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GUIDELINES AND INSTRUCTIONS FOR AUTHORS

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INDEX

1. PRESENTATION OF TECHNE 3

2. GUIDELINES AND INSTRUCTIONS FOR PUBLICATION ON TECHNE 3

2.1. Instructions for abstract submission 3

2.2. Abstract Selection Procedure and Evaluation Criteria 5

2.3. Instructions for the article submission 5

2.4. Plagiarism Check 7

2.5. Review process 7

2.6. Article Processing Charge (APC) 9

2.7. Production and publication 9

2.8. Timing and deadlines of different phases 10

1. PRESENTATION OF TECHNE

The cultural, scientific profile and purpose of the TECHNE journal are illustrated on the website of the journal itself, on the About the Journal page, available at this link https://oaj.fupress.net/index.php/techne/about, where the following information are also available:

- Structure of the Journal
- Ethical values;
- Quality Committee of the Journal and its publications;
- Abstract selection procedure and double-blind peer review process;
- Open access policy;
- How to publish;
- Copyright;
- Article Processing Charge (APC);
- Publication Frequency;
- Indexing;
- Corrections and Retractions / Withdrawals;
- Legal Deposit;
- Personal Data Protection.

2. GUIDELINES AND INSTRUCTIONS FOR PUBLICATION ON TECHNE

2.1. Instructions for abstract submission

Each Authors may submit, individually or together with other Authors, **only one original and unpublished abstract**, which therefore must not have already been submitted to call or published in books, journals or proceedings of national or international conferences.

On the basis of shared ethical values, TECHNE self-regulates that the members of the SITdA Board of Directors and the Editorial Board, as well as the Assistant Editors, can publish every two issues of the Journal, in the Section "Contributions", except for the articles published in the issues of the Special Series. Authors may not publish in two consecutive issues of the Journal, in the Section "Contributions", except for the articles published in the issues of the Special Series.

The Editorial Staff will pre-check this condition before the abstract selection, reporting to the Editorial Board and the Assistant Editors the abstracts of Authors who do not comply with this requirement and therefore do not need to be evaluated for the purposes of selection, giving them at the same time communication to the Authors themselves.

Each Call has a theme, divided into topics.

The abstract (maximum 4.000 characters including spaces) **must clearly illustrate the contents of the article to be proposed and must be written in English or Italian**, according to the **format** attached to the Call and refer to the two **types of contributions that can be published**:

- **Essays and Essays and Viewpoint**;
- **Research and Experimentation**.

Abstracts will not be taken into consideration without indication of the topic and type of contribution.

The abstracts referring to the **"Essays and Points of View"** typology must express a clear cultural and scientific positioning with respect to the topic proposed by the Call with specific reference to the chosen topic. The abstract must clearly illustrate the contents that will be developed by the article with reference to:

- Keywords;
- Cultural and scientific background and critical framework of the debate;
- Theoretical-methodological approach;
- Thesis asserted and proposals, appropriately argued
- Reference bibliography (min 3 and max 5 references; in Bibliography it is not possible to include any self-citation of the Author/s of the abstract)

The abstracts referring to the **typology "Research and Experimentation"** must illustrate research and/or experiments in progress or concluded, carried out by the Author/Authors within the following types of projects: International, National and University (Horizon, ERC, PRIN, etc.); agreements and conventions with public institution and third-mission activities; research contracts.

Abstracts will not be evaluated if illustrate the didactic activities or experiences.

The results of PhD research can be presented, provided that they are carried out in the context of research projects (as indicated above) or in partnership with qualified public or private institution.

In any case, the research activities illustrated must have produced documented results.

Abstract must clearly illustrate the contents that will be developed in the article, with reference to:

- Keywords
- Object and goals of the research, framed with respect to the state of the art and the contents of the Call
- Methodology, research structure and results (analytical aspects, proposals and/or debates, summarized in sufficient detail to support the results obtained)
- Elements of originality and innovation, limits of research and possible developments
- Research beneficiaries and cultural, scientific, applicative and/or socio-economic implications
- Reference bibliography (min 3 and max 5 references; in Bibliography it is not possible to include any self-citation of the Author/s of the abstract)
- Information relating to the research(s) illustrated (denomination, scientific responsible(s), type of project, subjects involved, role of the Author (s) within the research(s)). **In the other sections of the format there must be no references that allow the identification of the Authors.**

The Primary Contact, that is the Author who will be in charge of all the procedures and who will be the reference for all communications, must fill in the Authors Sheet according to the attached format, complete in all its parts, in which he must indicate the names of any Co-authors, by filling in the related fields.

To protect the authorship of the contribution, **only the persons who contributed to the elaboration of the abstract and who will contribute significantly to the drafting of the article can be indicated as authors.** The Primary Contact certifies the fact that all possible Co-authors have seen the final version of the abstract and have agreed to its submissions.

