

THE PRO BL EM

AUTHOR
GUIDELINES

studying
processing
communicating
wicked problems

UNDER THE PATRONAGE OF



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Review Process and Author Responsibilities

The Editorial Committee of the Symposium reserves the right to make any editorial changes deemed necessary. All submitted contributions must comply with the editorial guidelines.

Each proposal submitted for publication in the Symposium Proceedings is evaluated by two anonymous reviewers through a double-blind peer review process.

In the event of conflicting evaluations, the opinion of a third reviewer will be requested.

Submissions may be:

/ accepted;

/ rejected;

/ returned to the author with comments or requests for revisions from the reviewers. In this case, if the author intends to proceed with the submission, they are required to address the reviewers' comments, revise the contribution accordingly (text and/or image and/or bibliographic references), and resubmit it to the Editorial Committee.

Submission of a contribution implies that the work is original and unpublished.

Authors guarantee that they hold the rights to both the text and the image submitted and that these materials may be freely used for publication purposes. Particular care must be taken in citing sources and referencing the work of other authors; all citations must be accurately verified by the author.

Specifications for Submission Materials

1. A file in .doc or .docx format, prepared according to the **template** available on the official website and named Surname_Name_Text, containing:
 - / selected focus: 1. Studying complex problems/2. Elaborating complex problems/3. Communicating complex problems;
 - title (maximum 80 characters, including spaces);
 - / title (maximum 80 characters, including spaces);
 - / subtitle (maximum 120 characters, including spaces);
 - / Name, Surname, affiliation, and email address of the author(s);
 - / abstract in English (maximum 1,000 characters, including spaces);
 - / keywords in English (maximum 5);
 - / main text in English or Italian (8,000-10,000 characters, including spaces);
 - / image description, both technical and content-related, in English (maximum 800 characters, including spaces);
 - / endnotes;
 - / bibliography.
2. An image file in .jpg or .png format, with a resolution of 300 dpi and dimensions of 80×80 cm, named Surname_Name_Img.
3. An anonymous .pdf file named Surname_Name_Rw, containing the same text as the .doc or .docx file and the image resized to 21×21 cm. To ensure proper double-blind review, author names and any identifying information must not appear in this file.

The three files must be collected in a single compressed .zip folder named TPS_Surname_Name, so that they are available to the Organizing Committee in their original formats for publication purposes. The .zip folder must be submitted to **info@theproblem-symposium.com**

Instructions for Text Preparation

The use of *italics* should be limited to the following cases:

- / foreign words not commonly used;
- / titles of books, films, paintings, or artworks in general;
- / names of software or applications.

The use of Capital letters should be limited to the following cases:

- / names referring to historical periods or major events (e.g. the Middle Ages, the Renaissance, the French Revolution);
- / geographical names and proper place names (e.g. the Mediterranean Sea; Mount Rosa);
- / honorifics and epithets (e.g. Lorenzo the Magnificent);
- / official names of buildings, monuments, and institutions (e.g. the Sistine Chapel; La Scala Theatre);
- / centuries or decades when written out in full (e.g. the Fifteenth Century; the Twenties);
- / Saint/San/Santa only when included in the name of a building or street (e.g. Church of San Francesco; the life of san Francesco).

The hyphen (-), with no spaces before or after, is used to indicate numerical ranges and compound or closely related terms (e.g. self-portrait; Italian-English dictionary; Milan-Venice highway).

The en dash (–) is used for parenthetical clauses and must be preceded and followed by a space. It should be used only when strictly necessary to resolve ambiguity; in all other cases, commas are preferred.

Double quotation marks (" ") are used for quotations from other works. Each quotation must be followed by the corresponding bibliographic reference, as specified below.

Single quotation marks (') are used to emphasize a single word or expression, including figurative usage, and for quotations within quotations (e.g. "Why has the twentieth century been defined as 'the short century'?").

Angle quotation marks (« ») are used for direct speech.

Small capitals must never be used.

Underlining should not be used.

In case of doubt, authors are encouraged to contact the Editorial Committee via email at: **info@theproblem-symposium.com**.

