

Guidelines for the Layout of Papers

1. File Format

Papers should be submitted in Microsoft Word (*.doc or *.docx)

Please do not save the text in a compressed data file.

File name (of first author): surname_name.doc (example: smith_jane.doc)

2. General Formatting

Page size: A4

page margins: 2,5 cm top; 2 cm left, right, bottom

Font: Arial

Use tab stops or other commands for indents, not the space bar (the standard indent is 0,8cm).

Length: between 4,000 and 5,000 words, including notes and references

3. Heading

Alignment: left

Paper Title (Arial, 14 pt, Bold)

Subtitle, if any (Arial, 12pt, bold)

Author name and surname (Arial, 12 pt, bold)

Affiliation and e-mail (arial, 10 pt)

4. main text

Font:

- Arial, 11 pt bold for paragraph titles;
- Arial, 11 pt italic for subsections titles (if any)
- Arial, 11 pt for text;
- Arial 9-point for footnotes.

Paragraphs:

- Paragraphs titles must not be numbered
- Alignment: justified
- line space Multiple at 1,15.
- No extra spacing between paragraphs
- The beginning of every paragraph has to be indented (0,8 cm) with the exception of the first line of the paper or a new chapter.

If the importance of certain expressions is to be emphasized, please make them stand out by using *italics* (not in bold type, spaced or underlined).

Quotations are to be put between quotation marks (i.e. 'cities').

5. references

Within the text:

Bibliographic references should be made within the text (no as footnotes) by indicating between parentheses the author's last name, publication date and, if applicable, the page number(s) (after a colon).

Examples:

Single author: (Sá, 1991: 7)

Two authors: (Sampaio and Gameiro, 1985)

Three or more authors: (Silva *et al.*, 1989)

At the end of the text:

The complete list of works cited in the text (and only these) is to be included with the title "References", alphabetically ordered by the author's last name.

Font: Arial, 10 pt

Indentation: by 0,8 cm

Paragraph spacing: 6 pt

Line spacing: single

Examples:

Books and edited books:

Jacobs J., 1961, *Death and Life of Great American Cities*, New York: Random House.

Balbo M. (ed), 2005, *International Migrants and the City*, Venice: UN-HABITAT and Università Iuav di Venezia

Book chapters:

Hammar T., 1994, Legal Time of Residence and the Status of Immigrants, in: Bauböck, R. (ed.), *From Aliens to Citizens. Redefining the Status of Immigrants in Europe*, Aldershot: Avebury, pp. 187-198

Articles:

Isin E. F., 2009, 'Citizenship in flux: the figure of the activist citizen', *Subjectivity*, Vol 29, No. 1, pp. 367-388

Electronic publications:

Mahler S.J., Dusan U., 2006, 'Central America: Crossroads of the Americas', *Migration Information Source*, <http://www.migrationinformation.org/USFocus/display.cfm?ID=386>, accessed on 08.06.2012