



OPERA IPOGEA

Journal of Speleology in Artificial Cavities

L'ERMA
di BRETSCHNEIDER

EDITORIAL AND REDACTIONAL GUIDELINES

GENERAL INDICATIONS

Articles must concern topics related to artificial cavities, i.e., studies and applications related to them; such contributions must not have been proposed or be in the process of being presented for publication in other journals or other scientific dissemination venues (monographs, congresses, conferences, workshops, etc.); they must have fully original content, as well as data or material, and sufficient impact for the discipline; they must also be of interest for the scientific advancement of base knowledge in the specific field; they must have a solid methodological and logical-argumentative framework; they must have an adequate and updated bibliographic reference apparatus. Therefore, article contents must be an entirely original contribution; they must be well organized and clearly presented; titles must clearly express the content; data and hypotheses must be explicitly distinguished; interpretations and conclusions must be argued and justified; the literature on the subject must be adequately taken into account; any alternative interpretations contained therein must be adequately considered.

These guidelines ensure that the articles are of high standards, original, and contribute meaningfully to the field of speleology in artificial cavities.

AUTHORS AND RESPONSIBILITIES

Pursuant to the Code of Ethics, as indicated below, by proposing their contribution for publication, the Authors declare, under their own responsibility:

- that the contribution is original, the result of their own research work and scientific production, and that the contents of other sources are correctly cited.
- That the contribution is unpublished and has not been sent or proposed for publication elsewhere.
- That there are no conflicts of interest.
- That they have the necessary authorizations for the publication of the data and the iconographic apparatus and that all images are free from any payment of any rights. The author of the article will take full responsibility should anyone request compensation.
- To accept the review of their contribution, also in anonymous form.
- To correct the draft of their contribution in concert with the Editorial Board and in a timely manner.
- To commit to respecting a period of 18 months before sharing the article in an accessible online archive, except for the title, abstract, keywords, and DOI number. Authors are responsible for the text sent for publication and assume all responsibility related to copyright rights on texts, photographs, drawings, surveys,

tables, graphs, and other images. They will sign a declaration form which will be sent by the Journal's Management upon acceptance of the contribution. If the article is written by multiple Authors, it is necessary to specify the name of the corresponding Author (first and last name) with the indication of their contact details: postal address, email, telephone number, and affiliation, if any; the latter must be indicated for all Authors. The Author(s) declare that they will not publish the contribution in the same form, not even in a second language, without the consent and formal authorization of the Journal's Management and the Publishing House.

PUBLICATION PROPOSALS

Articles proposed for publication must be sent in complete form (texts, photographs, tables, graphs, surveys, and drawings) to the attention of the Responsible Director, Stefano Saj, and the Editorial Director, Massimo Mancini to the address submitarticle@operaipogea.it via email and all effective digital methods for transferring large files (e.g., WeTransfer or similar). The Responsible Director and the Editorial Director, in the interest of the Italian Speleological Society and the Publishing House L'ERMA, verify that the articles comply with the printing standards. Each article must be officially accepted by the Journal's Responsible and Editorial Management; if rejected, the Author(s) may resubmit it later after making any requested changes.

When submitting an article, authors have the following responsibilities:

1. **Originality:** Ensure the contribution is original and the result of their own research.
2. **Proper Citations:** Correctly cite content from other sources.
3. **Unpublished Work:** Confirm that the contribution is unpublished and not submitted elsewhere.
4. **Conflict of Interest:** Declare the absence of any conflicts of interest.
5. **Permissions:** Obtain necessary permissions for the publication of data and images, ensuring all images are free from rights payments.
6. **Review Process:** Accept the review of their contribution, potentially in an anonymous form.
7. **Proof Corrections:** Correct the proof of their contribution promptly in collaboration with the editorial team.
8. **Embargo Period:** Agree to a period of 18 months before sharing the article in an online accessible archive, except for the title, abstract, keywords, and DOI number.
9. **Copyright Responsibility:** Assume responsibility for copyright issues related to texts, photographs, drawings, tables, graphs, and other images.
10. **Contact Information:** Provide contact details, including postal address, email, and phone number, and specify the corresponding author if there are multiple authors.

