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Guidelines for Authors

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.

Referee
All items will be reviewed by two members of the Scientific Committee.

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(Arial 24 pt), english title (Arial 9 pt), name and surname of Authors (Century schoolbook *italic* 12 pt), address and affiliation of Authors (Century schoolbook 9 pt), extended abstract in italian (Arial 9 pt), abstract in english (Arial 9 pt), key words (in italian and english) (Arial 9 pt).
- The manuscript written in english must be preceeded by an english abstract and an extended italian abstract (maximum length 1,000 spaces).
- The title must be written in Arial 24 pt, left alignment. The 1st order sub-titles must not be numbered, and must be written in Arial bold 12 pt, left alignment; the 2nd order sub-titles must be written in Arial 12 pt, 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 Century schoolbook 10 pt 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. Bianchi & Rossi, 1999; Verdi 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.: Bianchi 1999a; Bianchi 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 preceeded by the word **Acknowledgements** in Arial Bold, 10 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**, Arial bold, 10 pt, left alignment. The references must be prepared in 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. (Arial 8,5 pt)

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.
- The italian caption use Arial 9 pt, for the english caption use Arial Italic 9 pt

Digital copy
Manuscripts must be prepared in Word Windows 97 - 2003 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 materials must be sent exclusively to "Editorial staff Opera Ipogea" at STUDIO SAJ - Corso Magenta 29/2 - 16125 Genoa, Italy, or by e-mail (use WeTransfer or similar) To: *maxman@unimol.it* and Cc: *studiosaj@aruba.it*

Delivery time: to publish on the first annual number of the journal (first semester) send materials within mid-March each year; to publish on the second number (second semester) send materials within mid-September each year.

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