

LINGUE E LINGUAGGI

Authors guidelines

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IMPORTANT GENERAL INFORMATION

Lingue e Linguaggi is a double-blind peer-reviewed scientific journal. It adopts a code of conduct which complies with the COPE guidelines: Best Practice Guidelines for Journal Editors. The code of conduct is published at the address: http://sibaese.unisalento.it/pdf/LeL_publication_ethics.pdf.

In accordance with this code of conduct, only articles with different form and content from other published works by third-party authors or the authors themselves can be accepted. (Please see the Harvard Guide to Using Sources: <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054> for further details on this). As suggested by the present guidelines, only the articles which follow the indications provided by the editors and illustrated in the following paragraphs will be accepted.

Articles should be 10-25 (formatted) pages long. Reviews should be 2-5 pages long.

The journal publishes its articles on-line in Open Access form under the Creative Commons license (<http://creativecommons.org/licenses/by-nc-nd/3.0/it/legalcode>); by uploading the manuscript through the upload wizard the author accepts the terms of the license.

Before you upload your manuscript, please make sure that:

- The form and content of the article are different from previously published works (as explained in the Code of Conduct of *Lingue e Linguaggi*)
- The manuscript has been carefully formatted, following all the indications in the Authors Guidelines section, and using the latest templates provided on the website.
- The manuscript is properly divided in sections, each marked by a number and title.

- All images and figures are numbered and captioned.
 - Each image and figure is cross-referenced in the text.
 - The quotations in the body text and footnotes totally coincide with the reference entries listed in the specific section at the end of the manuscript.
 - The manuscript has been reviewed by a native speaker and is grammatically correct.
- Please submit your file in Word or rtf format. Pdf files will not be accepted. The file size cannot exceed 5 MB. Larger files are not accepted by the system and your submission will stop at Step 1. Should your file contain several pictures, in order to keep the file size to a minimum, do not cut-and-paste the images into the file, but use the Insert – Image option provided in your text editor, as explained on the following Internet page <http://www.timeatlas.com/reducing-file-sizes-in-microsoft-word/>

HOW TO SEND A MANUSCRIPT TO THE JOURNAL

If the manuscript complies with all the above, please send it to the journal using the on-line interface, as follows.

- Log in.
- Click on New Submission (in grey, to the right of the entry ‘Author’)
- **Step 1:**
 - In the Publication section, from the dropdown menu choose: ‘STUDY – Articles’ for sending an article; RECENSIONI – Reviews for sending a review.
 - Read the entries in the Submission checklist. By accepting each entry you declare that the manuscript complies with the specific requirement. The manuscripts which are not in keeping with these requirements will be rejected.
 - Read through and tick all the boxes in Submission Checklist.
 - Read and accept the Copyright Notice.
 - Click on Save and Continue.
 - If you are not taken to Step 2, check the size of your file. The file size cannot exceed 5 MB. Should your file contain several pictures, in order to keep the file size to a minimum, use jpg images and do not cut-and-paste the images into the file, but use the Insert – Image option provided in your text editor, as explained on the following Internet page <http://www.timeatlas.com/reducing-file-sizes-in-microsoft-word/>
- **Step 2:**
 - In the Submission File section, upload the manuscript of your article or book review. For articles, please include the title, but NOT the author’s name and affiliation (see template_article). Book reviews are not subject to peer-reviewing, and the presence of the author’s name is not a problem. Reviews should be formatted as suggested in the book review template.
 - Click on Save and Continue.
- **Step 3:**
 - In case of collective work, please add the other authors’ data at Step 3.

