



Territorio Italia.

Land Administration, Cadastre, Real Estate

Author guidelines

Manuscript submission

Papers must be submitted in one of the following formats: doc, rtf, or pdf.

Papers can have a length of 12 - 20 pages (one page contains approximately 4,000 characters, including spaces, for example you can use Arial 12).

However the manuscript must not exceed 80.000 characters long (including spaces).

Papers must be submitted in Italian and English.

The Editorial board is available to translate English papers in Italian.

Paper text includes: title, abstract (1,000-1,500 characters spaces included), keywords (max 6), running text, notes and bibliography/webography.

It is also required a representative high definition image to be put in the first page of the paper (jpg, tiff or gif format; 300 dpi resolution; scale 1:1; width 21 cm; height variable).

Editorial Guidelines

To avoid alteration of specialized technical terminology by the word processing program, it is highly recommended that automatic grammar and spelling correctors be disabled.

Please remember to remove any double spaces in the text, as well as any single spaces inside parentheses, quotation marks and before punctuation.

Paper structure

Papers should be divided into chapters, sections and subsections (not numbered).

Additional subdivisions are permitted only if strictly necessary.

Images and graphics

Images and graphics must be placed within the text.

Graphics must be included as text (word/excel).

In addition, all graphics must be attached in .pdf format.

Graphics and photos must be placed within the text and, in addition, submitted with the name of the file indicating the number and title of the image. Images (.jpg,.tiff,.gif) must have a resolution of at least 300 dpi.

Formulas and tables in the text

Formulas contained in the body of the text must not alter paragraph line spacing. A new paragraph should be used for formulas, written in Times New Roman 11.

If not strictly necessary, please avoid using formulas in footnotes.
Please do not send formulas or tables as images.

Numbers

Numbers with more than four digits must be separated by commas (periods in Italian), for example: "The speed of light is about 300,000 km/s."

Decimals should be separated with a period (commas in Italian). If another method is used, it is important to be consistent throughout the text.

Do not put any spaces between a number and percentage sign (50% and NOT 50 %).

Footnotes

Footnotes will be numbered consecutively with Arabic numerals.

In the text, footnotes will be numbered consecutively in superscript, placed after punctuation and after closing quotation marks. For example: "Lorem ipsum dolor sit amet,¹ consectetur" and NOT "Lorem ipsum dolor sit amet¹, consectetur."

References

After completion of the paper, it is essential to check the bibliography for both content and form with extreme care.

References should be ordered **alphabetically** by last name and should contain the following elements, separated by commas:

1. Last name and initial of first name, (Lastname,N.) of the author (font style - normal)
2. Year of publication is in parentheses and is NOT preceded by a comma. Edition number is in Arabic numerals and superscript when it is not the first
3. Title and subtitle of the publication (font style - italics)
4. Possible title of other elements (font style - italics) preceded by 'in'; name(s) of editor(s) in original language of publication
5. Place of publication should be in original language (Roma, Paris, København, Berlin, London)
6. Name of publisher
7. Volume number (vol.) in Arabic numerals (when necessary), page (p.) or pages (pp.), page numbers are in Roman numerals and small caps
8. The titles of a series and relative issue are separated by commas and placed inside parentheses.

Webography

Web page <Url> in thematic order (if possible) and preceded by a brief caption indicating the contents and date of consultation (in brackets).

Example: WEBOGRAPHY

Sito dell'Università degli Studi di Pavia, URL: <www.unipv.eu> [data di accesso: 01/03/2010].

The review process

Each article submitted to the journal undergoes a *double blind peer review*: the Scientific Board designates independent experts to judge the articles following the blind-review procedure and to write a referee report concerning the appropriateness of the article's structure and contents. The selection is carried out considering the coherence with the journal's editorial scopes, the innovation and the technical-scientific relevance of the developed topics and the presented results.

Manuscripts may also be subject to additional review by editorial board members.

Author details must be uploaded in a separate file and the author should not be identified anywhere else in the article.

Copyright and permissions

Copyright to the individual works belongs to their respective Authors: for this reason any copyright, patents, trademarks and other intellectual property rights are granted to the Publisher (Agenzia delle Entrate).

Publication rights are granted to the Agenzia delle Entrate by means of an agreement (licence to publish) between the corresponding Author and the Agenzia delle Entrate.

At the moment of the article submission this agreement is accepted by the corresponding Author and it concerns the Publisher, the copyright and the obligations related to the work.

In the case of multiple authors, the corresponding Author warrants to have the consent of each Author to enter the licence to publish on behalf of them.

Territorio Italia has neither article submission charges nor article processing charges.

By accepting this agreement the Author accepts the following terms and conditions:

Licence of rights of the Author

The Author grants to the Agenzia delle Entrate a non-exclusive licence to:

- to publish, to reproduce the article in whole or in part, and to communicate the article to the public in print and/or digital form, whether or not in combination with the works of others, for example the making available to the public via Internet or any other network, as part of a database, on-line or off-line, for use by third parties;
- to translate the article into other languages and to communicate the translation of the article to the public;
- to create adaptations, summaries or extracts of the article or other derivative works based on the article and exercise all of the rights in such adaptations, summaries, extracts and derivative works;
- to include the article, whether in translation or as adaptation or summary, in whole or in part, in open access computerised databases;
- to indefinitely store electronic and/or printed archival copies of the article into the Publisher's repository and to permit the access to third parties;
- to grant to end users the authorization to copy, translate, republish, transmit and display the work, on condition that the name of the Author is acknowledged. Actually this is possible by licensing the articles under a [Creative Commons Attribution – Non Commercial](#)

[licence \(CC BY-NC\)](#), a licence that the Author grants to all others, contextually to the non-exclusive licence granted to the Agenzia delle Entrate.

