

**4rd International Scientific Symposium of UNGEGN's RHD
Roma [Rome] – Italia [Italy] 2024**

EDITORIAL GUIDELINES FOR THE PROCEEDINGS

General terms

All submitted material will be subject to review by the Editors and their Referees.

Authors should write their papers in .doc or .docx format (Font: *Times*, size 12. The main titles should be in bold Italics, sub-titles in Italics). The book will follow the same layout as the previous proceedings of UNGEGN-RHD symposia.

The proofs of the accepted papers will be sent to the authors for last correction/modification. If the final proofs are not returned by the authors with their approval within ten days, they will be deemed implicitly approved and will be printed with editorial corrections.

There are no publication charges and no compensation for the authors.

Title, authors and addresses

The full title should be informative but concise. It should be followed by the names of the authors and their affiliations.

Summaries and texts

All papers must include an abstract not exceeding 1,000 characters including blanks, in which the main issues and the conclusions should be described.

The total length of the papers must not exceed 30,000 characters including blanks. Captions of the figures and tables are excluded from this limit.

Footnotes should be avoided. When absolutely necessary, please use notes in brackets.

Citing quotations from other authors must be done by indicating in brackets: Author, year, page or pages, e.g., (Ascoli, 1895, p. 97) or (Ascoli, 1895, pp. 99-101), then reporting in the Bibliographic references the complete reference of the cited work.

Authors should send their figures separately rather than inserting them inside their text files in .doc or .docx format, and should indicate the position of the figures with a red note, in round brackets.

Before being submitted for publication in the proceedings, texts should be revised by an English mother-tongue editor.

Key words

A maximum of six words should be indicated.

Names of organisms

In papers dealing with animals, plants and microorganisms, the Latin name (*in Italics*) of the species or of the taxon, followed by the abbreviated name of the taxon author, should be indicated. Conformity with modern taxonomy and rules of nomenclature is recommended.

Units of measurements and abbreviations

The metric system and the SI (Système International) system of units is adopted as standard.

References

At the end of the paper, references should be listed under the heading “Bibliographic references” in alphabetical and in chronological order if more papers by the same author are cited. Multi-author papers should be listed in alphabetical order; if necessary, also the alphabetical order of the second, third, etc. author should be taken into account in determining the order.

Papers published in the same year by the same author(s) should be distinguished by alphabetical letters after the year, e.g., 1993, 1993a, 1993b.

The following standard form of citation should be used:

Manuscripts

Manuscripts should be cited by indicating the city and the institution of conservation, and their last location (e.g., London, British Library, *ms. Royal 14 CVII, f. 2*).

Journals

TUAN Y-F., *Language and the Making of Place: A Narrative-Descriptive Approach*, in “Annals of the Association of American Geographers”, 81, 1991, pp. 684-696.

CONEDERA M., VASSERE S., NEFF C., MEURER M., KREBS P., *Using toponymy to reconstruct past land use: a case study of brusada (burn) in southern Switzerland*, in “Journal of Historical Geography”, 33, 2007, pp. 729-748.

Papers in edited book

NILSSON L. and TORENSJÖ A., “Place names as intangible cultural heritage - The example of Sweden”, in CANTILE A. and KERFOOT H. (Editors), *Place names as intangible cultural heritage*, Firenze, 2016, pp. 71-80.

Books and monographs

GARCÍA BORRÓN J.-P., *Diccionario geográfico de hagioponimia española*, Barcelona, 2013.

BAYLON C. and FABRE P. *Les noms de lieux et de personnes*, Paris, 1982.

Tables and figures

Tables and illustrations should be numbered according to the order they appear in the text as: (Table 1), (Tables 2 and 3), (Fig. 1), ... (Fig. 3 and 4); and (Fig. 5a, b, etc.) when grouped. Legends should be self-explanatory. Lettering, arrows heads and scale bars in illustrations must be clear. Reduction of illustrations to fit suitably into text should be taken into account when preparing the lettering.

Each table should be self-explanatory and typed on a separate sheet (with an appropriate caption). Figures should be numbered in a separate series, with complete captions. Scale should be shown, preferably by a scale bar (as the size of the figure may be altered). Computer generated figures should be provided with the file format in which they were generated (jpeg, tiff).

Illustrations should be 300 DPI, suitable for reproduction purposes, and have a base size of no less than 20 centimeters. Photographs should be clearly legible and no smaller than the final size.