

Style Guidelines for Authors

FOR PUBLICATION ON OUR WEBSITE

Authors should provide either an extended abstract for publication on the puntOorg website of 400-600 words or a short article of 600-2000 words.

They should also provide a photo together with details of their job title and primary institutional affiliation.

Please note that proofreading and language editing of your manuscript will not be provided prior to publication; it is therefore your responsibility to submit a version that you are happy with for the mentors and our webiste.

FOR SUBMISSION TO THE MENTOR

The manuscript submitted must be your own original work and must comply with the guidelines below.

Please see our Style Guidelines below and the available Word document template:

- Word count: approximately 8,000-10,000 words including references
- Title page including: Title of the article (font: Palatino; size: 14; bold; first word and proper nouns cap only); full names of all authors, name of corresponding author and his/her email address (font: Palatino; size: 11).
- Main text document including: Abstract (150-200 words), Keywords (up to 10 words), main text, Appendices (if applicable) and Reference List.

FORMAT OF THE MAIN TEXT DOCUMENT

Font: Palatino

Size: 11

Headings: Bold

Subheadings: Italics; one level.

Alignment: left hand side

Borders: 2.5 cm on all sides

Spacing: single line; one blank space before headings.

Footnotes: numbered (1, 2, 3 etc.)

Tables: (Table 1) in text; Table 1. Initial cap only

Figures: (Figure 1) in text; Figure 1. Initial cap only

Displayed quotations: indented 1 cm left and right

Numbers in text: spell out one to nine then use numbers

References (left hand side alignment, hanging):

In text: Sicca and Zan (2012) found this useful. Sicca's (2012) research is also valuable. (Sicca 2012a; 2012b: 82; Boncori 2012; 2014).

One author: Sicca (2012) or (Sicca, 2012)

Two authors: Sicca and Zan (2012) or (Sicca and Zan 2012)

Three authors: Boncori, Sicca, and Bizjak (2015) or (Boncori, Sicca and Bizjak, 2015)

Four or more authors: Di Porzio et al. (2012) (Di Porzio et al., 2012)

Quotations: As Sicca (2014: 67) points out, "quoted text." As Sicca points out, "quoted text" (2014: 67).

REFERENCE LIST

Book:

One author

- Boncori, I., (2013) *Expatriates in China. Experiences, Opportunities and Challenges*, London: Palgrave Macmillan.

* * *

Two authors

- Normann, R., and Ramirez, R. (1998) *Designing interactive strategy: from value chain to value constellation*, Place: Wiley.

Book Chapter:

- Coda, V., Mollona, E. (2010) "The Feedback Structure of the Strategy Process and Top Management's Role in Shaping Emerging Strategic Behavior", In *Handbook of Research on Strategy Process*, P. Mazzola et al. (eds), pp. 109-142, Northampton: Edward Elgar.

Article:

One author

- Sicca, L.M. "(2000) "Chamber Music and Organization Theory: Some Typical Organizational Phenomena Seen Under The Microscope" *Culture and Organization*, 6(2): 145-168.

* * *

Two authors

- Sicca, L.M., Zan, L. (2005) "Much Ado About Management. Managerial Rhetoric in the Trasformation of Italian Opera Houses", *International Journal of Arts Management*, 7 (3): 46-64.

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Three authors

Boncori, I., Sicca, L.M., Biziak, D. (2015) "Resistance in Academia: workload models as instruments of transparency or as a form of managerial panopticon?", *PuntoOrg Working Paper Nursery*, 1.

* * *

Four authors

- Di Porzio, U., Daguet, M-C., Glowinski, J. and Prochiantz, A. (1980) "Effect of striatal cells on *in vitro* maturation of mesencephalic dopaminergic neurones grown in serum-free conditions", *Nature* (288): 370 - 373.

Online source

- Di Scipio, A. (1999) *Synthesis of Environmental Sound Textures by Iterated Nonlinear Functions*. Online at <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.33.5855&rep=rep1&type=pdf> accessed, on date.

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When you submit your work for publication, please include the following acknowledgement:

We would like to thank the Working Paper Nursery project (www. <http://www.puntoorg.net/en/home-eng>) for the mentoring support received throughout the life of this paper.