

[Vicino Oriente XIX (2014), pp. 85-104] – THIS IS THE TEMPLATE FILE TO USE --

TITLE TIMES NEW ROMAN 10 CAPITALS CENTRED

Name Surname - Affiliation (Times New Roman 10 regular centred)

English Abstract composed of

Background: 300 characters.

Aims: 300 characters.

Subjects and methods: 300 characters.

Results: 200 characters.

Conclusions: 200 characters.

Keywords: 1 keyword; 2 keyword; 3 keyword; 4 keyword; 5 keyword (five keyword Times New Roman 9)

1. TITLE PARAGRAPH TIMES NEW ROMAN 10 SMALL CAPITALS spacing after 2pts

Body text Times New Roman 10 regular justified,¹ first line/start of a paragraph indent 0.5 cm, single line spaced. Body text Times New Roman 10 regular justified, first line/start of a paragraph indent 0.5 cm, single line spaced. Body text Times New Roman 10 regular justified, first line/start of a paragraph indent 0.5 cm, single line spaced. Body text Times New Roman 10 regular justified, first line/start of a paragraph indent 0.5 cm, single line spaced.

1.1. *Title subparagraph Times New Roman 10 italics* spacing after 2pts

1.1.1. Subtitle subparagraph Times New Roman 10 regular underlined spacing after 2pts

Format of the review: 17 x 24 cm

Page layout: outer size 17 x 24 cm; inner size: 13 x 18 cm

Page set up

margins based on A4 paper:

upper margin 6 cm;

lower margin 5.5 cm;

SX DX margins 4 cm

Page header: 4.85 cm

Footer header (page number): 4.35 cm

Line spacing: single

Header text: Times New Roman 9 regular

¹ Footnotes numbered by order of appearance in the text; footnote text Times New Roman 8 justified, single line spaced, 0.5 cm indent.

Page number: Times New Roman 9 regular centred

Figure captions: Times New Roman 10 regular with credits, es.: Fig. 1 - Picture of ... (Rossi 1997, fig. 4).

In text references are in footnotes: Author year, number of page, fig. (es.: Rossi 1997, 24-26, fig. 3).

VO Journal includes four types of papers:

1. Articles: 32000 characters maximum + 4 pages of illustration
2. Report articles: 16000 characters maximum + 3 pages of illustration
3. Shortnotes: 9600 characters maximum + 1 page of illustration
4. Reviews: 12800 characters maximum

Text must be typed in Microsoft Word.

Figures are at the end of the text, after the references; figures' dimensions minimum 300 dpi, separated jpg files, numbered with definitive number of the article. The number of figures should appear in the text according the format (fig. 1) (figs. 1-2) (figs. 1, 3). Maximum measures of figures are 13 × 18 cm, but if the caption is external to the figure, it is necessary to leave enough space to accommodate the caption. Short captions are recommended.

Reference citations in text

Quotations should be placed in footnotes and not in the main text.

In case of quotation of a sentence, text should be in between inverted commas «» and should be reported the reference in the footnote as follows: Author 1985, 23.

Reference citations in footnotes:

Green 2004, 120-121.

Green - White - Red 2012, 64, fig 4.

References in a phrase in footnotes are between brackets (Author 1985, 23). In the case of four or more authors they must be quoted with the name of the first Author and et al. (Author et al. 2002, 65).

Cross-references: (§ number of paragraph) es.: (§ 2.1.)

Bibliographic references at the end of the text: Times New Roman 9, according formats in examples below:

Book

RED, C.

2010 *New Light*, London 2010.

BIANCO, M. (ed.)

2000 *The House*, London 2000.

RED, C. - BLU, F. - GREEN, Y.

2010 *New Light*, London 2010.

RED, C. - BLU, F. - GREEN, Y. (eds.)

2010 *New Light*, London 2010.

RED, C. - BLU, F. - GREEN, Y. - BLACK, M.

2015 *The Story*, Oxford 2015.

RED, C. - BLU, F. - GREEN, Y. - BLACK, M. (eds.)

2015 *The Story*, Oxford 2015.

Chapter in a book/contribute in a volume/proceedings:

CARL, J.

2001 The olive oil: G. BONNY (ed.), *Agriculture in the ancient times*, Paris 2001, pp. 25-36.

Chapter/contribute in a book series:

MIKE, P.

2005 The sun delight: J. CARL - F. DARLY (eds.), *The Sun* (Publications of the University of Hannover 16), Hannover 2005, pp. 127-186.

Journal article:

PONRY, G.

2009 Horse and donkey in the Near East: *East and West* 16 (2009), pp. 95-103.

CHECKLIST

Dear Author, before submitting a paper, please check that all required data and editorial standard are respected:

1. The paper has not been previously submitted or published in other journals;
2. Full contact details for the corresponding author (Name, Institution, Address and email) are present;
3. File text is .doc;
4. Figures are .jpg, 300 dpi minimum, correctly numbered according to the order of appearance in the text;
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