11. **No Duplicate Publication:** Agree not to publish the contribution in the same form, even in another language, without formal consent from the journal's director and publisher.

These responsibilities ensure the integrity and originality of the work submitted to the journal.

DELIVERY TIMES

For publication in the first annual issue (first semester) of the Journal, materials must be sent by mid-March of the current year; to be published in the second annual issue (second semester), materials must be sent by mid-September of the current year.

PEER REVIEW

All articles published in each issue, except for reviews, are subject to evaluation by at least two reviewers whose judgments will be communicated to the Author (or the corresponding Author if there are multiple authors). Reviews of individual articles are not entrusted to the journal's directors and editorial board members. Peer review is single-blind (reviewers are anonymous). This process ensures that the articles are rigorously evaluated by independent experts, maintaining the quality and integrity of the journal.

CODE OF ETHICS

In compliance with international publishing regulations, the Journal Opera Ipogea has its own "Declaration of Ethical Publishing and Editorial Correctness" (Code of Ethics) in accordance with the guidelines adopted by the Committee on Publication Ethics (COPE), the full text of which can be found at the following link: <http://www.operaipogea.it> - <https://www.lerma.it/catalogo/rivista/239>.

PRESENTATION OF MANUSCRIPTS

Unless otherwise agreed with the Journal's Management, the total length of the article text should not exceed 50,000 characters (approximately 12 pages of text) and, indicatively, 2 images per page of text. Separate files (article and captions) must be prepared in Word for Windows, using the "Times New Roman" font size 12, without any formatting, avoiding indents, varied line spacing, tabs, borders, backgrounds. Both files must be saved and sent exclusively in .doc and .docx format. The file with the figure captions (named "Captions") must be written in English and Italian. Caption text should be indicated as follows:

- Fig. 7. Detail of the lamp found in the cavities (photo Rossi M.).
- Tab. 4 Schematic geological section (graphic Rossi M.).

Italian captions must be in italics, without repeating the figure or table number.

If the author is not able to present the captions in Italian, the editorial committee will translate it.

ICONOGRAPHIC APPARATUS

(graphs, tables, drawings, surveys, and photographs)

The iconographic apparatus (in a format not exceeding A4) must be exclusively in digital format (.tiff / .jpg). Any images in paper format must be at the highest resolution and sent

in accepted formats. Photographs, in .tiff or .jpg format, must have a resolution of no less than 300 dpi; line drawings must have a resolution of no less than 800 dpi, with the base size equal to the width of the volume format (21 cm).

Any plans, surveys, and/or drawings made in AutoCAD (or other rendering programs) must be in .pdf / .tiff / .jpg format. Images, graphs, or other iconographic apparatus provided in Word will not be accepted.

Images composed of multiple figures (photos and/or drawings) will not be accepted; the figures must be sent separately from each other, avoiding collages, to ensure a suitable layout.

Any modifications to be made to the images (cropping, outlining, optimization, etc.) must be clearly indicated at the delivery time. All images must be strictly in CMYK format (for color images) and in grayscale (for black and white images or drawings). RGB format images, whether in color or black and white, will not be accepted.

The Author may indicate preferred print sizes for some images; however, the Editorial Board reserves the right to layout them according to editorial needs. All figure files must be named with the progressive number as used in the text references, for example: (fig. 1); they must always correspond to the same designation in the caption as reported in the text file (.doc / .docx), which will be sent separately from the article. All images must include in the caption the indication.

ORGANIZATION OF THE TEXT (see also the enclosed template)

On the first page the work must contain:

- title of the article in English and Italian;
- name (in full) and surname of each author, with the indication of the respective institutional affiliations, or with the indication of the postal address and email (example: Fausto Bianchi, University of Milan, Italy, Department of Architecture, fausto.bianchi@unimi.it / Mario Rossi, Center for underground studies, Genoa, Italy, mario.rossi@gmail.com).

The email address of the relevant author will be shown on the first page of the article to allow contact by any interested readers, all other required data, which are mandatory, are necessary for any needs of the editorial staff;

- summary in Italian (no more than 1000 characters), extended abstract in English (no less than 3000 characters), five key words (in Italian and English).

The article title must be left aligned.

The titles of paragraphs and any subparagraphs must all be aligned to the left and must not contain any numbering.