Rights and obligations of the Author

The Author retains all other rights, including

- Educational or research use: to reproduce the article, in whole or in part, and to communicate it or make it available to the public, whether in print and/or digital form, whether as part of a course pack or a compilation, for use in education or research within the institution of the Author or the institutions with which the Author is affiliated
- Dissemination: to upload the article or to grant to the institution of the Author (or another appropriate organisation) the authorisation to upload the article, immediately from the date of publication, into publicly accessible institutional and/or centrally organised repositories, provided that a link is inserted to the article on the “Territorio Italia – Land Administration, Cadastre, Real Estate” website
- Preservation: to grant to the institution of the Author (or another appropriate organisation) the authorization to reproduce the article for the purpose of preventing it from deteriorating, or if the original is currently in an obsolete format or the technology required to use the original is unavailable, for the purpose of ensuring that the article continues to be available for education and research purposes
- Future reuse: to reuse whole or part of the article in a dissertation, compilation or other works
- Personal use: to present the article at a meeting or conference and to hand out copies of the article to the delegates attending the meeting
- Use by end users: to grant to end users (other authors, publishers, the public), the authorisation to freely share the works in any medium or format, as well as reuse and adapt the original contents of works (e.g. figures and tables created by the Author), as long as the source of the work must be cited and its Author acknowledged. The content may not be used for commercial purposes.

For every form of (re)use of the article, the Author undertakes to cite the journal as the source of the first publication of the work. The corresponding Author warrants that also each Author cites the journal as the source of the first publication of the work, in case they communicate or republish the work.

Warranty of the Author

The Author warrants that he/she is the sole creator of the article and that the article does not infringe any existing third party copyright or moral right. Therefore, prior to article submission, the Author should clear permissions to use any content that has not been created by them.

The Author warrants that the article is original, it has not been published before in their current or substantially similar form, or it is under consideration for publication with another journal.

The Author shall hold harmless and indemnify the Agenzia delle Entrate from any third party claims resulting from the publication of the article should there be a breach of this

warranty. The warranties contained in this clause also apply to any drawing, photograph or other illustration included in the article and delivered by the Author.

The Author declares to be informed that the Agenzia delle Entrate will not take any technological protection measure of the contribution.

The Author is committed to provide all complete data required for the publication of the article to the journal "Territorio Italia – Land Administration, Cadastre, Real Estate" and to ensure that these are true and will be promptly updated; the Author is committed to release the Agenzia delle Entrate from any possible liability, notification, answerability, actions and/or claims by third parties regarding the information provided.

The Author declares to have read thoroughly and carefully and to accept the terms and forms of publication and the level of access provided to the article submitted to "Territorio Italia – Land Administration, Cadastre, Real Estate"; in particular, to accept that the article will be published and licensed through the services of the Agenzia delle Entrate under the terms of [the Creative Commons Attribution-NonCommercial Licence](#) (CC BY-NC 3.0) .

Rights and obligations of the Agenzia delle Entrate

The Agenzia delle Entrate undertakes to publish the article acknowledging the name(s) of the Author and the source in standard citation form.

After the acceptance, the Agenzia delle Entrate undertakes to publish the article and to bear the expense of it, following the customary standard, within a reasonable period after acceptance.

The Agenzia delle Entrate undertakes to send to the Author 1 (one) complimentary copy of the issue of the publication in which the article appears.

Terms of use and reuse

The Agenzia delle Entrate grants to the readers to read, download, copy, distribute, print, search, or link to the full texts of its articles and allow readers to use them for any other lawful purpose. In particular, since December 2015 the articles have been licensed under a [Creative Commons Attribution-Non Commercial Licence \(CC BY-NC\)](#), which grants to all others (other authors, publishers, the public) to:

- Share - copy and redistribute the material in any medium or format
- Adapt - transform and build upon the material under the following terms:
 - o Attribution - acknowledge the original source and the Author, provide a link to the licence and indicate if changes were made
 - o Non Commercial - the content may not be used for commercial purposes
 - o No additional restrictions - you may not apply legal terms or technological measures that legally restrict others from doing anything the licence permits.

The CC BY-NC licence permits works to be freely shared in any medium or format, as well as reuse and adaptation of the original contents of Works (e.g. figures and tables created by the Author), as long as it is not used for commercial purposes. The source of the work must be cited and its Author acknowledged in the following manner:

Content reuse:

{year} {full names of the Author or Authors}. Originally published in {short citation} under a [Creative Commons Attribution-Non Commercial Licence \(CC BY-NC\)](#). Available from: {DOI}

Content adaptation & reuse:

{year} {full names of the Author or Authors }. Adapted from {short citation}; originally published under a Creative Commons Attribution-Non Commercial Licence (CC BY-NC). Available from: {DOI}

Reposting & sharing:

Originally published in {full citation}. Available from: {DOI}

Responsibility

The journal Direction and the Agenzia delle Entrate cannot be held responsible for the opinions expressed in the notes and the articles.