

## AUTHOR GUIDELINES

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### TEXT ORGANIZATION AND STYLE

**Misprints** should be eliminated.

**Personal data** with affiliation and a short bio (up to 100 words) should also be supplied during Registration.

**Papers** should be no longer than **6.500 words** including quotations, references, and footnotes, tables or graphics. A title in English should be supplied if the article is written in another language.

An **Abstract** (not shorter than **120 words** nor longer than **150 words**) should also be supplied. It will be in English and in the language used in the text. **5 keywords in English** should be supplied (**and, if the text is not in English, the same words** must also be given **in the language of the text**).

Uniformity and consistency of the segmentation of the text into sections, sub-sections, and paragraphs is recommended.

**Headings should be numbered.** Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.1.1. 2.1.2. 2.2.).

**Blank lines which are not correlated to titles must not be used.**

There should be uniformity and **consistency in the use of bold, italic, and quotation marks**. **Avoid combined use of bold and italic** unless it is absolutely necessary. If possible, avoid the use of bold type and use italic instead. **Avoid underlining.**

Please use **double smart quotes** (“...”) for quoted material up to 40 words. **Single smart quotes** (‘...’) can be used **inside a quote introduced by double quotation marks**, and – outside quotations – **to highlight a personal use of a term**. **Use only smart quotes. Avoid straight quotes.**

**Quoted material of more than 40 words** should be displayed as an indented block quote, with a blank line above and below, without quotation marks. Long quotes in a language different from French, English, Italian, and Spanish must be translated in a note. The translation of in-text short quotations follows immediately inside brackets. E.g. “Er kam später in der Nacht” (He arrives later in the night).

Please be consistent **in the use of capitalization** for acronyms, institutions, etc. as well. Avoid total capitalization and small capitals for the **names of authors** and for the titles and subtitles of your article. **Initial capital and small letters are to be used.**

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### FONTS AND SYMBOLS

**Garamond is the official font of the Journal.**

At the end of the text, authors will supply a **complete list of all the symbols** they have used, **which do NOT belong to the basic Latin, Greek, Cyrillic and Arabic alphabets.**

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**Photographs, drawings, graphs and graphics are all identified as “Figures”.** Figures and Tables should be **numbered consecutively using two separate numerical sequences** starting from Figure 1 and Table 1. **References to figures and tables** should always be quoted in the chosen position within the text.

**All figures and tables must be accompanied by an italicized caption. An image caption follows the picture; a table caption precedes the table.**

**Figures can be reproduced only if they are free of copyright restrictions** (see Author Statement). The **sources** of figures and tables reproduced from other publications should be cited.

**Figures (including graphs)** will be reproduced without any additional adjustment, with the same **definition and quality** as the original.

**Figures must be embedded into the text and also supplied separately in the original electronic format** (.TIF, .JPG). In order to guarantee a good rendition, **images must be high-resolution ones** (i.e. scanned at 300 dpi or photographed at the highest possible resolution allowed by the used camera).

In order to result of good quality, **tables and graphs** deriving from Word, Excel, and yED **must be submitted in an editable format (NOT as images).**

**Formulas** should be supplied in **MathType editable format (NOT as images or objects).**

## CITATION AND REFERENCE STYLE

References and footnotes should follow the **author-date system** of citing references, as described in **The Chicago Manual of Style**, 17th ed. ([https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)). For more details please refer to the **instructions** and **examples** provided below.

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**Notes must be numbered consecutively and linked to the note numbers in the text; they would otherwise be totally unusable when texts are prepared for layout.** References in the notes also follow the Author-date style.

**Numbers of footnotes should always be positioned before the punctuation mark; however, when at the end of indented block quotes, they should be placed after the final full stop.**

## PARENTHETICAL REFERENCING

**All in-text and footnote references should be itemized in a List of References at the end of the text.**

**Multiple citations** should be in chronological order, and, if in the same year, alphabetical within year (e.g. Hartem 2004; Arkam 2005; Bolding 2005; Kent and Cowler 2006).

For works with **three or more authors** include **all authors only in the List of References**, while in the In-Text entry cite only the last name of the first author, followed by *et al.* (italics). Where there is **more than one publication by an author in the same year**, add a letter to the year to distinguish them. Eg. (Smith 1999a).

In case of a series of references from the same source (**when no other is mentioned in between**) a bracketed number is sufficient to signal the page: (109). Please use (ibid.) when the same source is cited consecutively two or more times. If the same source but different page is quoted, follow 'ibid.' with a comma and the new page number(s): (ibid., 25). When writing inclusive numbers in the same hundred, the last two figures should be given (ex. 11-18, 35-39, 103-07, 1273-81), but 385-401 and 1278- 320 (because the hundred also changes).

