

“L’ANALISI LINGUISTICA E LETTERARIA” GUIDELINES FOR SUBMISSIONS

Dear Author

Please find some indications regarding the layout of your article, bibliographic references and footnotes..

WHAT SHOULD BE SUBMITTED:

- the electronic version of your article, which should be submitted in Word for Windows format; in case you are using different programs, please send us your file as RTF and let us know which programs you have used;
- if it contains tables, graphs or images, these should be submitted as a separate file, indicating in the article the exact place where they should be added along with the corresponding caption;
- on a separate file, two abstracts of your article: one in English, the other one in Italian or in the language of the article (max. 500 characters, including spaces). In the same file, please include 3 to 5 keywords in English;
- your contacts: telephone number, postal address and e-mail address.

GENERAL NORMS

Please **DO NOT** underline text nor use bold face; italics should be used for any foreign words in the text. Use single quotes to place emphasis on words or concepts, and quotes for direct quotations (see below).

FOOTNOTES

Notes should be added as footnotes, using Word standard formatting. The superscript number should be inserted in the text immediately after the word it refers to (without spaces) and before any punctuation marks.

Important: the only punctuation marks that are allowed before a superscript number referring to a footnote are the exclamation mark, the question mark and the suspension points.

DIRECT QUOTATIONS

Direct quotations can be incorporated in the text (in which case they should be enclosed with double quotation marks); if they are longer than three lines, they should appear as a free-standing indented “block quotation”, separated from the text by a space before and after the quotation, in a smaller font and with no quotation marks.

REFERENCES

Bibliographic references must appear only in the footnotes.

First citation

The author must be referred to by the initial of the name and the full surname; if the author has more than one name, the initials should follow one another without any spaces in between; the indication of the author ends with a comma. The author is followed by

the title, written in italics and followed by a comma. Author and title must always be followed by the publisher's name followed by a comma, the place of publication immediately followed – with no comma – by the year of publication, a comma, and, if needed, the indication of the page(s). Examples:

H. Weinrich, *Tempus. Le funzioni del tempo nel testo*, Il Mulino, Bologna 1974, p. 298 / pp. 303-307.

With two authors:

D.H. Sperber – D. Wilson, *Relevance*, Blackwell, Oxford 1986.

In case of more than one publisher, or more than one place of publication, they must be separated by a slash and no spaces:

J. Ladrière, *Les limitations internes des formalisms*, E. Nauwelaerts/Gauthier-Villars, Louvain/Paris 1957. (two publishers: E. Nauwelaerts e Gauthier-Villars; two places of publication: Louvain e Paris)

ESSAY IN A BOOK

As far as the book is concerned, the name(s) of the curator(s) must be reported after the title of the book, with the initial of the name(s), and the surname(s) followed by “ed.”, meaning both “edidit” and “ediderunt”:

A. Delta, *Note sull'alfabeto glagolitico quadrato*, in *Sistemi di scrittura a confronto*, F. Verdi – G. Negri ed., Vita e Pensiero, Milano 1980, pp. 345-354.

If the names of the curators are missing, the title can be preceded by the abbreviation “Aa.Vv.”

If the book is part of a series, the name of the series must be referred to after the date of publication: the title of the series will appear in brackets, followed by a comma and by the number of the book within the series:

G. Berruto, *Definizioni del morfema*, in *Linguistica italiana d'oggi*, A. Sobrero ed., Bulzoni, Roma 1990 (Società di Linguistica Italiana, 20), pp. 34-45.

ARTICLE IN A JOURNAL

The name of the journal must be enclosed with double quotes; it must be followed by the volume number, the year of publication and the number of pages. If the issues are also numbered, they should be indicated after the year of publication:

R.S. Wells, *Immediate constituents*, “Language”, 23, 1947, pp. 81-117.

X. Pallino, *La citazione di una citazione*, “Il piccolo bibliotecario”, 151, 1993, 4, pp. 11-15.

Note however that the issue number is optional, while the volume number is obligatory.

Subsequent citations

Immediately after the first citation (with no other citations in between): *Ibidem* (also shortened as *Ibid.* if followed by the page number).

Referred to after other works have been cited, the title will be reported in a shortened form: H. Weinrich, *Tempus.*, p. 96.

When citing subsequently (with no other citations in between) different works of the same author, starting from the second one, instead of repeating the name of the author it is possible to use: "Id./Ead."

Other indications

If the work is in press, instead of the year of publication write in brackets, depending on the language used: (in corso di stampa), (in press), (sous press), etc.

Before the open bracket of the indication "(in press)" NO COMMA is required.

An edition following the first will be indicated by a superscript number following the year of publication: Laterza, Roma/Bari 1993².

If the name of the publisher is missing, write: s.e.

If the place of publication is missing, write: s.l.

If the date of publication is missing, write: s.d.

References to websites

Indicate the complete URL, followed by the date of last consultation, as indicated in the following examples:

- 1) ultima consultazione 12 ottobre 2014
- 2) last accessed October 12, 2014
- 3) dernière consultation le 12 octobre 2014
- 4) letzter Zugriff 12. Oktober 2014