Article title 16-point Times, first letter uppercase

**Abstract**

The abstract is in justified format, and in English. Characteristics of the abstract: no more than 200 words, character: 10-point Italics, single spaced.

**Keywords:** enter 3-5 keywords in English, separated by commas, 10-point Italics, lowercase.

**STRUCTURE OF THE ARTICLE**

The File must be in MS Word format and saved in \*docx. To avoid mistakes, please use MS Word’s spellcheck function.

Depending on the contribution, the paper’s length differs: articles for the Special Focus Section item must be 10,000 words in length (unless otherwise stated in the Call for Papers for which the contribution is proposed), including tables and figures, and not including the bibliography; articles for the Dialogues Section must be 6,000 words in length, including tables and figures, and not including the bibliography.

Structure and headings:

Introduction

1. Heading lev. 1

1.1. Heading lev. 2

1.2. Heading lev. 2

...

1. Heading lev. 1

2.1. Heading lev. 2

2.2. Heading lev. 2

...

1. ...

Concluding thoughts

*Bibliographical references*

**TEXT FORMATTING**

In order not to change the style and formatting system, the following format must be used.

Use *Italics* only to emphasize words or parts of the text.

Do not use **boldface** or underline.

Acronyms> no full stops, first letter uppercase, subsequent ones lowercase (e.g.: Bes, Istat, Cnel).

Paragraph format > spacing between paragraphs with only a voluntary carriage return to break up the discussion at the desired point. No first-line indent. Alignment: justified.

Bullet lists > must be included with the following style (bullet list):

* Point 1
* Point 2
* ...

**FIGURES AND TABLES**

Use the generic term “table” for tables and “figure” for photographs, graphics, infographics, diagrams, charts.

Figures and tables must be inserted into the text in their exact position.

Within the text, they are reported as in the following formatting example: “... as shown in Tab. 1 or Fig. 1... ”

Each table/figure must be marked by an Arabic numeral and by a title with the source in parentheses. Tables and figures are to be numbered distinctly and independently.

Each table/figure must have a maximum width of 137 mm (as in this document) and a maximum height of 178 mm.

Colour: only in the grey range.

Captions: numbered, first letter uppercase, body 9, source in parentheses (source: ...), closed with full stop.

In addition to being entered into the text, figures will be delivered in their original format in a dedicated folder (photographs must be delivered in their maximum resolution). For these items, authors must produce any necessary releases for copyright, or provide citations of the original sources. The Editorial Team for the printing and publication design reserves the right to modify the positioning of inserted graphics.

Charts (diagrams, graphs, etc.) must not be photos or scans, but constructed in PowerPoint; the font used must be Calibri regular, body 8; in addition to being inserted into the text, they must be delivered in the original format.

**Fig. 1** Sample chart: 3-level AHP hierarchy (source: Saaty, 1990).



**Fig. 2** Sample photograph: cover of Rivista Italiana di Public Management

(source: processing by authors).

Tables must be constructed directly in word, as in the sample below. Variables x and y: in boldface; activate all gridlines: 0.5 pt (low line row heading: 1pt); cell text: body 9, flush left alignment, centred at top.

**Tab. 1** Sample table: staff A, B, C and eed at 31 December 2017

(fonte: Corte dei conti, processing from 2017 staff and 2015-2017 need).

| **An example of a column heading** | **Column A (*t*)** | **Column B (*t*)** |
| --- | --- | --- |
| **And an entry** | 1% | 2% |
| **And another entry** | 3% | 4% |
| **And another entry** | 5% | 6% |
| **And another entry** | 3% | 4% |
| **And another entry** | 5% | 6% |
| **And another entry** | 5% | 6% |
| **And another entry** | 5% | 6% |

**FOOTNOTES**

If the article requires notes, these must be progressively numbered in Arabic numerals and must have exclusively explanatory content. There must be no bibliographic notes in the body of the text; bibliographic references are to be inserted at the end of the paper following the defined rules (see paragraph below).

Notes must be inserted as Word notes, using single spacing and Times New Roman body 9, and placed at the bottom of the page where they are mentioned (and not all together at the end of the paper).

No figures or graphs are permitted in the notes.

**BIBLIOGRAPHIC REFERENCES**

The list of citations and of bibliographic references in the text must be provided in a single list in alphabetical order, with no bullets. The list must be placed at the end of the table, with the heading “Bibliographic References.”

The list of bibliographic references must begin with surname of the author, of the lead author if there is more than one, or of the editor or institutional author (e.g. ISTAT), or with the name of the newspaper (Sole 24Ore) or periodical if no indication of the author or individual editor is provided.

When there are several bibliographic citations of a single author (or group of authors) these must be ordered by year of publication; if there are several citations in a single year of publication, the list must begin with the one cited first in the paper. Moreover, multiple citations of works by a single author (or group of authors), relating to the same year, must be differentiated by a lowercase letter (e.g. a, b, c,) inserted after the year.

Citation of bibliographic references must be entered in the text with the author’s name and the year of publication of the citation noted. Example:

Some studies (Adams, 1974; Byron & Ball, 1976; Wilansky, 1980 a, b;) support this conclusion.

Web links must be interactive and lead to the indicated website.

The following are the main rules used:

*Magazine articles:*

Palermo, L. (2002). Definizione delle scelte della pubblica amministrazione, RIPM*,* – Vol.1 – n.2|2002, 114.

*Articles from magazines being published:*

Pandolfi, E., & Bonino, G. (in press). Inclusione e sostenibilità nella PA. *AziendaPA.*

*Articles from periodicals published online with DOI:*

Bridge, G., & Hill, W. (2013). Nature, *55*(3), 170-205. http://www.homepagerivista.com/it/url/

*Articles from periodicals published online without DOI:*

Rossi, L. G., & Bianchi, D. R. (2000). Internet e pubblica amministrazione. *Titolo del giornale*, *numero del volume*. Available at http://www.homepagerivista.com/it/url/

*Books:*

Viola, L.G. (2005). *Gap generazionale nelle amministrazioni pubbliche*. Rome: Rubettino.

*Edited books:*

Rossi, L. G., & Bianchi, D. R. (Ed.) (2015). *Digitalizzazione della PA*. Milan: WebPA.

*Papers:*

Melone, G., (2014, maggio), *La sfida dell’intelligenza artificiale nel settore pubblico*. Paper submitted at the Annual Conference, *Innovazione nelle pubbliche amministrazioni*, Rome, Italy.

*Citations from websites:*

Palermo, L. (2008). Gli acquisti di beni e servizi strumentali. Available at http://www.homepagerivista.com/it/url/