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**Supply a list of references - under the sub-heading ‘References’ – in alphabetical order according the authors’ surname and place it at the end of the work. A list of references should only include items cited in the text and notes.**

There should be **uniformity** in bibliographical references. **References should be complete.** Please **double-check** to be certain that all dates given in parenthetical citations and in the List of references section are identical.

**Avoid total capitalization and small capitals for the names of authors. Initial capital and small letters are to be used. Use full names whenever possible.**

The titles of **volumes, journals, plays and films** should appear in italics.

The titles of **articles, chapters, poems and short stories** should appear in plain text, between **double smart quotes** (“...”). **Avoid straight quotes.**

**Subtitles of volumes** in French, German, Italian and Spanish are separated from the main title by a full stop, by a colon if they are in English.

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Examples:

### English

Kennedy, Elspeth. 1991. *Lancelot and the Grail: A Study of the Prose Lancelot*. Oxford: Clarendon Press.

Claussion, Nils. 2008. “Literary Art in an Age of Formula Fiction and Mass Consumption: Double Coding in Arthur Conan Doyle’s ‘The Blue Carbuncle’”. *Studies in Popular Culture* 31 (1): 39-54.

### French

Aurell, Martin. 1989. *La vielle et l'épée. Troubadours et politique en Provence au XIIIe siècle*. Paris: Aubier.

Frija, Gabrielle. 2018. “Les notables de Stratonice de Carie à l'époque antonine: hétérogénéité juridique, homogénéité sociale”. *Revue des Études Anciennes* 120 (1): 121-40.

### German

Grüning, H. G. 1992a. *Die zeitgenössische Literatur Südtirols. Probleme, Profile, Texte*. Ancona: Edizioni Nuove Ricerche.

Grüning, H. G. 1992b. “‘Unsere Muttersprache ist das Schweigen’. Konstanten der (Selbst)-Darstellung literarischen Schaffens in Südtirol”. In Id., *Autorappresentazione e rappresentazione dell'altro. Forme, modelli, strutture*, 29-48. Ancona: Nuove Ricerche (Heteroglossia 8).

### Italian

Ginzburg, Carlo. 2006. *Il filo e le tracce. Vero falso finto*. Milano: Feltrinelli.

Punzi, Arianna. 2014. “Quando il personaggio esce dal libro. Il caso di Galeotto signore delle isole lontane”. In *Dai pochi ai molti. Studi in onore di Roberto Antonelli*. A cura di Paolo Canettieri e Arianna Punzi, 23-40. Roma: Viella.

### **BUT (for the subtitle is a list):**

Renzi, Luca. 2018. “A proposito di alcuni scrittori dell'Alto Adige e non: Joseph Zoderer, Sabine Gruber, Francesca Melandri”. *Linguae &* 17 (2): 39-55.

### Spanish

Hernández, Miguel Ángel. 2019. *Aquí y ahora. Diario de escritura*. Madrid: Fórcola Ediciones.

Sanmartín Sáez, Julia. 1999. “A propósito de los sufijos apreciativos en la conversación coloquial: sus valores semánticos y pragmáticos”. *Oralia* 2: 185-219.

### German

Grüning, H. G. 1992a. *Die zeitgenössische Literatur Südtirols. Probleme, Profile, Texte*. Ancona: Edizioni Nuove Ricerche.

Grüning, H. G. 1992b. “‘Unsere Muttersprache ist das Schweigen’. Konstanten der (Selbst)-Darstellung literarischen Schaffens in Südtirol”. In Id., *Autorappresentazione e rappresentazione dell'altro. Forme, modelli, strutture*, 29-48. Ancona: Nuove Ricerche (Heteroglossia 8).

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Melchiori, Giorgio. 1973. *L'uomo e il potere. Indagine sulle strutture profonde dei Sonetti di Shakespeare*. Torino: Einaudi. Melchiori,

Giorgio. 1981. "Introduzione". In Melchiori e Gabrieli (a cura di) 1981, 11-57.

Melchiori, Giorgio (a cura di). 1964. *Poeti metafisici inglesi del Seicento*. Milano: Vallardi.

Melchiori, Giorgio, e Vittorio Gabrieli (a cura di). 1981. *The Book of Sir Thomas More*. Bari: Adriatica.