Any notes must be indicated with superscript Arabic numerals in the relevant text of the article and described at the end of the page.

Bibliographic citations in the text should be indicated in round brackets, for example:

- author's surname, comma, year of publication (example: Bianchi, 1999);
- in the case of multiple works cited in series, they must be reported in chronological order separated by semicolons, for example: (Bianchi & Rossi, 1999; Verdi et al., 2000);
- multiple articles by the same author published in the same year must be distinguished, both in the citation in the text and in the bibliography, with lowercase letters after the date, for example: (Bianchi, 1999a; Bianchi, 1999b).

The use of words or phrases in languages other than the one used in the article (Italian or English) must always be indicated in italics.

The long and recurring names in the text must be explained in full only the first time, following them, in round brackets, by the relevant acronym which will subsequently appear whenever necessary only with the acronym, for example: Tufo Giallo Napoletano (TGN).

The cardinal points must be cited in full of a lowercase letter (for example: north, east, south, east); in the case of directions, they must be indicated with capital letters (for example: N, S; ESE, WNW).

The units of measurement must be metric of the International System (km, m, mm); in the case of ancient units of measurement, the equivalent in metric units must be indicated in round brackets. Units of measurement do not need to be followed by a period.

Other recurring abbreviations in Italian:

AA.VV. = when the authors are not nominally indicated within the text

chap. chaps. = chapter/s

see = compare

et al. = and others

fig. figs. = figure / figures

n. no. = number(s)

op. cit. = work cited

p. pp. = page / pages

n.d. = no date

tab. pl. = table / e

vol. vols. = volume/s

When using Greek and/or other symbols, it is recommended to use the specific characters/symbols of the Times New Roman font. For any need it is essential that the Author gives specific instructions and provides the relevant files.

Each Author is required to verify, when reviewing the first layout draft, the correct correspondence of the characters and symbols inserted.

Bibliography

Only the references cited in the text should be included in the bibliographic list. Citations of works in preparation are not permitted, however, references to works in progress may be included.

The cited literature must be listed at the end of the text of the article, in alphabetical order, preceded by the wording Bibliography in lowercase with a capital initial aligned to the left. The bibliography must be compiled in alphabetical order by Author according to the examples indicated below:

Articles in periodicals and serial publications

ROSSI B., WHITE G., 2010, The troglodyte villages of Puglia, in *Opera Ipogea*, n. 2, 2010, pp. 45-56, DOI n....

Contributions to conference proceedings / miscellanies / volumes

FANTONI S., 2019, The contribution of speleology to archeology in artificial cavities, in Mucci D., Giolfi S. (eds.), *Proceedings of the National Conference "Archaeology and Speleology in comparison"*, Milan 1-2 September 2018, pp. 110-135, Skira Editor, Milan, ISBN..., DOI...

Curatorship

The wording "by" must be written in brackets, followed by the surname (in full) and the name (dotted) of the editor as indicated below:

- in Italian (a cura di Rossi M.);
- in English singular (ed. Rossi M.);
- in English plural (eds. Rossi M. & Bianchi L.).

Volumes / monographs

ROSSI A., 2018, *Exploring artificial cavities*, 312 pp., Giulio Einaudi Ed., Turin, ISBN...

Book chapters

ROSSI A., 2018, *Exploring artificial cavities*, pp. 25-29, Giulio Einaudi Ed., Turin, ISBN...

NB / If the author or the same authors have written multiple contributions in the same year or multiple contributions in the same volume, the lowercase letters a, b, c, etc. must be added to the bibliographic citation, to the year relating to the publications. without intervening space:

ROSSI B., BIANCHI G., 2010a, The troglodyte villages of Puglia, in *Opera Ipogea*, n. 2, 2010, pp. 45-56.

ROSSI B., BIANCHI G., 2010b, Hydraulic works of the ancient world, in *Opera Ipogea*, n. 2, 2010, pp. 65-84.

Ancient authors

They must preferably be cited in full or, alternatively, according to the *Thesaurus Linguae Latinae* (Latin authors) or the Liddel-Scott (Greek authors). The title must always be indicated in full.

Citations regarding ancient authors and works must be carried out: CIC., *Orat.*, 4, 19, 3.

