TITLE[[1]](#footnote-1) [ALL CAPS, CALIBRI LIGHT 16PT]

Subtitle [if needed; capitalize first letters of all words of more than four letters, CALIBRI 14PT][[2]](#footnote-2)

Name SURNAME, Affiliation / email@adress.com [mandatory only for the corresponding author]

Name SURNAME, Affiliation / email@adress.com [mandatory only for the corresponding author]

# Short bio [for each author]

Please present yourself in no more than five lines. We recommend including details like fields of study and subjects of interest.

# Abstract

The abstract of the *in extenso* paper will have no more than 300 words. It must be redacted in Calibri light 10pt, justified, with no indentation, single line spacing 0 points before and 6 points after each paragraph. In the abstract you should clearly state: the purpose, methodology and main conclusions of the research. In the abstract you must not copy/paste sentences from the main text. The abstract should be considered separate from the main text; please make sure that the text remains comprehensible without reading the abstract and vice-versa.

The abstract must not contain references. If you must refer to a certain book, article etc. please state the full name of the author, the year of publication and the title of the book/article etc.

We draw attention to the fact that the abstract for publication (of 300 words) differs from the abstract required in the call for papers phase. The abstract sent for selection in the call for papers phase will have 700-1000 words (not counting references) and, besides stating the purpose, methodology and expected results, will mainly aim to demonstrate that the *in extenso* article has the potential to meet the criteria assessed by the reviewers in their evaluation. These criteria are:

\_the coherence and quality of the content (proper wording of the title, relevant keywords, appropriate use of language and grammar),

\_the originality of the subject addressed (subject with an impact on the current academic environment, appreciable personal contribution),

\_clear methodology (scope and objectives clearly formulated, appropriate research methods),

\_scientific quality (use of references, relevant and up-to-date bibliography, scientific discourse).

The abstract of 1000 words does not necessarily have to be structured in sections. References should be added respecting the APA 7th edition citation style.

**Keywords:** keyword, keyword, keyword [please provide minimum 3 – maximum 7 keywords]

# Introduction [Section style – Heading 1; Calibri light, 12pt, bold, no indentation, single line spacing, 12pt before, 6pt after; capitalize first letters of all words of more than four letters]

The main body will be written using Calibri light, 11pt, with no indentation, justified, single line spacing, 0 points before and 6 points after each paragraph. You can write your text directly into this template or insert it using right click and the command <merge formatting>. Please do not number the sections and subsections. They will be visible by using the styles sampled throughout the template: **Heading 1** for sections, **Heading 2** for subsections, **Heading 3** if needed further (it is advisable not to use more than a third level). The other sampled styles are: **Footnote** text for footnotes**, Quote** for quotes that are longer than 3 lines, **Caption** for table and figure captions, **Normal** for main text, **Bibliography** for the references list in the end.

The first section should be introductory and at least the following should be stated:

\_the purpose and objectives of the research;

\_background;

\_main literature review;

\_methodology;

\_limitations;

\_a summary of the results.

Note that the list above constitutes also the style for any lists you shall use along the text ­­­– inside the list (including the introductory text) distance of 0pt before and 0pt after the paragraph, last line in the list with a distance 0pt before and 6pt after.

Please don’t leave any section without text (write at least a couple of lines before writing into subsections). The use of subsections is not mandatory.

## Generalities [Subsection style – Heading 2; Calibri light, 12pt, bold, indentation left 1cm, single line spacing, 6pt before and after; capitalize first letters of all words of more than four letters]

Please do not use subsections if you do not have at least two subsections for the same section.

The final article will have between 5000-8000 words and, if necessary, a maximum of 10 images.

The name of the author/authors will not be explicitly mentioned in the text in order to ensure the correct conduct of the *double blind peer review* process. Self-citation will be avoided, but, if the case, no more than two references to the author’s own materials are accepted.

### Further details [Sub-subsection style – Heading 3; Calibri light, 11pt, bold, indentation left 2cm, single line spacing, 12pt before, 6pt after; capitalize first letters of all words of more than four letters]

Do not use sub-subsections unless you have at least two sub-subsections for the same subsection.

Do not number sub-subsections. Here they are numbered only for differentiation.

Please avoid using footnotes as much as possible.

It is recommended to use a clear and concise language, specific to academic writing. Formulating ideas in a subjective, literary language must be avoided, as well as using metaphors and poetic licenses.