- In the Title box, insert the article's title in small caps (using capital letters as necessary)
- In the Abstract box, insert the abstract in English as well as in second language of your choice (for example, if the article deals with the French literature insert the second abstract in French). In this box, the author's name and affiliation must not be provided. Book reviews do not require an abstract, therefore, please leave that box empty.
- In the Indexing box, insert 5 keywords; capitalize the first letter of each keyword and separate keywords by means of a semicolon, as shown in the example provided under the keywords line.
- In the References box, insert the full list of bibliographical references (they can be copy-pasted from the paper itself). Please, make sure that in this box the reference items are separated from each other by a blank line. Please notice that, in this box, any items in non-Latin characters (e.g., Cyrillic or Arabic) should be transliterated. (On the other hand, in the paper itself, non-Latin characters are permissible).
- Click on Save and Continue.
- **Step 4:**
- Upload the Abstract file as supplementary file. This file should include the authors' names, affiliations and institutional e-mails (see template_abstract). Book reviews do not require an abstract, therefore please do not upload any supplementary file.
- **Step 5:**
- Click on Finish Submission.

In case of mistakes in the submission procedure, please contact the journal's editors.

HOW TO UPLOAD THE REVISED VERSION OF A MANUSCRIPT

All revised versions of a submitted manuscript should be uploaded using the Review file option in the original submission. They **SHOULD NOT** be uploaded with the New Submission option. To upload the revised version of a manuscript:

- Log in.
- Click on the title of the Active Submission
- Click on the Review heading (next to the Summary heading)
- Upload your file in the Editor Decision - Upload Author version section

PROPOSING A SPECIAL ISSUE

Lingue e Linguaggi is happy to consider proposals for special issues, to be edited by the proposer.

Please send your proposal in Italian or English to lingue.linguaggi@unisalento.it. Special issue volumes may include papers in any of the official languages of the journal (Italian, English, French, German, Spanish, Portuguese, Russian).

PROCEDURE FOR THE MANAGING OF A SPECIAL ISSUE

Special issues follow the same working and peer-reviewing processes of ordinary issues. The various phases of this process can be managed entirely online, through the journal website (platform OJS; see Procedure 1 below), or manually (Procedure 2, below).

Procedure 1

The review process will be monitored and coordinated by the proposer, in collaboration with a member of the Editorial Committee. The name of the proposer will appear in the volume cover, as Editor of the volume. If the proposer does not belong to the University of Salento, the member of the Editorial Committee will act as co-editor and his/her name will also appear on the volume cover (and/or in the Scientific committee). For an easier management of the OJS platform, during the working phases, the member of the Editorial Committee will be given the Editor role, while the proposer will be given the Section Editor role.

The proposer will be responsible for:

- Coordinating with the designed member of the editorial committee to create and advertise the special issue Call For Papers.
- Finding suitable reviewers: two reviewers for each paper who are not on the list of reviewers of the journal. The names of the reviewers will have to be approved by the journal editorial committee.
- Managing the entire review process, which includes contacting and appointing 2 reviewers per paper and performing as many review rounds as necessary until the paper is accepted by both reviewers. The names of the reviewers must be approved by the journal's Editorial Committee. The proposer has the duty to check that the manuscript does not include personal details of the authors and to remove such personal details and references if present, before sending the manuscript to the reviewers. Where reviewers come to different conclusions, with one suggesting a rejection and the other suggesting only minor revisions, the section editor will check whether the revisions required by the second reviewer are indeed minor and mainly formal in character. If the minor revisions suggestions actually appear to be substantial in terms of structure and content, then the section editor will have to decide whether to reject the article or to ask for substantial changes. If, on the other hand, the revisions required are actually minor, then a third reviewer will be sought. The reviewer's form will be provided by *Lingue e Linguaggi*.

- Formatting the papers. Formatting should comply with the Editorial Guidelines – Special Issues provided below.
- Creating the Table of Content of the volume and sending it to the designed member of the editorial committee by e-mail.
- N.B. the volume editor will uphold the journal's code of ethics and will be responsible for the fact that the reviewers also respect the code (http://sibaese.unisalento.it/pdf/LeL_publication_ethics.pdf).

The designed member of the editorial committee will collaborate with the proposer by performing the following actions:

- Scanning all papers with antiplagiarism software, before assigning them to the Section Editor (the proposer) through the OJS system.
- Providing support to the proposer in case of doubts on the use of the platform or on interpreting the guidelines, and checking that the proposer implements the correct review procedure.
- Checking that the final papers are formatted consistently.
- Finalizing the volume by adding DOI codes to the papers, creating PDF files, creating cover and colophon for the volume, and publishing the volume on the journal platform.

