly ask authors to try and use in their contributions a language that promotes inclusiveness, in order to neither reinforce nor perpetuate any form of gender binarism. This is in line with our personal belief that, in Academia, we should all work together towards a more gender-inclusive environment.

In line with this stance, we ask author(s) to adopt, for instance, the use of the singular 'they' when referring to antecedents that are grammatically singular ("A researcher must be committed to their

work"; avoid the use of "his/her work"); or to use gender-neutral occupational titles (e.g., the use of the word 'businessman' should be avoided, and the word 'businessperson' should be preferred).

Please feel free to email us should you have any queries:

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