Anonymous or uncertain author

If the contribution/text/volume cannot be attributed to any author, the bibliographic citation within the contribution can be made using the form "Anonymous" followed by the reference year, for example (Anonymous, 1854); this citation will be followed in the bibliography by the same reference with the indication of the contribution in full, for example:

ANONYMOUS, 1848, *The subsoil of the city of Naples*, 54 pp., from the *Torchy Terameter*, Naples.

If the author is uncertain, the name, followed by a question mark, should be enclosed in square brackets, for example: [Rossi M.?], 1941, *The artificial cavities of the Sahara*, 54 pp., Africo Editori, Tripoli.

Quotes

When reporting a quotation, it is always necessary to indicate the source of derivation of the quoted text expressed in the author-date system (listed in full in the bibliography) and not in the footnote. The quote should be in italics.

Quotations in a foreign language

When quoting text passages from foreign works it is necessary to do so in the original language, especially if they have a specific linguistic analysis function of the cited text. In this case the bibliographical references of the derived sources will always relate to editions in the original language; if the source is written in characters other than Latin (e.g. Armenian, Cyrillic, Hebrew, Turkish, etc.) the transliteration of the title into Latin characters must also be indicated in brackets.

In an essentially informative text, in which what matters is the content of the quotation, it is generally sufficient to report the translations (Italian / English) of the cited passages. In this case the bibliographical references will always relate to the editions in the original language, unless they have been taken from editions in Italian/English; in this case the bibliographical references will instead relate to the editions in Italian/English.

Archival sources

Citations from archival sources must be indicated in full. The name of the archive, in small capitals, must be followed by the indication, in brackets, of the acronym used in the subsequent notes [e.g.: Central State Archive (CSA)], and by the indication of the collection, in italics, by the number of the series (or volume, or issue, etc.), the insert, the card or cards, etc.

Digital resources

Surname (in full), first name (dotted) of the author or name of the body that owns the site, year (if available), title of the document, URL (site address in angle brackets), possible file format (if other than HTML, for example PDF files, RTF files), date of last access to the web page. Example:

UNIVERSITY OF CAMBRIDGE, Scriptorium. Medieval and Early Modern Manuscripts Online, < <http://scriptorium.english.cam.ac.uk/> >, last consulted: 22 April 2016.

ACKNOWLEDGEMENTS

Any thanks at the end of the text must be preceded by the wording thanks, in lower case with a capital initial aligned to the left.

DELIVERY OF THE WORKS

Together with a digital copy of the reference Author's summary CV, the authors are required to deliver the following materials, strictly within the indicated times, in digital format and in separate folders:

- a summary, in English (1000 characters) and Italian (extended abstract), of the content of the article; if the author is not able to present the extended summary in Italian, he can write it in English and the editorial committee will translate it.
- a copy of the text of the article, in English;
- a copy of the text of the captions in English and Italian; if the author is not able to present the captions in Italian, the editorial committee will translate it.

For the correct processing of each issue, it is necessary that all the material is delivered in full, on a single date, in final form.

CORRECTION BY THE AUTHORS AND THE EDITORIAL BOARD

After the layout of the first draft, both the texts and the images cannot undergo substantial changes that involve the alteration of what has already been laid out. The corrections and indications shown on the proof must be made only on the PDF, highlighting the interested part and inserting the requested change in the notes. The corrected draft must be returned to the Editorial Committee within 5 days of the date of receipt.

The Editorial Committee will check that all the corrections requested and the reports indicated by the Authors in the first draft have been made by the Publishing House, for the drafting of the second draft which, once sent to the Authors, will be signed for authorization to print. At the end of the verification and necessary corrections by the Publishing House, the Editorial Director will sign the definitive "print".

CHANGES ON THE FINAL DRAFT

The only changes **allowed** on the final draft are:

- correction of typographical errors;
- adding or removing incorrect punctuation;
- correction of grammatical errors;
- replacement of misspelled words;
- insertion of references to pages or images in the text;
- corrections to the bibliography.

The following are not allowed on the final draft:

- deletion and/or addition of parts of text;
- modification of the number of the figures present in the text;
- deletion and/or addition of images in the text;
- deletion and/or addition of notes in the text.