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## EXAMPLES

|   | References in brackets                    |  |                                    | Final references  |
|---|---|--|------------------------------------|---|
|   | Direct quote                              |  | Paraphrase                         |   |
| TEXTS   | <i>A critic has written that "..."</i>    | <i>[Name of Author] states that...</i> | <i>Author maintains that ...</i>   |   |
| volume with one author                                  | (Greenblatt 1989, 48)                     | (1989, 48)                             | (Greenblatt 1989)                  | Greenblatt, Stephen. 1989. <i>Shakespearean Negotiations: The Circulation of Social Energy in Renaissance England</i> . Berkeley: University of California Press.   |
| volume with two authors                                 | (Mendelson and Crawford 1998, 35)         | (1998, 35)                             | (Mendelson and Crawford 1998)      | Mendelson, Sara, and Patricia Crawford. 1998. <i>Women in Early Modern England</i> . Oxford: Oxford University Press.   |
| volume with three or more authors                       | (Ball <i>et al.</i> 2015, 34)             | (2015, 34)                             | (Ball <i>et al.</i> 2014)          | Ball, Phil, Keith Kelly, and John Clegg. 2015. <i>Putting CLIL into practice</i> . Oxford: Oxford University Press.   |
| edited volume   | (Chapman and Clark 2019, 29)              | (2019, 29)                             | (Chapman and Clark 2019)           | Chapman, Siobhan, and Billy Clark, eds. 2019. <i>Pragmatics and Literature</i> . Amsterdam: John Benjamins.   |
| chapter in an edited volume                             | (Curran 2014, 100)                        | (2014, 100)                            | (Curran 2014)                      | Curran, John. 2014. "Agatha Christie and the Impossible Crime". In <i>Mysteries Unlocked</i> . Ed. by Curtis Evans, 89-101. Jefferson, North Carolina: McFarland. <b>[please note the position of page numbers]</b> .   |
| chapter in an edited volume referenced in the same list | (Scott 2019, 101)                         | (2019, 101)                            | (Scott 2019)                       | Scott, Kate. 2019. "Misleading and Relevance in Shakespeare's <i>Twelfth Night</i> ". In Chapman and Clark eds. 2019, 93-114. Amsterdam: John Benjamins. <b>[please note the position of page numbers]</b>  |
| reprint   | (Fruttero e Lucentini 2019 [1972], 13-18) | ([1972]2019, 13-18)                    | (Fruttero e Lucentini 2019 [1972]) | Fruttero, Carlo, e Franco Lucentini. 2019 (1972). <i>La donna della domenica</i> . Milano: Mondadori.   |
| translation   | (Eco 1983 [1980], 450)                    | (1983 [1980], 450)                     | (Eco 1983[1980])                   | Eco, Umberto. 1983 (1980). <i>The Name of the Rose</i> . New York; Warner Books [trad. Inglese William Weaver]  |
| print journal article                                   | (Ghini 1990, 62)                          | (1990, 62)                             | (Ghini 1990)                       | Ghini, Giuseppe. 1990. "Clemente Rebora traduttore dal russo". <i>Lingua e stile</i> , XXV (1): 57-83.  |
| online journal with DOI                                 | (Taylor and Kent 2014, 391)               | (2014, 391)                            | (Taylor and Kent 2014)             | Taylor, Maureen, and Michael L. Kent. 2014. "Dialogic Engagement: Clarifying Foundational Concepts". <i>Journal of Public Relations Research</i> 26 (5): 384-98. <a href="https://doi.org/10.1080/1062726X.2014.956106">doi.org/10.1080/1062726X.2014.956106</a>  |
| online journal without DOI                              | (Ciceri e Anolli 1994, 168)               | (1994, 168)                            | (Ciceri e Anolli 1994)             | Ciceri, Maria Rita, e Luigi Maria Anolli. 1994. "Il ruolo delle emozioni nell'atto di mentire". <i>Rivista di Psicologia</i> 1-2-3: 165-70. <a href="https://publires.unicatt.it/publications/il-ruolo-delle-emozioni-nellatto-di-mentire-9">https://publires.unicatt.it/publications/il-ruolo-delle-emozioni-nellatto-di-mentire-9</a> (30/08/2021). |
| movie   | ( <i>Frankenstein Junior</i> 1974)        | (1974)                                 | ( <i>Frankenstein Junior</i> 1974) | <i>Frankenstein Junior</i> . 1974. Directed by Mel Brooks. 20th Century Fox Home Entertainment. DVD.  |
| website   | (Jack 2010)                               | (2010)                                 | (Jack 2010)                        | Jack, Joe. 2010. "Sasquatch: the Cowichan People Gave Him the Name 'Thumquas'". Coast Salish History. <a href="http://www.joejack.com/sasquatch.html">http://www.joejack.com/sasquatch.html</a> (12/04/2021).   |