Procedure 2

The review process will be monitored and coordinated by the proposer, with the support of a member of the Editorial Committee. The name of the proposer will appear in the volume cover, as Editor of the volume. If the proposer does not belong to the University of Salento, the member of the Editorial Committee will act as co-editor and his/her name will also appear on the volume cover (and/or in the Scientific committee).

All contacts with authors and reviewers will be managed by e-mail.

The proposer will be in charge of:

- Collecting the manuscripts in doc format.
- Sending the manuscripts to the designated member of the Editorial Committee for an automatic antiplagiarism check.
- Managing the entire review process. This includes finding and contacting two reviewers per manuscript and performing as many review rounds as necessary until the paper is accepted by both reviewers. The names of the reviewers will have to be approved by the journal's Editorial Committee. The proposer has the duty to check that the manuscript does not include personal details of the authors and to remove such personal details and references if present, before sending the manuscript to the reviewers. If reviewers come to different conclusions, with one suggesting a rejection and the other suggesting only minor revisions, the section editor will check whether the revisions required by the second reviewer are indeed minor and mainly formal in character. If the minor revision suggestions actually appear to be substantial in terms of structure and content, then the proposer will have to decide whether to reject the article or to ask for substantial changes. If, on the other hand, the revisions required are in fact minor, then a third reviewer will be sought. The Reviewer's form will be provided by the journal.

- Collecting all the reviewers' comments and sending them to the Journal Manager, along with the reviewed and formatted articles.
- Formatting the entire volume. Formatting should comply with the Editorial Guidelines – Special Issues provided in this file.
- Creating the Table of Contents of the volume and sending it to the designed member of the editorial committee by e-mail. A template for the TOC will be provided.
- N.B.: The volume proposer will subscribe to the journal's code of ethics and will be responsible for the fact that the reviewers likewise uphold the code (http://sibaese.unisalento.it/pdf/LeL_publication_ethics.pdf).

The designed member of the editorial committee will collaborate with the proposer by performing the following actions:

- Scanning all papers with antiplagiarism software, before they can be sent out to reviewers.
- Providing support to the proposer in case of doubts or on interpreting the guidelines, and checking that the proposer implements the correct review procedure.
- Checking that the final papers are formatted consistently.
- Finalizing the volume by adding DOI codes to the papers, creating PDF files, creating cover and colophon for the volume, and publishing the volume on the journal platform.

LINGUE E LINGUAGGI

Editorial Guidelines

The manuscripts should be submitted as .doc or .rtf files, through the journal website. Pdf files will not be accepted. In order to guarantee authors real blind peer-review, the manuscript must not include the authors' names, affiliations, e-mail address and bionote. These personal details will appear in the Abstract file (which will be uploaded as supplementary file, see Step 4, above) and will be added to the final, reviewed and approved version of the paper before publication. Furthermore, in the manuscript, any reference to publications by the author(s) will be replaced by a placeholder *Author year*, in the text, notes and reference list (e.g.: Author 2015, instead of Smith 2015), in order to guarantee a truly anonymous review process. At the end of all review rounds, the author will replace these placeholders with the real citations.

When writing the manuscript and the abstract files, please follow the guidelines below and use the templates provided (template_text_L&L_eng.doc; template_abstract_L&L_eng.doc; template_bookreview_eng.doc).

ARTICLES

1. File Abstract

The abstract file will include: title, subtitle, author's name, affiliation and two abstracts (one in English and one in another language of your choice), keywords, and the author(s)' e-mail address(es) and bionote(s). Each abstract should not exceed 1760 characters (including spaces), or 19 lines. Furthermore, each abstract should include 5 keywords in the language of the abstract.

Page Size: A4, margins of 2.54 cm at the top, bottom, left and right; plus binding of 0.5 cm. The Template includes also headings and footings: please, do not touch them. The editors will take care of all headings and footings.

Title: Arial, 15 points, **BOLD, ALL CAPS**, centered, spaced with a spacing of 15 points from the top of the page. The title should not end with punctuation.