It should be noted that, in case of selection of abstracts, no further Authors may be added in addition to those indicated in the Authors Sheet.

The Primary Contact must send the abstract and the Authors Sheet to the Editorial Staff at the e-mail address redazionetechne@sitda.net by the deadline indicated in the Call.

Will not be taken into consideration incomplete abstracts and/or not corresponding to the requested contents, nor will be considered without the required information. Authors are therefore invited to carefully check the adequacy of the documents as indicated above.

2.2. Abstract Selection Procedure and Evaluation Criteria

After verifying the compliance of the abstract and the Author Sheet by the Editorial Staff, the **selection of abstracts** is strictly anonymous by the members of the Editorial Board and by the Assistant Editors of the TECHNE journal, whose judgment is incontestable. During the abstract selection phase, the members of the Editorial Board refrain from evaluating abstracts for which they have doubts of impartiality/recognition.
Each member evaluates all the abstracts received, assigning them a score between 0 and 5 based on the following **criteria**:

- correspondence to the theme of the call and to the selected topic;
- originality and relevance of the proposed scientific contribution;
- precision and clarity in the description of the contents that will be developed by the article;
- relevance and significance of the texts indicated in the bibliography;
- correspondence and completeness of the information provided with respect to the contents required by the format.

Moreover:
for **Essays and Points of View**:

- clear explanation of the cultural and scientific background and of the elements of framing and critical debate
- clear explanation of the theoretical-methodological approach, of the theses asserted and of proposals.

for contributions from **Research and Experimentation**:

- clear explanation of the objectives, methodology, results, limits and possible developments of the research
- clear explanation of the data relating to the research illustrated (Research Title, Scientific Responsible/s, Project and Funding Typology, Stakeholders, Role of the Author/s in the Research)

The results of the evaluation (average score achieved) lead to the formulation of a ranking which is verified and approved by the editorial staff.
For each Call, the number of abstracts selected for the drafting of the article for publication is limited to a maximum of 26. **The average acceptance rate of abstracts is currently 32.5%.**

2.3. Instructions for the article submission

The Primary Contact of the abstract will receive communication via e-mail from the Editorial Staff about the acceptance or not of the abstract itself, by the date indicated in the Call. **At the same time, the Editorial Staff will send to the Primary Contact of the selected abstract all the information necessary for submitting the article** (Document: **"Editorial Instructions"** and **"Online platform instructions_User manual"**, attached to the email).
The primary contact is required to notify any other Authors, in order to proceed with the drafting of the article, who must faithfully adhere to these indications.
Failure to comply with these indications may result in non-acceptance of the article.
The article must comply with a length limit of approximately **5,000 words** (maximum **36,400 characters including spaces**), inclusive of notes, captions, and references.

Up to 8 images/tables can be presented.
The Primary Contact of an accepted abstract must therefore register on the **FUP Platform**, **also entering the names of the Co-authors and related information**, then proceeding to **upload the article in English and Italian within the deadline indicated in the Call**.
In the event that the Author/Authors realize that they are unable to submit the Article by the deadline, they must notify the Editorial Staff as soon as possible. In any case, no later than 15 days before the deadline.
With the article submission, **the Primary Contact guarantees that all possible Co-authors have seen the final version of the article and have consented to its submission for publication**. No fictitious name should be indicated as Author or Co-author. The Primary Contact therefore takes responsibility for including all appropriate persons as Co-Authors. FUP and TECHNE consider unethical all improper or incorrect paternity practices.
At the same time as the article is uploaded, the Primary Contact has the **possibility to report to the Editorial Staff up to a maximum of three names of expert Reviewers** on the topics of the call, providing the relevant contact information (name, surname, e-mail, phone, role, affiliation, SSD/ERC sector). The names proposed must not be regular collaborators of the Primary Contact and any other Authors of the article, nor must they have published with them in the last five years, and must belong to institutions other than those of the Authors.
The Editorial Board reserves the right to take these names into consideration for the review process of the presented article.
At the same time as uploading the article, the Primary Contact must also **send a specific Declaration to the Editorial Staff** according to the format received together with the communication of acceptance of the abstract, through which each Author guarantees, under their own personal responsibility:

a) to be aware of the ethical values of TECHNE journal (referred to in point 4 of the document "Scientific profile and purpose of the journal", available on the TECHNE website at this link https://oaj.fupress.net/index.php/techne/about) and to share them;
b) that the article is original in its entirety and that all the texts used have been duly cited, avoiding any form of plagiarism;
c) to authorize the Editorial Board to examine the contribution using Crossref Similarity Check (iThenticate) in order to verify its originality;
d) to confirm that any use of generative artificial intelligence tools in the development of the paper has been clearly and transparently disclosed, including the indication of the specific sections in which such tools were used; to assume full responsibility for the accuracy of any content generated with the assistance of generative AI tools and for the proper citation of all referenced sources; and to confirm that generative AI tools have **not** been used to create, modify, or manipulate original research data or results.
e) that the work has not already been published elsewhere;
f) that there are no conflicts of interest that could have influenced the interpretations and / or the results presented;
g) to have verified the correctness and quality of the texts in English;
h) to accept / not accept that the article can be published in the form of Just Accepted.

