

### **Guidelines for submission**

Dear Author,

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

What should be uploaded for submission:

- your manuscript in Word for Windows format. The file should be anonymized for double-blind peer review;
- manuscript length: 50.000 characters maximum, including spaces, excluding references;
- tables, graphs or images should be submitted as a separate file, indicating in the article the exact place where they should be added along with the corresponding caption; All tables, graphs or images should be numbered using Arabic numerals.
- the abstract of your article in English (max. 150 words or 1.000 characters, including spaces). Along with the abstract, please include a short title for running heads (max. 50 characters, including spaces) and, if the article is written in a language different from English, an English version of both complete title and short title;
- when prompted to do so, upload 3 to 5 keywords in English.

### **Guidelines for lay-out**

Our typesetters will do the final formatting of your document. However, we kindly ask you to carefully observe the following style. Please use a minimum of page settings. The preferred setting is 12 pt Times New Roman, double line spacing. Whatever formatting or style conventions you use, **please be consistent**.

*Emphasis and foreign words:* Use italics for foreign words, highlighting, and emphasis. Please refrain from the use of bold, FULL CAPS (except for focal stress and abbreviations) and underlining.

#### *Abstract*

Each article should start off with an abstract. The abstract should be:

- *Accurate:* Ensure that the abstract objectively reflects the purpose and content of your paper.
- *Self-contained:* Define abbreviations and unique terms, spell out names.
- *Concise and specific:* Abstracts should not exceed 150 words (or 1.000 characters, including spaces). Be maximally informative, use the active voice, and include findings, or implications.

#### *Footnotes*

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and precede 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.

*Quotations:* Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

*Translations:* Translations of examples or short sequences in the text should be given in rounded brackets.

*Transliteration:* Russian and other Cyrillic-script languages may be given in the original script or transliterated according to the Library of Congress guidelines:

[https://en.wikipedia.org/wiki/ALA-LC\\_romanization\\_for\\_Russian](https://en.wikipedia.org/wiki/ALA-LC_romanization_for_Russian)

For articles in Italian use the Scientific transliteration:

[https://en.wikipedia.org/wiki/Scientific\\_transliteration\\_of\\_Cyrillic](https://en.wikipedia.org/wiki/Scientific_transliteration_of_Cyrillic)

*Transcription of Chinese characters:* use the Hanyu pinyin system:

汉语拼音正词法基本规则 *Basic Rules of the Chinese phonetic alphabet orthography*

<http://www.moe.gov.cn/cwebeditor/uploadfile/2015/01/13/20150113091717604.pdf>

### *Abbreviations*

If specific abbreviations are used in the text, they must be explained in their first use and then used consistently throughout the article.

### *References*

For references, **always** use the ‘Author-Date’ style.

*References in the text:* These should be as precise as possible, giving page references where necessary. All references in the text should appear in the references section.

Examples of in-text citations:

(Claes, Ortiz López 2011, 60)  
(Rayson, Leech, Hodges 1997, 122–125)  
(Zaliznjak, Šmelev 2000, 50–51)  
(Fang, He 2008, 84–87)

*References section:* References should be listed first alphabetically and then chronologically. The section should include all (and only!) references that are actually mentioned in the text.

Authors/contributors are encouraged to supply – with a reference, not instead of – the DOI if they happen to have that information readily available.

Editorship should be given in the language of the volume, as indicated on the front cover: a cura di / edited by / Hrsg. / под ред., etc.

A note on capitalization in titles. For titles and subtitles in English, capitalize the first and last words, and all other major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions). Do not capitalize articles; prepositions (unless used adverbially or adjectivally, or as part of a Latin expression used adverbially or adjectivally); the conjunctions ‘and’, ‘but’, ‘for’, ‘or’, ‘nor’; ‘to’ as part of an infinitive; ‘as’ in any grammatical function; parts of proper names that would be lower case in normal text; the second part of a species name.

For any other languages, and English translations of titles given in square brackets, capitalize the first word in the title, the subtitle, and any proper names or other words normally given initial capitals in the language in question.