Structure and formatting

For text structure:

- / the first paragraph may be titled "Introduction";
- / the final paragraph may be titled "Conclusions";
- / sections must not be numbered and subsections are not allowed;
- / any "Credits/Acknowledgements" must appear in a final section after the endnotes;
- / leave 2 blank lines between the end of a text and the title of the following section;
- / leave 1 blank line between a section title and its text;
- / do not insert blank lines between paragraphs.

Bibliographic References

Bibliographic references within the text must appear in round brackets and include: (Surname year of publication, page number(s), preceded by "p." or "pp.")

All references cited in the text must be included in the final bibliography.

... as stated with regard to the issue (Bianchi 2010, p. 22).
... as stated with regard to the issue (Bianchi 2010, pp. 21, 22).
... as stated with regard to the issue (Bianchi 2010, pp. 11–22).

If several works by the same author are cited, the surname is repeated and publication years are separated by a semicolon.

... as shown in Bianchi's studies (Bianchi 2010; Bianchi 2017).

If the same author has multiple publications in the same year, a letter must follow the year. The same letter must appear in the bibliography.

... as stated with regard to the issue (Bianchi 2010a, pp. 11–22).
... the issue has been addressed systematically (Bianchi 2010b, p. 3).

Quotations in the Text

Quotations must be incorporated into the body of the text (using the same font, font size, and line spacing) and introduced by double quotation marks (" "). Any quotation within a quotation must be enclosed in single quotation marks (' ').

It is therefore possible to agree with Bianchi when he observes that "for Leonardo da Vinci the painter 'is master of all things that may come into the human mind,' as stated in his Treatise on Painting" (Bianchi 2017, p. 38).

Endnotes

Endnotes must be numbered consecutively and may contain brief comments or additional references deemed relevant by the author. In the text, references to endnotes must appear in square brackets: [x]. When an endnote refers to a work listed in the bibliography, the reference must be given in abbreviated form: author's surname year of publication, p./pp.

In the text:

... as stated by Prof. Bianchi [1].

In the endnotes:

[1] Bianchi 2014, p. 123.

[2] As stated by Prof. Bianchi (Bianchi 2014, p. 123).

Instructions for Bibliography Preparation

The bibliography must be placed at the end of the contribution.
In general:

/ the edition of the work actually consulted must be cited. Each reference must include the author, year of publication, and page numbers where applicable.

Panofsky, E. (1961). *La prospettiva come forma simbolica e altri scritti*. Milan: Feltrinelli.
[First edition: *Die Perspektive als "symbolische Form"*. Leipzig–Berlin, 1927].

/ the name of the translator should not be included unless it is strictly necessary for scholarly reasons;

/ if the same author has more than one publication in the same year, a letter must follow the year of publication. The same letter must be used consistently both in the in-text citation and in the bibliography.

Rossi, M. (1984a). *Geometria descrittiva*. Rome: Edizioni Kappa.
Rossi, M. (1984b). *Storia della rappresentazione*. Rome: Edizioni Kappa.

Book / Print

Surname, Initial(s). (Year of publication). Title. Place of publication: Publisher.

Rossi, M. (1984). *Geometria descrittiva*. Rome: Edizioni Kappa.
Rossi, M., & Verdi, G. (1984). *Geometria descrittiva*. Rome: Edizioni Kappa.
Rossi, M., Verdi, G., & Bianchi, F. (1984). *Geometria descrittiva*. Rome: Edizioni Kappa.

Book / Ebook

Surname, Initial(s). (Year of publication). Title. Ebook edition. Place of publication: Publisher. Ebook format.

Rossi, M. (1984). *Geometria descrittiva*. Ebook edition. Rome: Edizioni Kappa. Kindle.

Edited Volume

Surname, Initial(s). (Ed(s)). (Year of publication). Title. Place of publication (City, state abbreviation if applicable): Publisher.

Rossi, M. (Ed.). (1984). *Geometria descrittiva*. Rome: Edizioni Kappa.

Chapter/Essay in an Edited Volume

Surname, Initial(s). (Year of publication). Title of the chapter. In editor's Initial(s). Surname (Ed.), Title of the volume, p./pp. Place of publication: Publisher.

Rossi, M. (1984). *Proiezioni quotate*. In N. Bianchi (Ed.), *La geometria descrittiva*, pp. 20–32. Rome: Edizioni Kappa.