Subtitle (if present): immediately below the title, in Arial, 15 points, lower case with initial capital letter, centered. The title should not end with punctuation.

Author's name and surname: Arial, 13 points, small caps, centered, single spaced (13 points) from the title (or subtitle).

Affiliation: Arial, 11 points, small caps, centered, immediately under author's name. The affiliation should appear in the original name of the institution. For example, if the author is affiliated to the "Università degli Studi di Padova" he/she should write Università degli Studi di Padova, regardless of the language of the article. For academic institutions, please mention only the university's name, not the faculty or department. Should two or more authors have different affiliations, please indicate as follows:

FIRST AUTHOR¹, SECOND AUTHOR²

¹UNIVERSITÀ DEGLI STUDI DI VERONA, ²LANCASTER UNIVERSITY

FIRST AUTHOR¹, SECOND AUTHOR², THIRD AUTHOR³, FOURTH AUTHOR³

¹UNIVERSITÀ DEGLI STUDI DI VERONA, ²LANCASTER UNIVERSITY, ³UNIVERSITAT AUTÒNOMA DE BARCELONA

Abstract (in English): Times New Roman, 10 points, justified. Maximum length: 1700 characters (including spaces) or 19 lines. Spaced 2 lines of 12 points from the previous line. The abstract text begins with the word **Abstract**, in bold, followed by an m-dash, and the text itself.

Keywords in English: Times New Roman, 10 points, flush left. Single spaced (12 points) from the previous line. The Keyword line begins with the word **Keywords**, in bold, followed by column (not in bold), and the keywords themselves. The keywords will be listed in order of importance, separated by a semicolon, and the last keyword will be followed by a full stop. Please write keywords in small caps, unless they are proper names.

Abstract (in other language): Times New Roman, 10 points, justified. Maximum length: 1700 characters (including spaces) or 19 lines. Spaced 2 lines of 12 points from the previous line. The abstract text begins with a suitable translation of word ‘**Abstract**’, in bold, followed by an m-dash, and the text itself.

Keywords (in other language): Times New Roman, 10 points, flush left. Single spaced (12 points) from the previous line. The Keyword line begins with a suitable translation of word ‘**Keywords**’, in bold, followed by a column, and the keywords themselves in the chosen language.

Bionote: Times New Roman, 10 points, left aligned. Single spaced (12 points) from the previous line. This line begins with the phrase **Bionote**, in bold, followed by a column, and a brief bionote of the author(s) (maximum 150 words for a single author; maximum 100 words for each author in case of multiple authors). See template for further details.

E-mail address(es): institutional e-mail address(es) of the author’(s), in the same order as in the titles. Times New Roman, 10 points, left aligned. Single spaced (12 points) from the previous line. This line begins with the phrase **Author’s address**, or **Authors’ addresses** (or a suitable translation of that phrase into the language of the paper), in bold, followed by a column, and the institutional e-mail address(es) of the author’(s), in the same order as in the titles, separated by a semi column.

E.g.:

Author’s address: francesca.bianchi@unisalento.it

Authors’ addresses: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

or, if the article is in Italian:

Recapito autore: francesca.bianchi@unisalento.it

Recapito autori: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

2. Article file

This file includes the article's title and subtitle, but NOT the author's name and affiliation.

The text should be divided in numbered sections and subsections. Please starting numbering from the Introduction (section 1.). Section and subsection numbering ends with a full stop (1.; 1.1.; 1.1.2; 2.1.).

The text ends with the References; any annexes should be placed after the References.

Page Size: A4, margins of 2.54 cm at the top, bottom, left and right; plus binding of 0.5 cm. The Template includes also headings and footings: please, do not touch them. The editors will take care of all headings and footings.

Epigraph: Times New Roman, 10 points, italics, flush right, flag left margin. Spaced 2 lines of 12 points from the previous line. Epigraph is followed by name of the author of the epigraph in round brackets. Initials of the author's name and surname, Title, year, possible reference of the translation, page.

Example: (F. Engels, "Ludwig Feuerbach", 1888, It. transl. p. 63).

Any special formatting of the original text (e.g. in verse) is also respected in the epigraph.

