GUIDELINES FOR FULL PAPERS

To the largest possible extent, authors are invited to respect the following minimal guidelines:

• **Papers' length**: full papers should not exceed 20,000 words (approx. 10 pages), including references.

• **Characters' type**: Calibri 12. Use one line space between paragraphs.

• **Title styles**: maximum 4 levels, numbered (1., 1.1., 1.1.1. and 1.1.1.1.).

• **Boxes, tables, graphs, figures** must be numbered and titled.

• Use **footnotes** (not endnotes). Characters' type for footnotes: Calibri 10.

• Use double **quotation marks** (""") for dialogue and quoted material in the text. Single quotation marks (‘’’) are used for quotes within quotes.

• **Punctuation**: Use no space before and a single space after: full points, commas, colons, semicolons, question mark or any other closing punctuation mark.

  Example of comma, example of full point. Example of colon: example of full point. Example of semicolon; example of full point. Example of question mark?

• **Reference system**: The reference system adopted is the Harvard reference system: cite the authors' surname, the year of publication and the page reference immediately after the quoted material.

  "In Europe, the concept made its first appearance in the early 1990s, at the very heart of the third sector, following an impetus that was first Italian, linked closely with the co-operative movement." (Defourny and Nyssens 2006: 4)

When referring to a text whose authors' surname is cited in the text, just cite the year of publication – and of course, if applicable, the page reference – immediately after the name.

  According to Laville and Nyssens (2001), social capital is a fully fledged production factor within social enterprises since it is part of the production process and it improves it, mainly by reducing the transaction costs (...) and by reducing the production costs (...).

If there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc. When they are more than two authors, cite the first author's surname, followed by "et al.".

  The authors conclude that "nearly all the organizations in the sample analyzed
declared that they had more than one goal" (Campi et al. 2006: 45), which confirms the multiple-goal hypothesis.

When citing two references or more, use a semicolon.

To a large extent, these interpretations of the economic role of third sector organisations are compatible (Anheier and Ben-Ner 1997; Krashinsky 1997), and they have often been used jointly.

• Bibliography: As far as the bibliography for article in English is concerned, check carefully that it lists every work cited in the text.

First line: negative indent – 1.25 cm.

The order of entries for one author with others should be:

1 – Books and articles by a single author in date order.
2 – Titles by the author written with one other person, arranged alphabetically by second author.
3 – Titles by the author with two or more others in order of date, as these will all be cited as, for example: "Campi et al. 2006" in the text. Check whether any of the entries needs to be distinguished by using a, b, etc. (2006a, 2006b, etc.).

Type the bibliography in the order: author's name, initials, "(ed.)" or "(eds)" (if applicable), date, title, place of publication, publisher, as in the following example (please note where commas are used and where they are not used):


Type book and journal titles in italic with main words having capitals. Type article and chapter titles with essential capitals only and in double quotation marks. Give the number of the volume and number of issue immediately after the journal title.


For two and more authors, use the "&" sign between the (last) two authors, rather than "and"; this makes it possible to avoid language problems when the title of the work is not in English.


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