Please avoid emphasizing certain words by using quotation marks, bold or italic letters.

Terms borrowed from another language will not be used where there is a term with the same meaning and connotations in the language in which the article is written. Please use such terms only sparingly and with good reason. When they cannot be avoided, they will be written in italics and, as far as possible, in their first usages, an equivalent in the language in which the text is written will be provided.

### Reviews [Sub-subsection style – Heading 3; Calibri light, 11pt, bold, indentation left 2cm, single line spacing, 12pt before, 6pt after; capitalize first letters of all words of more than four letters]

Submitted reviews of books, conferences and events will respect the same template, but it is not necessary to add sections. The reviews will be 700-1500 words long and it is required to add at least 3 references (in text and in the list at the end) that help critically discuss the reviewed item. For critical book reviews you can follow a couple of content guidelines here https://libguides.usc.edu/ah\_writing/book\_reviews.

# Referencing and citation rules [Section style – Heading 1; Calibri light, 12pt, bold, no indentation, single line spacing, 12pt before, 6pt after; capitalize first letters of all words of more than four letters]

For citations please use the appropriate quotation marks: “...” for the English version of the paper, and for Romanian version „…” (Caldwell, 2000, p. 30) followed, as shown, by the reference using APA style (as in this template; more details here: https://apastyle.apa.org/style-grammar-guidelines/references/examples). Please note that "..." or '...' are not accepted marks.

The quote will be written as in the original text, including emphasis (please do not write quotes in italics). If you wish to exceptionally emphasize some of the words you can use italic letters and mention that emphasis was added as follows “up-up *quotation* [emphasis added] marks” (MacLeod, 2005, p. 117). Please note that, only in case of quotes, providing the page number/minute (or other identification of where the quote can be found, according to APA style) is mandatory.

In case of quotes written in another language than the original text, or translated for the bilingual version of the paper, please also mark the quote with the appropriate quotation marks, but mention that the translation is yours (our trans., MacLeod, 2005, p. 117).

Excessive citations should be avoided. You can refer to a particular book/article without quoting it or by paraphrasing, in which case the source is mentioned as in the following parenthesis, without specifying the page number (Hooper-Greenhill, 2007).

Quotes will always be introduced with a few words or accompanied by comments, and will not be rendered autonomously in the text:

If a citation is longer that three lines, please use the **Quote** style – Calibri light, 10pt, left indentation 1,5cm, single spacing, 12pt spacing before and after paragraph, but don’t use too many such quotes. Try to paraphrase or break the citation with personal comments. Please note that this kind of citation doesn’t need quotation marks. (King, 2004, p. 32)

In the case of quote in quote, the guillemets will be used “quote «quote in quote» quote”. To exclude parts of a quote, brackets, as in “quote (…) quote”, will be used. You can find more details regarding changes to quotations here https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/changes.

It is mandatory for the text to have at least five references and all of them to be mentioned in the main text (references, not bibliography – https://www.bibliography.com/how-to/apa-references-works-cited-and-bibliography-differences/). At the same time, it is necessary that at least three of these scientific references (books, articles, not blogs or other web sources) to be recent (published in the last 5 years, preferably at prestigious publishing houses or in well-rated journals). Sources such as Wikipedia or other non-scientific sources should be avoided. Please acknowledge that the paper could be rejected from the beginning if it does not meet these rules.

# Images and tables [Section style – Heading 1; Calibri light, 12pt, bold, no indentation, single line spacing, 12pt before, 6pt after; capitalize first letters of all words of more than four letters]

Images will be inserted into the main text, where needed (but will also be sent separately, saved at 300dpi, CMYK) and, with no exception, must be referred to in the text as follows (Fig. 1). All images and tables will be numbered and briefly described. Images will be centred. You must have copyright over the attached images, or they will be cited respecting the copyright and the Creative Commons policies (please note that not every image available on the internet can be republished; more information on license types here https://creativecommons.org/about/cclicenses/). The right of use and publication in the article will be fully assumed by the entire team of authors by signing the copyright statement. In case you include images you are not the author of, it is necessary to send us, with the final paper, all the agreements/licenses for publishing from the authors of the images or the proof that the images can be used under a CC BY-NC-ND 4.0 license.