Since n. 24/2022, TECHNE Journal provides for the possibility of making the articles in the immediately issue available after their acceptance through the double-blind review phase, by publishing them in the form of Just Accepted Article. This method, already practiced by numerous scientific journals, allows an additional and free service for the Authors as well as for the entire scientific community, as it significantly accelerates the dissemination

of contributions (with a fully citable format-DOI-Digital Object Identifier) compared to the longer times of publication of the complete issue.
When submitting the article, the Author and any co-authors must therefore explicitly indicate their agreement to publish their article as Just Accepted using the same "Declaration" format mentioned above.
Just Accepted articles are published online 2-3 days after their acceptance, as received by the Author, in the form of PDF documents accompanied by HTML abstracts.
Each Just Accepted Article has a header, online publication date, article ID and Digital Object Identifier (DOI), and watermarks "Just Accepted Article" on each page. The DOI will also remain unchanged for the final article published in the final issue.
Not being in the final version, the Just Accepted articles are removed from the FUP-TECHNE Journals website at the time of the online publication of the definitive article.
After being published as Just Accepted, the article follows the normal production process (editorial revision, proofreading of the English language, layout, revision of the layout draft, online publication, revision before printing of the issue).
It is strongly recommended that all authors have an ORCID ID, or an alphanumeric code that allows the univocal identification of the authors of scientific publications and allows an effective connection between the databases that collect scientific production. This code, permanent and free for all researchers, is issued by the global non-profit organization Open Researcher and Contributor ID (ORCID). The scientific publications indicated by the author are collected in the ORCID profile of each researcher, including those contained in the ResearcherID, WoS and Scopus databases, which are periodically synchronized.
The activation of an ORCID profile can be quickly carried out through the website http://www.orcid.org.
Registration on the FUP Platform, uploading the article and sending the Declaration within the deadlines indicated in the Call are a prerequisite for the publication of the contribution.

2.4. Plagiarism Check

Starting from issue no. 32, before being sent to reviewers, all articles are subjected to a plagiarism check by the Editorial Board, using the Crossref Similarity Check service provided by FUP. Should a member of the Editorial Board detect instances of plagiarism at this stage, they shall report the identified issues to the Primary Contact, requesting that the text be revised to meet publication standards, while simultaneously informing the Director, the Editor in Chief, and the Managing Editor.
The Board member who raised the concern is responsible for verifying that the Primary Contact addresses the request within the specified timeframe and must report the outcome to the Director, the Editor in Chief, and the Managing Editor to allow the procedure to continue. If the plagiarism issues have been resolved, the article proceeds to double-blind peer review; conversely, if the Primary Contact fails to comply within the indicated timeframe, the article is excluded from publication.

2.5. Review process

The Journal TECHNE assume a **Double-Blind Peer Review process** which guarantees the anonymity of the Authors and Reviewers (all recognizable references are eliminated from the article). On the Journal website, a list of Reviewers is annually published and updated. The names of the Reviewers are not attributable to the individual articles evaluated (link https://oaj.fupress.net/index.php/techne/rev). This process aims to achieve transparency of review process and to recognize the contribution provided by the Reviewers who, with their opinions and suggestions, contribute to improving both the quality of the articles and the Journal.

The Editorial Staff anonymizes the articles uploaded to the FUP Platform by the Authors. All particulars or details, attributable to the author, are removed from the article.
The Editor in Chief, with the support of the Editorial Staff, assigns each article to two expert Reviewers, identified within a list of TECHNE Reviewers, on the basis of their specific skills with respect to the topics treated by the article (keywords and research interests).
The list of Reviewers includes independent scholars and / or researchers, who belong to the national and international scientific / academic community. The members of the Editorial Board, Assistant Editors and the Editorial Staff are excluded by the list of Reviewers.
The Reviewers' assignment procedure, verifies the absence of conflicts of interest, checking, in particular, that the Reviewers:

- do not belong to the same institutions of authors of the article;
- are not authors of abstracts or articles submitted for the TECHNE issue subject to the review process.

