**Guidelines to be followed for documents written in languages other than English**

Please, make sure the document adopts the following options related to page margins which can be selected in the menu named “Page Layout”.



The font employed in all Geoprogress publications is “Times New Roman”. Please, make sure the size is 12, the main content of the text (excluding titles) is “Justified” and black colour is selected.



For the text included in the paragraphs (thus excluding titles, abstract, bibliography and footnotes) it must be selected a line spacing equal to 1.0 (through this icon ). The language selected across the document should be  (selection is possible on the bottom left of the page). For publications in Italian please select .

In the following pages it is reported a set of additional indications necessary for the formatting of different sections of the document. Please, feel free to use this document whose format is already consistent with Annali del Turismo format guidelines as a base to copy and paste your text.

The next page presents an already formatted first page of the paper, with the correct formatting and positioning of paper title, authors name and surname, abstract, paragraphs titles.

Please, remember to save the file with the “.docx” extension.

For further information, please contact Edoardo Ardizzone at edo.ardizzone@gmail.com

**TITLE OF THE DOCUMENT (in the language used in the article)**

Author1 name surname[[1]](#footnote-1)\*, Author2 name surname, Auhor3 (..)

*Abstract*

TITLE OF THE DOCUMENT (IN ENGLISH).- Title and authors must be aligned selecting “center” (please do not modify the line spacing, “Before: 0 pt”, “After: 0 pt”). “UPPERCASE” should be selected for the title. Two empty lines separate the title from authors’ name and surname list. Three empty lines separate the list of authors and the text *“Abstract”* which must be in *italic* and must present a 6 pt spacing, below, (line spacing can be selected in the “Paragraph” window). **Even for articles written in Italian or other languages other than English, the abstract must be written in English**. Even the title at the beginning of the abstract (in capital letters) must be written in English, irrespective of the language of the article text. The content of the abstract should be aligned selecting “Justify” and the following options should be selected for spacing:



At the end of the abstract, keywords that are consistent with the paper should be added, please refer to the following example:

*Keywords: Guidelines, Tourism, Geoprogress, Publication*

Two empty lines with no spacing (“Before: 0 pt”, “After: 0 pt”) should be added after keywords, before the title of the first paragraph.

**1. Heading 1**

The title of the main chapters must be aligned on the left (), “bold” must be selected and it must be numbered using the format 1. , 2. , 3. , etc. Before the titles of main chapters an empty line must be entered.

The spacing of main titles should be:

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The main text of the paper should instead follow the rules explained at the beginning of this document.

Subchapters’ titles should be formatted as follows:

*1.1 Heading 2*

Before each subchapter it must be entered an empty line. The font of these sub-chapters titles (1.1, 1.2, 1.3, etc,) must be *italic* and the spacing must be:



Further sub-chapters should be formatted as follows:

1.1.1 Heading 3

The spacing for these sub-chapters titles (1.1.1, 1.1.2, 1.1.3, etc,) must be:



Bullet lists should be formatted as follows:

* Item 1
* Item 2
* Item 3

While those for numbered lists:

1. Item 1
2. Item 2
3. Item 3

The following spacing must be adopted for bullet lists:



Tables should be formatted as follows:

|  |  |  |
| --- | --- | --- |
| Title 1 | Title 1 | Title 3 |
|  |  |  |

*Table 1: Title of the table.
Source: Own elaboration.*

The spacing referred to the table is:



While the one of the table title (in italic) must be:



The same formatting is applied to images and graphs.

Please refer to the footnote of this page for footnotes format[[2]](#footnote-2).

The title of the section related to references must not be numbered and must adopt the same format as the main headings.

**References**

The references must adopt the format presented in the examples below.

Please, make sure to report, in this Reference section, only works (papers, book chapters, etc.) that are cited along the text in the form (Author(s) Surname(s), date of the publication, for example: (Adamo, 2017).

Article titles and book chapters should be indicated using the standard font, while the title of the review or of the book where the article is included have to be *italic*.

Adamo F. (2017), Patrimonio culturale e sviluppo locale, *Annali del Turismo*, Vol. VI, pp. 11-18.

Grove A.T. (1980), Geomorphic evolution of the Sahara and the Nile, in M.A.J. Williams & H. Faure (eds.), *The Sahara and the Nile*, Rotterdam, Balkema.

Kaika M. (2003), The Water Framework Directive: a new directive for a changing social, political and economic european framework, *European Planning Studies*, 11(3), pp. 171-202.

Adamo F. (2012), *Turismo e sviluppo urbano in Italia*,  Bologna, Patron, 2012, p. 599.

Duhamel P. (2018), *Géographie du tourisme et des loisirs. Dynamiques, acteurs, territoires,*Paris, A. Colin.

Godfrey K. and Clarke J. (2000), *The Tourism Development Handbook. A Practical Approach to Planning and Marketing,*London and New York, Continuum.

Ioannides D. and Debbage K.G. (1998), *The Economic Geography of the Tourist Industry,*London and New York, Routledge.

Page S.J. (2015), *Tourism Management,*London and New York, Routledge.

UNWTO (2016), *Measuring Sustainable Tourism. Project concept note,* in<http://cf.cdn.unwto.org/sites/all/files/docpdf/mstconceptnote17032016.pdf>

WCED - World Commission on Environment and Development (1987), *Our Common Future,*New York, Oxford University Press.

The spacing of references must be:

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1. \* The author’s mailing details should be inserted here. An example is:

“Author, Department of (..), University of (..), E-mail address: author@geoprogress.it.”

If there are two or more authors, please specify the different contributions to the paper. [↑](#footnote-ref-1)
2. The font of the footnote has to be Times New Roman, size 10 aligned on the left. [↑](#footnote-ref-2)