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| scheme creion cap 2 |
| **Fig. 1.** We recommend inserting the images into tables to avoid displacement. The caption will be written in a different row, as sampled here (it is mandatory to write a few words about each figure). The lines of the table will be hidden in the end. All the images will be numbered as in this template and will be mentioned in the main text. Also, state the (c) and/or the source of the image here.  This is an example of caption used for describing the image – Caption style, Calibri light 10pt, single spacing, 0pt before and 12pt after paragraph. |

Tables will be numbered as well (Table 1, 2 etc.) and referred to in the main text using Tab. 1 etc. You will use the same caption style as for images but please note that the caption will be placed above the table.

Please, when including tables, consider their readability as the final pagination of the journal is done on two bilingual columns.

Before submitting the article, please disable codes (if you use add-ons such as Zotero) and hyperlinks (right click <Remove hyperlink>).

# Conclusions

You can use as many sections and subsections as needed.

It is necessary to provide extended final conclusions (at least 350 words). Please do not write conclusions as a summary of the paper (restating the ideas as such). Conclusions should interpret the findings and critically discuss them. It is recommended to return to some of the references you used in the introduction and to state your results and conclusions relating them to the theoretical literature. You can also highlight further discussions.

The files will be saved as *Name of the main author\_First letter of the surname* and will be sent as .doc or .docx and .pdf format. Please do not exceed 50 characters, including space, in the file name. Images will also be sent separately, saved at 300dpi, CMYK.

The text will be written in English UK. Before submitting the text, make sure that it is proofread.

Please note that the text submitted must be original, not previously published entirely or in part (the paper will be submitted for an antiplagiarism check). Also, the use of Generative AI tools (e.g. chatGPT, Gemini, Claude, Perplexity etc.) is not accepted. They could be accepted only for basic proofreading (without rephrasing).

# References

For generating the references section and to correctly and easily keep track of the quotations throughout the article we recommend using add-ons as Zotero (APA style – American Psychological Association 7th edition). In the references section no title will be written unless it appears in the main text. The references section will include web references, films etc., all mentioned according to APA style. Maximum attention will be paid to the correct and complete writing of the references.

The list of references will be one for both versions of the article – in Romanian and English. It will therefore also include titles that appear in only one version, as can happen, for example, in the case of book-type references published in English but which also have an official translation in Romanian. In such cases, the references that change will be mentioned as: full reference 1 (ENG)/full reference 2 (RO).

If the reference can be identified through a DOI, please add it.

Below are some examples of references redacted according to APA citation style.

Caldwell, N. G. (2000). The Emergence of Museum Brands. *International Journal of Arts Management*, *2*(3), 28–34. [for journal article]

De Paoli, D., Sauer, E., & Ropo, A. (2019). The spatial context of organizations: A critique of ‘creative workspaces’. *Journal of Management & Organization*, *25*(02), 331–352. https://doi.org/10.1017/jmo.2017.46 [for journal article, with DOI]

*Adobe Headquarters Renovation / Gensler*. (2018, March 2). ArchDaily. https://www.archdaily.com/889925/adobe-headquarters-renovation-gensler [for webpage]

Hooper-Greenhill, E. (2007). Interpretive Communities, Strategies and Repertoires. In S. Watson (Ed.), *Museums and their Communities* (pp. 76–94). Taylor & Francis e-Library. [for book chapter]

Hustwit, G. (Director). (2016). *Workplace: The Connected Space Documentary*. https://www.rga.com/about/workplace [for video content]

King, P. (2004). *Private Dwelling: Contemplating the Use of Housing*. Routledge. [for authored book]

Koolhaas, R. (1997). *Delirious New York*. ‎ The Monacelli Press. (ENG) / Koolhaas, R. (2018). *New Yorkul in delir* (M. Teodorescu, Trans.). Editura Universitară Ion Mincu. (RO) [for references that differ in the Romanian and English version]

MacLeod, S. (Ed.). (2005). *Reshaping Museum Space: Architecture, Design, Exhibitions*. Taylor & Francis. [for an edited book]

1. Acknowledgments. Please specify if the article is being published as the result of a financed project. [↑](#footnote-ref-1)
2. Please note that any text in light grey and square brackets shall/will be deleted. Those are only for your information. It is also an example of text written in the style of **Footnote text** – Calibri light, 10pt, 0pt spacing before and after the paragraph. [↑](#footnote-ref-2)