TECHNE also requests to Reviewers a Declaration of commitment to share ethical values of the journal, which can be find on the FUP website at https://oaj.fupress.net/index.php/techne/about.
Each Reviewer receives an e-mail invitation to refer one or two articles, with the anonymous abstract attached and the deadlines for acceptance of the review.
Based on the abstract, the Reviewer decides whether to accept or not accept the review, verifying:

- the correspondence of the article to the areas of competence of the auditor;
- the absence of potential conflicts of interest;
- the ability to refer within the times indicated by the Editorial Staff.

The Reviewer has to communicate the decision, both via e-mail to the Editorial Staff and via the FUP platform, by the deadline indicated. The compliance of this deadline is particularly important, because it allows, in case of refusal, the prompt reassignment of the article to another Reviewer. In case of refusal, the Reviewer is invited to report any other expert who may carry out the review of the article.
The Reviewers must carry out the review using the appropriate **Review Form** which indicates the criteria to be used. The Review Form includes specific spaces for the formulation of judgments, the related reasons and the final motivated judgment. The Reviewers are also asked to make further useful comments or suggestions to the authors, in order to improve the quality of the article.
The **criteria** adopted are:

- congruity with the theme of the Call and the selected topic;
- scientific relevance of the addressed subject;
- innovation, originality and impact of the article;
- quality and clarity of the structure, exhaustiveness of the dissertation and language's appropriateness;
- quality and comprehensiveness of the references.

Furthermore, for **Essays and Viewpoint** articles:

- methodological rigour and coherence of the dissertation

and for **Research and experimentation** articles

- methodological rigour and coherence of the dissertation;
- limits and potential development of the research.

The **final judgment** allows the Reviewers to formulate indications, asking the authors to modify and improve the text. The final judgment is articulated as follows:

- **Accepted**: the contribution is accepted for publication as is.

- **Accepted with Minor Revisions**: the article is accepted, but the Authors are asked to carry out the minor revisions indicated.
- **Reconsider after Major Revisions**: the acceptance of the article depends on the Author's text review, related to all the points indicated by the Reviewer. Author will then have to upload the appropriately modified article again to the FUP Platform. The Editorial Board and Assistant Editors will have the responsibility to verify that the modifies correspond to the requirements of the Reviewer in order to approve the publication.
- **Rejected**: the article is not acceptable for publication.

In the event of conflicting evaluations between the Reviewers, when one of the two expresses a Refused / Rejected opinion, the contribution is sent to a **third Reviewer**, whose final judgment is decisive for the decision on publication.

Articles that get **two Rejected ratings are not accepted for publication**.

The reviewers' judgment and final approval by the Editorial Board and Assistant Editors are final and unquestionable.

By the date indicated in the Call, the **Primary Contact will receive communication from the Editorial Staff about the acceptance or rejection of the article, together with the 2/3 anonymous Review Forms,** which specify any requests for revision.

The Primary Contact has to notify any other co-Authors and, **if revisions are required, Primary Contact must re-upload the correct article within the times indicated by the Editorial Staff.**

2.6. Article Processing Charge (APC)

In order to support the editorial services offered in open access, TECHNE adopts a form of conditional submission fee referred to as Article Processing Charge (APC).

The fee is only requested if the article is accepted for publication in this Journal after peer-review and possible revision of the manuscript and it is established annually by the SITdA Board of Directors.

For the year 2024, the contribution is set at:

- **€ 400, if at least one of the Authors is a SITdA Member;**
- **€ 500, if none of the Authors is a SITdA Member.**

These amounts are VAT exempt pursuant to art. 4 of Presidential Decree no. 633/1972. **The contribution has to be paid to SITdA Onlus, according to the instructions that will be delivered to Authors together with the communication of acceptance of the article for publication.**

In order to support the publication activity of young SITdA Member researchers, for each issue the TECHNE Board can select for free-of-charge publication a maximum of two articles of the typology "Research and Experimentation" developed by a single Author or more Authors, SITdA members and all under 35 years old, that have obtained an "excellence" evaluation in the double-blind peer review process.

2.7. Production and publication

All accepted articles are subjected to editorial review by the Editorial Staff; the English version is also subject to proofreading by a specialized company.

The articles and other Journal's sections are then sent to the FUP which proceeds with the layout.

Before online publication, the Authors have the opportunity to review their paginated article and make any final small corrections.

After the online publication, but before the printing of the volume, a final revision step is finally requested to the Authors.

2.8. Timing and deadlines of different phases

Regarding the average time required to produce TECHNE issue, the editorial flow can be represented as follows:

Main phases	Days
Publication of the Call – Submission of Abstract	40
Submission of Abstract – Notification of Abstract Selection	30
Notification of Abstract Selection – Submission of Article	80
Submission of Article – Outcome of Peer Review	45
Peer Review Outcome – Publication of *Just Accepted* Article	3
Peer Review Outcome – Submission of Final Article	30
Submission of Final Article – Online Publication	150