Section heading: Arial, 14 points, bold, flush left. Spaced 2 lines of 12 points from the previous line.

Title of sub-section: Arial, 12 points, bold, italics, flush left. Spaced 1 line of 12 points from the previous line.

Title of sub-sub-section: Arial, 12 points, italics. Spaced 1 line of 12 points from the previous line.

Body Text: Times New Roman, 12 points, single spacing, justified, indentation of 1.25 cm. No spacing before and after the paragraph. The first paragraph of each section or (sub-)sub-section, as well as the first paragraph after a quotation, table, figure, graph, or list should not be indented and are spaced 1 line of 12 points, Times New Roman, from the previous line.

Block quotations (longer than three lines): Times New Roman, 10 points, indented 1 cm left and right, single spacing of 12 points from the previous line. Do not enclose block quotations in quotation marks. A full stop is used at the end of the quotation. After the full stop, provide the references (if not mentioned before) in round brackets, as follows:

growing recognition of the problematic nature of the binary ‘gender differences’ approach to language use, which underpinned theories of ‘deficit’, ‘dominance’ and ‘(cultural) difference’. [...] Gender and language study now acknowledges gender as more complex and more specific: complex since it interacts with other identities such as those of ethnicity and sexuality; specific since its realisations are far from universal. (Sunderland 2000b, p. 214)

Examples (concordance lines from a corpus and so on) should be treated like quotations longer than three lines and formatted accordingly. However, if the examples are copious and require numbering, please adopt the following format:

- (1) Prvo treba znati kaj je Purger...upotrebljava se ta riječ ali u krivom kontekstu. To nisu svi koji su rođeni u Zagrebu.
‘Zuerst muss man wissen, was purger ist... Dieses Wort wird benutzt, aber im falschen Kontext. Das sind nicht alle, die in Zagreb geboren wurden.’
- (2) Treba znati povjest grada Zagreba. Purgeri su obrtnici iz Stare Vlačke.
‘Man muss die Geschichte der Stadt Zagreb kennen. Purgeri sind die Handwerker aus der Stara Vlačka Straße.’
- (3) možda iritira malo to sto gospodin Brncić koristi naslov “purgerski riječnik” – purgeri nisu rezultat jedne austro-ugarske vlasti i stime nisu purgerske riječi isto kao i riječi koje su preuzete od austrijanaca/njemaca, turaka itd.
‘Vielleicht irritiert ein bisschen, dass Herr Brncić den Titel “purgerski riječnik” benutzt – purgeri sind nicht das Ergebnis einer österreichisch-ungarischen Herrschaft und damit sind purgerske Wörter nicht dasselbe wie Wörter, die von Österreichern, Deutschen, Türken usw. entlehnt wurden.’

Bulleted or numbered lists: like the body of the text, but with a hanging indent of 0.7 cm. Add 3 point spacing before and after. An example:

1. Is the representation of women in ELT course-books gender-biased?
2. Is the language used in the course-books to represent women gender-biased?
3. Has the representation of women in ELT course-books changed since the 50s?
4. Have changes in ELT approaches affected the representation of women?
5. Have changes in societal conditions in Italy, affected the representation of women in ELT course-books?

Tables, Figures, and Graphs: centered on the page, single spaced (12 points) from the previous line. When a table/figure/graph comes immediately after another one, please leave two blank lines, 12 points, between the caption of the first table/figure/graph and the next table/figure/graph. Text in tables should be written in Times New Roman, 10 points. **Captions** are mandatory, Times New Roman, 10 points, centered, single spaced (10 points) from the table, figure, or graph. The captions are numbered, beginning with Table 1 / Figure 1 / Graph 1. Use a full stop at the end of the caption, even when the caption is not a full sentence. Each table/figure/graph should fit in a single page (including caption). Tables, figures and graphs taking up more than one page shall be put at the end of the manuscript, as annexes. In any case, cross-referencing the Tables, Figures and graphs in the text is mandatory (see examples in the template).