### *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.

An edition following the first will be indicated by a superscript number following the year of publication: Laterza, Roma/Bari 1993<sup>2</sup>.

At the author’s discretion, in the case of titles in less commonly understood languages (e.g., Russian, Turkish, Hungarian, etc.) they can be accompanied by a translation in brackets:

Zaliznjak, Anna A., Aleksej D. Šmelev. 2000. *Vedenie v russkiju aspektologiju* [An introduction to Russian aspectology]. Moskva: Jazyki russkoj kul’tury.

### *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
5. последнее обращение 12 октября 2014

### Examples

#### Book:

Görlach, Manfred. 2003. *English Words Abroad*. Amsterdam: John Benjamins.

Verna, Marisa. 2020. *Proust, une langue étrangère*. Paris: Classiques Garnier.

Hayashi, Makoto, Geoffrey Raymond, Jack Sidnell, eds. 2013. *Conversational Repair and Human Understanding. Studies in Interactional Sociolinguistics*. Cambridge: Cambridge University Press. <https://doi.org/10.1017/CBO9780511757464>.

Poirier, René, dir. 1963. *Entretiens en marge de la science nouvelle*. Den Haag: Mouton & Co.

Qiu, Ran 邱然, Huang Shan 黄珊, eds. 2017. *Xi Jinping de qi nian zhiqing sui yue* 习近平的七年知情岁月 [Xi Jinping's seven years of educated youth]. Beijing: Publishing House of the Party School of the CPC Central Committee.

#### Chapter in book:

Adams, Clare A., Anthony Dickinson. 1981. "Actions and Habits: Variation in Associative Representation during Instrumental Learning." In *Information Processing in Animals: Memory Mechanisms*, edited by Norman E. Spear, Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Leone, Mara. 2019. "Il 'passato discontinuo' come categoria semantico-funzionale nella lingua russa contemporanea." In *Studi di linguistica slava: nuove prospettive e metodologie di ricerca*, a cura di Iliyana Krapova, Svetlana Nistratova, Luisa Ruvoletto, 271–283. Venezia: Edizioni Ca' Foscari.

Hadermann, Pascale, Olga Inkova. 2010. "La scalarité: concept éclaté ou outil explicatif performant?" In *Approches de la scalarité*, Pascale Hadermann, Olga Inkova, dir., 7–14. Genève: Droz.

Weger, Tobias. 2010. "Ethnische Stereotypen mit kulinarischem Beigeschmack. Lokale, regionale und nationale Bezeichnungen." In *Esskultur und kulturelle Identität: ethnologische Nahrungsforschung im östlichen Europa*, Heinke M. Kalinke, Klaus Roth, Tobias Weger, Hrsg., 67–85. München: De Gruyter Oldenbourg.

Padučeva, Elena V. "НКРЯ как ресурс при исследовании предметной соотнесенности имен." В *Национальный корпус русского языка: 2006 — 2008. Новые результаты и перспективы*, под ред. Владимира А. Плуногана, 374–381. Санкт-Петербург: Nestor-Istorija.

Падучева, Елена В. "НКРЯ как ресурс при исследовании предметной соотнесенности имен." В *Национальный корпус русского языка: 2006 — 2008. Новые результаты и перспективы*, под ред. Владимира А. Плуногана, 374–381. Санкт-Петербург: Nestor-История.

Article in journal:

Claes, Jeroen, Luis A. Ortiz López. 2011. "Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico." *Spanish in Context* 8: 50–72.

Rayson, Paul, Geoffrey N. Leech, Mary Hodges. 1997. "Social Differentiation in the Use of English Vocabulary: Some Analyses of the Conversational Component of the British National Corpus." *International Journal of Corpus Linguistics* 2 (1): 120–132.

Benigni, Valentina, Luisa Ruvoletto. 2019. "Asimmetrie nella codifica dell'informazione deittica: italiano vs russo." *Italica Wratislaviensia* 10 (1): 31–58.

For all cases not included in the previous description, please refer to the Chicago Manual of Style (CMS):  
<https://www.chicagomanualofstyle.org/home.html>.

Useful link for the use of CMS:

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/chicago\\_manual\\_of\\_style\\_17th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)