Journal Article / Print

Surname, Initial(s). (Year of publication). Title of the article. In Journal Title, issue number, p./pp.

Rossi, M. (2017). *Geometria descrittiva*. In *Annali di Storia della Geometria*, 18, pp. 543–556.

Journal Article / Online

Surname, Initial(s). (Year of publication). Title of the article. In Journal Title, issue number, p./pp. <URL> (accessed Month Day, Year).

Rossi, M. (2017). *Geometria descrittiva*. In *Annali di Storia della Geometria*, 18, pp. 543–556. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed May 6, 2017).

Conference Proceedings Paper

Surname, Initial(s). (Year of publication). Title of the paper. In editor's Initial(s). Surname (Ed.), Title of the conference (if applicable). Proceedings of the Number and Name of the conference. Location, Month Day(s), Year, vol. (if applicable), p./pp. Place of publication: Publisher.

Rossi, M. (2017). *Geometria descrittiva*. In G. Verdi (Ed.), *Territori e frontiere della rappresentazione*. Proceedings of the 39th International Conference of Representation Studies. Naples, September 14–16, 2017, vol. 2, pp. 543–556. Rome: Gangemi Editore.

Forthcoming Publications

For works in press, use (forthcoming) in place of the publication year.

Rossi, M. (forthcoming). *Geometria descrittiva*. Rome: Edizioni Kappa.
Rossi, M. (forthcoming). *Proiezioni quotate*. In N. Bianchi (Ed.), *La geometria descrittiva*. Rome: Edizioni Kappa.
Rossi, M. (forthcoming). *Geometria descrittiva*. In *Annali di Storia della Geometria*.

Bachelor's/Master's/PhD Theses

Surname, Initial(s). (Year). Title of the thesis. Bachelor's/master's/doctoral thesis in xxxxxxxxxx, supervisor/tutor's Initial(s). Surname, co-supervisor/co-tutor's Initial(s). Surname. University.

Rossi, M. (2017). Geometria descrittiva. Unpublished doctoral dissertation in Sciences of Representation and Surveying, supervisor Prof. G. Verdi, co-supervisor Prof. B. Bianchi. University of Palermo.

Newspaper Article / Print

Surname, Initial(s). (Month Day, Year). Title of the article. In Newspaper Title, p./pp.

Rossi, M. (April 18, 2017). Geometria descrittiva. In Corriere della Sera, p. 3.

Newspaper Article / Online

Surname, Initial(s). (Month Day, Year). Title of the article. In Newspaper Title, p./pp. <URL> (accessed Month Day, Year).

Rossi, M. (April 18, 2017). Geometria descrittiva. In Corriere della Sera, p. 3. <http://xxxxxx/xxxxx/xxxxx.xx> (accessed May 6, 2017).

Website

When citing a website, always include: <URL> (accessed Month Day, Year).

<http://xxxxxx/xxxxx/xxxxx.xx> (accessed May 6, 2017).

Website Article with Author

Surname, Initial(s). (Month Day, Year). Title of the article. <URL> (accessed Month Day, Year).

Rossi, M. (April 18, 2017). Geometria descrittiva. <http://xxxxxx/xxxxx/xxxxx.xx> (accessed May 6, 2017).

Website Article without Author

Title of the article. (Month Day, Year). <URL> (accessed Month Day, Year).

Geometria descrittiva. (April 18, 2017). <http://xxxxxx/xxxxx/xxxxx.xx> (accessed May 6, 2017).

Encyclopedia Entry / Print

Surname, Initial(s). (Year of publication). Entry title. In Title of the Encyclopedia, vol./vols., p./pp. Place of publication: Publisher.

Rossi, M. (1984). Geometria descrittiva. In Enciclopedia Italiana, vol. XI, 543–556. Rome: Istituto dell'Enciclopedia Italiana.

Encyclopedia Entry / Online

Surname, Initial(s). (Year of publication). Entry title. In Title of the Encyclopedia, vol./vols., p./pp. <URL> (accessed Month Day, Year).

Rossi, M. (1984). Geometria descrittiva. In Enciclopedia Italiana, vol. XI, 543–556. http://xxxxxx/xxxxx/xxxxx.xx (accessed May 6, 2017).

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**University of Genoa
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