

**imgjournal**

# **Author Guidelines**

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imgjournal publishes manuscripts in English and, optionally, in the mother language.

The editorial process consists of two consequential phases.

1. The first phase involves the submission of the article by the author that will be evaluated by two anonymous reviewers (double-blind peer review).
2. The second phase requires the submission of the final version of the article, prepared considering the comments and suggestions of the reviewers. This version will be published in the journal.

The proposal must be original and unpublished.

Linguistic editing is the responsibility of the authors.

### **How to submit an article**

The article must be submitted through the OJS platform <https://img-journal.unibo.it/about/submissions> adding the new materials to the original submission.

Please send all materials related to the article in a compressed folder named "Surname.zip".

## How to prepare an article

To prepare your article, please follow the order:

1. Title and subtitle: maximum 150 characters;
2. Author(s) and Affiliation(s): Name Surname, University, Department, email. In case of multiple authors, provide only the email of the corresponding one;
3. Abstract: minimum 120 words, maximum 200 words;
4. Keywords: minimum 3, maximum 5, separated by a comma;
5. Text, following the structure: introduction, materials and methods, results, discussion, conclusions:
  - a. for *short papers*: minimum 800 words, maximum 1600 words;
  - b. for *extended papers*: minimum 2000 words, maximum 5000 words;
6. Figures and Tables (as appropriate): maximum 4 every 1000 words, as separate files (tiff, eps or high-quality jpeg), 300dpi, minimum width 12cm, maximum width 16cm, maximum height 24cm;
7. Captions: one for each figure or table, following the structure:  
Author, *Title (italic)*, Year, Technique (as appropriate), Dimensions (as appropriate), Place (as appropriate). Image source. Any comment.  
Image source specification:  
If website: Retrieved April, 22, 2020 from <url>  
If book: (Author, year, page number, table number)
8. Acknowledgements and Declaration of interest statement (as appropriate);
9. References (according to APA style, see the instructions below);
10. Additional readings (bibliography not cited in the text, as appropriate);
11. Supplementary materials (as appropriate);
12. Blind review document: .doc or .docx format, containing all cited materials and in which the name of the author(s) and any identifying information must be removed.

## Brief guide to APA style

For detailed information, please see the *Publication Manual of the American Psychological Association*, Sixth Edition (2010); <http://www.apastyle.org/> and <http://blog.apastyle.org/>

## IN-TEXT CITATIONS

In-text citations are used to show where you retrieved the information that you are using to make specific arguments in your writing. Follow the author-date method of in-text citation: (Jones, 1998).

All sources cited in the text must appear in the reference list at the end of the paper.

### Integrated Citations

A work that is directly referenced within the text by the author's, or multiple authors', name is called an integrated citation. When this happens, cite the source by placing the year of publication in parentheses following the author's name.

*The work of Jones (1998) has been used ...*

*Jones and Collymore (1994) showed ...*

*Jones et al. (2003) discuss ...*

*Jones (1998), Jones and Collymore (1994), and Jones et al. (2003) discuss ...*

### Parenthetical Citations

If the work is not directly referenced in the text but still needs to be cited, the citation will be moved to the end of the sentence, and the author's name will be included along with the publication year.

*(Churchill, 1943)*

### Paraphrasing Materials

When using information from one of your sources but not directly quoting text from that work, this is paraphrasing. When paraphrasing a source's work, you must cite their work by listing their name and the year of publication where the information is used.

*Although the APA style can seem difficult, it often is very easy to use once it has been practised (Jones, 1998).*

While a page number is not required for paraphrased material, it is often preferred since this can help your readers find the exact source of information. The page, or range of pages, where the information is found is identified by a "p." for a single page or "pp." for multiple pages.

*Although the APA style can seem difficult, it often is very easy to use once it has been practised (Jones, 1998, pp. 24-32).*

### Citation in note and caption

When a reference is cited in the note and/or in the caption, since it is already reported in full in the "references" or in the "additional readings", just put the abbreviated reference.

*(Churchill, 1943)*

*(Churchill, 1943, p.58)*

### Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses, as in an integrated citation.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

If multiple works by the same author or authors are cited simultaneously, use commas between the publication years, again listing the sources in the same order that they appear in the reference list.

(Berndt, 2002, 2004)

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research has shown (Allen, 2013a) that ...

## REFERENCES

Unlike in-text citations, reference citations include additional details beyond author and date. Each reference citation is made up of four parts: Author, Date, Title, and Publication Data. This information will be listed at the end of your article under the subtitle "References".

### Articles

#### 1. Articles in Periodicals

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

#### 2. Article in a Journal Paginated by Volume

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

#### 3. Article in a Journal Paginated by Issue

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

#### 4. Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

#### 5. Article in a Newspaper

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

### Books

#### 1. Basic Form

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

#### 2. Book Written by One or More Authors

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

#### 3. Edited Book, No Author

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

#### 4. Edited Book with an Author or Authors

Plath, S. (2000). *The unabridged journals*. K.V. Kukil (Ed.). New York, NY: Anchor.

**5. Edition Other Than the First**

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

**6. Article or Chapter in an Edited Book**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

**Other Print Sources**

**1. Entry in Encyclopedia**

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

**2. Published Conference Proceedings**

Author, A. A., & Author, B. B. (Year of publication). Title of paper. In *Proceedings of Conference Title*. Location: Publisher.

**3. Conference Papers**

Author, A. A. (Year of the conference). *Title of paper*. Paper presented at Conference Title, Location.

**Electronic Sources (Web Publications)**

**1. Basic Form**

Author, A., (Year of publication). Title of work. *Title of Publication, Volume* (Issue). Retrieved Month Day, Year, from URL

**2. Online Scholarly Journal Article: Citing DOIs**

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283. doi:10.1108/03090560710821161

**3. Electronic Books**

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved April 23, 2020 from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

**4. Chapter/Section of a Web Document or Online Book Chapter**

Engelshcall, R. S. (1997). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules). Retrieved April 23, 2020 from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

**5. Online Encyclopedias and Dictionaries**

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved April 23, 2020 from <http://www.britannica.com/EBchecked/topic/724633/feminism>

**Further Assistance**

APA Style <https://apastyle.apa.org/>

The Purdue Online Writing Lab (OWL): [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style](https://owl.purdue.edu/owl/research_and_citation/apa_style)