



Pages on
Arts & Design

GUIDELINES FOR AUTHORS

1. RECOMMENDATIONS AND DOCUMENT FORMAT

Articles must have a minimum extension of 20.000 characters including spaces and maximum extension of 25.000 (abstract, footnotes and references excluded).

All files should be prepared in an appropriate word processing package and saved and send as .doc, .docx file format.

2. FIGURES AND FIGURE LEGENDS

Manuscripts might be accompanied by up to ten images each. Images should be uploaded and send in separated files (not inserted in the text), in JPG format and their resolution should not be lower than 300 dpi. The figure legends (captions) are to be added at the end of the entire document and, clearly referring to the individual image should not exceed 24 words per image. The figure legend ought to include and be structured as follows:

- Author/designer
- Name of the project or event
- Short description
- Producer
- Acknowledgements

3. DOCUMENT STRUCTURE

All submissions should adhere to the following structure, in the following order:

- Title (maximum of 240 characters including spaces);
- Authors name/s, institutional affiliation, e-mail address.
- Abstract with no more than 200 words;
- Five Keywords (separated by commas).
- The main body of text (including endnotes), typed in Times New Roman format, font 12
- Figure captions (if applicable).

3.1 Text format

All text should be submitted in English language, Times New Roman point 12 black type. Do not use any automatic formatting such as 'styles', tables or headers/footers nor particular character styles such as bold and underlining, unless the cursive style as indicated in 3.2. Do not use any automatic paragraphing tools and no indenting or numbering. Do not number the pages of the manuscript.

3.2 Character style-cursive

The cursive should be used throughout the manuscript for the following:

- Highlighting a term or expression;
- The name or title of a specific work or a product;
- Foreign language terms;
- Citing the title of a book or journal within the text;
- Title of exhibitions and events mentioned in the text.

3.3 Exceptions

For documents that for reason of content require special characters types other than indicated above, the author needs to state and informs the editors of any such requisite at the time of submission.

3.4 Section headings

It is preferred that the document is structured by numbered paragraphs and subtitles as follows:

5. Towards a new type of motorcycle

Following the innovations in motorcycle design of the previous decades...

New society structures

The motorcycle industry has been significantly challenged by...

3.5 Footnotes

Footnotes must be used only when strictly necessary for information that is complementary to the text.

Footnotes containing only references are not allowed. These must be listed at the end of article, in the 'References' item.

4. QUOTATIONS, REFERENCING AND BIBLIOGRAPHY

The references must be listed at the end of the text, in alphabetical order, font 12, and with simple spacing. References must follow the rules below: Quotation mode, referencing and bibliography should follow and be organized according to APA Style, which can be consulted under www.apastyle.org. The APA style foresees footnotes instead of endnotes. Short quotations (up to 40 words) within the text should be marked by double quotations marks. Longer quotations should follow a space and be indented from the text without quotations marks.

5. ABBREVIATIONS

Abbreviations consisting of initials (such as CEP) should omit the full stops, and include expansion of the abbreviation at the first mention (Calcolatrice Elettronica Pisana (CEP)).

Should the use of abbreviations within the document be extensive, it is advisable to include an abbreviation key at the beginning of the text.

Do not use op. cit; ibid; ibidem; id; idem

Do not use apud. Use the term in rather than apud.

6. SENDING

Text file (.doc; .docx; .rtf) with images folder should be sent by e-mail to: editors@padjournal.net; cc. with: edchief@padjournal.net