**Title**Subtitle

Ex. First Author1, Second Author2, etc.

1 Affiliation 1

2 Affiliation 2

**Keywords:** First Keyword, Second Keyword, Third Keyword, Fourth Keyword, Fifth Keyword

**ABSTRACT** (Max 300 words)

The manuscript should be submitted in *Word editable format* or *RTF (Rich Text Format)*. In case, special characters or symbols will be used (Greek, Cyrillic, Hebrew, logic or mathematic symbols, etc.) those must be indicated with colors.

For Greek language, we suggested to use “symbol greek”, which is the most compatible within all the operative systems.

Concerning texts, we prefer the most common fonts available (Times, Courier, Helvetica, Garamond, etc.).

Displayed equations are centered and set on a separate line.

x + y = z

**PAPER** (Max 10.000/12.000 words)

* 1. **HEADING LEVEL 1**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut lorem mi, eleifend vitae maximus at, dictum semper massa. Suspendisse a tincidunt ligula, vel faucibus purus. Aenean euismod pulvinar enim, sed tincidunt massa pharetra a. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Praesent aliquam diam at purus interdum ornare ut vitae ante. Integer a nunc feugiat nibh gravida sagittis. Aliquam erat volutpat. Donec nibh lectus, blandit sit amet velit eget, tempus cursus massa. Duis faucibus purus at lorem aliquet hendrerit.

Quisque congue feugiat odio, non consectetur arcu malesuada ut. Morbi tempor, sem eget pulvinar mollis, ex massa tristique nibh, eget ultrices erat mauris et metus. Nullam nisl erat, convallis in eleifend eget, cursus elementum ligula. Etiam libero dui, consectetur non tellus eu, hendrerit volutpat sapien. Donec non vulputate urna. Sed luctus blandit felis non mollis. Praesent eu odio at nunc mattis efficitur quis et tellus. Integer dictum felis ex, sed lobortis augue congue eget. Fusce nec ex eu nulla sollicitudin vehicula eget quis eros. Aliquam eget leo aliquet lacus laoreet dignissim. Ut iaculis varius elementum. Suspendisse elementum in nunc id feugiat. Nunc non mattis lectus, at facilisis nulla.

[…]

**ACKNOWLEDGMENTS**

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**REFERENCES**

*Alphabetical order*

1. Colclough, B., & Colclough, J. (1999). *A challenge to change*. London, England: Thorsons.
2. Wells, A. (2009). *Metacognitive therapy for anxiety and depression in psychology*. New York, NY: Guilford Press.

**Ex. Fonts**

**Authors:** Names: *Times New Roman: pt. 10*; Affiliation/Keywords: *Times New Roman: pt. 9*

**Titles:** *Times New Roman: pt. 14*

**Subtitle:** *Times New Roman: pt. 12*

**Body:** *Times New Roman: pt. 10*

**Capitalization**

In titles or headings, do not capitalize articles (a, an, the) or prepositions fewer than five letters (i.e. “with”).

**Quotes and Referencing**

Quotes

* Short quotes (3-4 lines) must be put under quotation marks “…”;
* Extended quote must be put outside text, using a smaller body text and be separated by the main text through a blank line;
* Eventual omissions within a quote, must be indicated with suspension points and squared brackets […].

Quotation marks hierarchy

* The hierarchy of the quotation marks is “…’…’…”. Punctuation marks (beside the question/exclamation marks that are part of the citation, must be always postponed to the quotation marks;
* References to note should be always placed before punctuation marks.

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua”1.

Referencing

The journal accepts only papers using the **APA referencing system**, quickly summarized below.

1. In text citation should be indicated this way within brackets: surname, year, page number (where possible) (Doe, 1998, 226-228).

Ex. “Some thoughts are best left unsaid” when emotional issues cloud negotiation (Fisher, Ury, Patton, 1991, 37).

1. If more than one publication from the same author is quoted at the same time, years are separated by a semicolon.

Ex. (Doe, 1998; 2008)

1. If an author has published more than one text in one year, those should be listed with the letters a, b, c…

Ex. (Doe, 1998a; 1998b)

Referencing examples (APA style)

*(book with one author)*

Wells, A. (2009). *Metacognitive therapy for anxiety and depression in psychology*. New York, NY: Guilford Press.

*(book with two or more authors)*

Colclough, B., & Colclough, J. (1999). *A challenge to change*. London, England: Thorsons.

*(conference paper in print)*

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Sociology for the New Millennium*. Papers presented at The Australian Sociological Association, held at Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, Victoria: Celts

*(Journal Article from the Internet with a DOI)*

Bond, L., Carlin, J. B., Thomas, L., Rubin, K., & Patton, G. (2001). Does bullying cause emotional problems? A prospective study of young teenagers. *BMJ*, 323, 480-484. doi:10.1136/bmj.323.7311.480

**For more information about APA referencing system, please visit:**

<https://libguides.murdoch.edu.au/APA>

*The Bibliography must be in a separate list from the Webliography (list of electronic documents, websites, or other resources available on the internet.*

**Use of Italics**

Exhibition

* Exhibitions must be written in italic, for example in discursive form:

as it happened for the exhibition *Strada Novissima* during the Venice Biennale of 1980

or in extended form as a note:

Carlo Scarpa, *L’architettura può essere poesia? Disegni*, a cura di Guido Pietropoli (MAXXI Museo nazionale delle arti del XXI secolo, Roma, 16 giugno 2012 – 13 gennaio 2013) Electa, Milano 2013.

Artworks

* Indicated in italic without quotation marks

Pablo Picasso, *Les Demoiselles d'Avignon*

Unbuilt architecture projects

* Indicated in italic without quotation marks

Carel Weeber, *Het Wilde Wonen*

Architecture works

* Without italic

Colosseum, Crystal Palace, Eiffel Tower, etc.

**Figures**

* Figures should be .jpg or .tiff at 300dpi. Line drawings should .eps

files at 1200dpi;

* All images must be sent also as separate HR files;
* Color images should be saved as RGB. B/W images should be saved as grayscale;
* Scanning images from books or other publications results in lower quality images
* All illustrations (images, photographs, line drawings, and tables) must include a caption and might be cited in the text of the article. Captions are intended to briefly describe an illustration and provide a source credit. They should not include bibliographic information, which should instead be included in a note.



**Figure 1. …**

* Images caption should be referenced as it follows:

*(Images or photographs from projects)*

**Figure 1.** POLIS University students class in the “Tirana Design Week” workshops. (Image © John Doe)

*(Works of art or studies from art works)*

**Figure 2.** Saimir Kristo, *Magic of trigonometry* (2009)