



Editorial standards for the publishing series *Gender, Science & Society* by FedOA University Press

Osservatorio di genere sull'università e la ricerca by UNINA

Characters: Times New Roman

- **Article title:**
 - 14 point bold
 - 1 white line spacing
 - left justify
- **Author:**
 - 12 point italic
 - 1,5 white line spacing
 - left justify
 - 2 white lines (1 white line spacing) before the abstract
- **Abstract:**
 - 12 point italic
 - 1 white line spacing
 - center justify
 - 3 white lines (single line spacing) before the abstract and 2 white lines (single line spacing) after the abstract
- **Text:**
 - 12 point
 - 1 white line spacing
 - center justify
- **Paragraphs titles:**
 - 14 point bold
 - 1 white line spacing
 - left justify
 - 2 lines (single line spacing) before the paragraph title and 1 line (single line spacing) after
- **Subsections titles:**
 - 12 point bold
 - 1 white line spacing
 - left justify
 - 2 white lines (single line spacing) before the paragraph title and 1 white line (single line spacing) after



- **Citations:**
 - if greater than three lines, they are returned outside the body of the text, in body 10, single line spacing, leaving 1 white line before the beginning of the quotation and 1 white line at the end, without opening and closing quotes
 - if inserted in the text, leave them in body 11 putting them in quotation marks a corporal (e.g. «....»)
- **Footnotes:**
 - 9 point
 - 1 white line spacing
 - center justify
 - The reference number of the note will go in the text at the apex, without parentheses and before punctuation
 - The reference number in the note should automatically result in body 8 and apex
 - The text of the note will follow
- **Tables:**
 - 9 point, 1 white line spacing
 - 1 white line (single line spacing) before the table (or figure) and 1 white line (single line spacing) after
- **Figures and tables captions:**
 - 9 point, 1 white line spacing
 - center justify
 - the figure's caption will go under the figure, the table's caption will go above the table
- **middle dash versus short dash:**
 - middle dash (–): if in a period you insert an inscription, the middle dash (–) must be used both on opening and closing
 - short dash (-): short dash (-) should only be used to join two words or numerical range
- **quotation marks:**
 - quotation marks (“ ”): to indicate a term that is the subject of the speech, a key term, a derived passage (of which the exact reference is omitted). It is preferable to use italics to emphasize a term;
 - quotation marks «a caporale» (« »): to open and close quotations in the text
 - always use the apostrophe with the graces (') and not the straight one (')
 - always use quotation marks with graces (“ ”) and not straight ones (" ")



- **table:**
 - all tables must be numbered consecutively starting with 1 for each chapter
 - the abbreviation “tab.” is usually used in both the text and the caption
 - example caption: Tab. 1 – Table caption.
 - the table caption goes above the table itself text (character in body 9)

Dates and numbers

- years: the 90s (the decade), 1990 (single year)
- centuries in Roman numerals (upper case): XXI sec. a. C.
- Month of the year in uppercase and dates in full: Thursday 11 June 2020
- Numbers: thousands in numbers with the point (e.g. 10,000); decimals with comma (e.g. 122,67)

Bibliographic references

Citations in the text include author name, year and, eventually, page number in parentheses: (Rossi, 1950), (Rossi e Bianchi, 1999), (Rossi 2011, p. 21), (Rossi, Bianchi, e Verdi, 1950), if more than three authors: (Rossi *et al.*, 1950).

All references should be listed at the end of the article under **Bibliographic references** in 11 Times New Roman body and single line spacing, as in the following examples:

- Articles in journal:

Acker Joan (1990), Hierarchies, jobs, bodies: A theory of gendered organizations, *Gender & society*, 4 (2), 139-158.

Benschop Yvonne e Verloo Mieke (2006), Sisyphus' Sisters: Can Gender Mainstreaming Escape the Genderedness of Organizations?, *Journal of Gender Studies*, 15 (1), 19-33.
- Essays in the volume edited by:

Foucault Michel (1982), *The Subject and Power*, in Herbert Dreyfus and Paul Rabinow (Eds.), *Michel Foucault: Beyond Structuralism and Hermeneutics* (221-239), The University of Chicago Press, Chicago.
- Volume:

Merton Robert King (1973), *The sociology of science: Theoretical and empirical investigations*, University of Chicago press, Chicago.

N.B.: Author's first name must be entered in full after the surname.