

Guidelines for Authors

Manuscript submission

Manuscripts, not published before, must be prepared in Italian or English language and sent in digital format, including figures and tables, to the Editorial Board at the following address: Sossio Del Prete, via Ferrarecce 7 – 81100 Caserta, Italy.

Indications by the Editorial Board and Authors' instructions

- The articles must deal with speleology in artificial caves, or related studies and researches.
- Authors must indicate their affiliation, which will be shown on the first page of the manuscript.
- In case the manuscript is written by two or more Authors, the reference Author must be indicated (name, surname, postal address, E-mail).
- Length of the manuscript must not exceed 50,000 spaces, including the figures. In exceptional circumstances, the matter will be examined by the Editorial Board.
- Figure captions must be presented in Italian and English.

Organization of the text

- Starting from the first page, the manuscript must include: italian title, english title, name and surname of Authors, address and affiliation of Authors, extended abstract in italian, abstract in english, key words (in italian and english).
- The manuscript written in english must be preceded by an english abstract and an extended italian abstract (maximum length 1000 spaces).
- Each page must be printed only on one face, with single spacing, 12 pt, Arial or Times New Roman, and must be numbered.
- The title must be written in **BOLD UPPER CASE**, centered. The 1st order sub-titles must not be numbered, and must be written in **bold lower case**, left alignment; the 2nd order sub-titles must be written in *bold italics lower case*, left alignment.
- All the figures must be cited in the text, numbered progressively in Arab numbers between brackets (Fig. 1, Tab. 1). In the context of a sentence, the figure may also be indicated as: in figure
- Notes must be placed as footnotes.
- References in the text must be indicated between brackets, as follows: Author, year (separated by a comma). In case of more works, these must be indicated in chronological order, separated by a semi-colon (i.e. PISANO & SANNA, 1999; GORTANI et al., 2000). Multiple articles by the same Author, published in the same year, must be indicated with lower case letters after the year (i.e.:, 1999a;1999b).
- In case of long and repeated names in text, these must be fully indicated when cited the first time, and followed by its acronym between brackets, as in the following example: Tufo Giallo Napoletano (TGN). The acronym will be used in the following text.
- Cardinal points must be fully indicated in lower case letters (i.e.: north, east south east from Rome). Directions must be indicated in upper case letters (i.e.: N-S; ESE-WNW).
- Measurement units must belong to the International System (km, m, cm, mm); in case of ancient measurement units, the equivalent metric unit must be shown between brackets.
- Authors are responsible of the manuscript sent for publication, also as regards copyright of pictures and drawings.

Acknowledgements

- Acknowledgements at the end of the text must be preceded by the word **Acknowledgements** in bold, 12 pt, left alignment.

References

- The reference list must include all the references cited in the text.
- Articles in preparation cannot be cited, whilst articles effectively in press (already accepted for publication) may be cited.
- The references must be listed at the end of the text, in alphabetical order, after the word **References**, bold, 12 pt, left alignment. The references must be prepared according to the following example: IETTO A., SGROSSO I., 1963, *Sulla presenza di una stazione paleolitica in un riparo sotto roccia nei dintorni di Cicciano (Nola)*. Boll. Soc. Nat. in Napoli, vol. 2, pp. 26-30.

Figures

- The figures must be numbered progressively, and accompanied by the english and italian captions.
- Photographs must be of high quality, in 300 dpi resolution. In case of historical photos a high quality scan is required.
- Letters and numbers must be, after printing, between 1 and 5 mm. The use of Arial or Helvetica font (font size not lower than 6-8 pt) is recommended.
- All the maps and topographic surveys must present a metric scale, and indication of North.
- In case of figures from published papers, the source must always be indicated (and fully reported in the reference list).
- The Editorial Board may modify the size of figures proposed by the Author.
- The caption must always include indication of the author of the photograph or drawing.

Digital copy

Manuscripts must be prepared in MS Word (Windows 95 or later versions), following these guidelines. The complete manuscripts must include text, drawings and photographs (300 dpi resolution), and be sent exclusively on CD-Rom or DVD-Rom.

Photographs and figures must be in format .tif or .jpeg with 300 dpi resolution.

The material must be sent exclusively to the following address:

Sossio Del Prete, via Ferrarecce 7 – 81100 Caserta, Italy. Cell. phone: 338-7621231. E-mail: dpsossio@alice.it or dpsossio@gmail.com.

ALL MANUSCRIPTS PREPARED NOT IN ACCORDANCE TO THESE GUIDELINES WILL BE SENT BACK TO AUTHORS.