Footnotes: Times New Roman, 10 points, hanging indent of 0.3 cm, justified. In the first line, after the note number, enter a tab of 0.3 cm. Within the body text, footnote numbers will be indicated as superscripts and will follow punctuation marks, when present.

References title: Arial, 14 points, flush left, 1.5 spaced. Preceded by a page break. If the article is in Italian, the reference title will be Bibliografia; if in English: References; if in French: Références bibliographiques; if in German: Literatur; if in Spanish: Bibliografía.

Reference entries: Times New Roman, 10 points, hanging indent of 1 cm, justified. The first line of the first bibliographic reference is single spaced (10 points) from the References title.

Bionote: Times New Roman, 10 points, left aligned. Spaced 3 12-point lines from the previous line. This line begins with the phrase Bionote, in bold, followed by a column, and a brief bionote of the author(s) (maximum 150 words for a single author; maximum 100 words for each author in case of multiple authors). See template for further details.

E-mail address(es): institutional e-mail address(es) of the author'(s), in the same order as in the titles. Times New Roman, 10 points, left aligned. Single spaced (12 points) from the previous line. This line begins with the phrase Author's address, or Authors' addresses (or a suitable translation of that phrase into the language of the paper), in bold, followed by a column, and the institutional e-mail address(es) of the author'(s), in the same order as in the titles, separated by a semi column.

E.g.:

Author's address: francesca.bianchi@unisalento.it

Authors' addresses: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

or, if the article is in Italian:

Recapito autore: francesca.bianchi@unisalento.it

Recapito autori: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

Acknowledgements (optional): if you want to thank people or bodies for their contribution to your research or draft article, you may do so in a dedicated Acknowledgements paragraph at the end of the article and before the Reference section. The paragraph will be single spaced (12 points) from the previous line, and shall be formatted in Times New Roman, 10 points. The word Acknowledgements will be in bold, followed by a column (not in bold), as in the following example:

Acknowledgements: we would like to thank the European Union for their precious financial support to the current research.

Annexes: Any attachment will have a title like that of the references (Arial, 14 points, flush left, 1.5 spaced, preceded by a page break) and the text will be in Times New Roman, 10 points. The total length of the annexes cannot exceed two thirds of the manuscript itself. Annexes should be placed after the References section, separated from the references by a page break.

2.1. Typographical Conventions

N.B.: We are aware that some of the formatting guidelines adopted in *Lingue e Linguaggi* are not in keeping with the habits of some languages (e.g. French or Spanish), and we apologize for this. However, adopting the same formatting guidelines for all languages is important for reaching uniformity through each and all issues, and to facilitate copyediting. We thank you for your understanding.

Please do not use syllable division in the text or references. In other words, no word should be split on two lines.

Punctuation marks should immediately follow the preceding word, and be followed by a space. The only exception are parenthesis, separated by a space from the text outside the parenthesis, but not from the text inside the parenthesis.

When cross-referencing a paragraph or section, please use the word Paragraph or Section (and its translations), capitalized. Do not use symbols (e.g. §). Example: as described in Section 1,

Short quotations (under three lines): short quotations (even one word ones) in the text body or footnotes should be included in double quotes ("..."). Please note that quotations longer than three lines should be formatted as block quotations (see above). Every quotation, even one word ones, should be accompanied by adequate citation, including page number.

Quotations within quotations: in single quotation marks: '...!.

More about quotations: when quoting literally, please respect the original formatting; if for any reason you change the formatting, please declare it in a footnote.

Omissions: Indicate omissions using three dots within squared brackets: [...].

Metalinguistic considerations: Please put signifier in italics and the signified in single quotes. (Double quotation marks are used only for verbatim quotations, as in the following example).

Example: The German expression *Esel* means 'ass' and usually refers to a donkey, but if you call a man "Esel" it's an offence.

Titles of other works (e.g. poems, books, chapters in another work): these should appear in italics.

Italics: can be used to highlight parts of the text (avoid bold and underlining).

Example: This is not a house; it's *the* house.

Single quotes can be used to indicate that the author is distancing himself from an expression ('so-called').

Example: 'Postmodernism' has actually many facets, so it is difficult to speak of a single artistic movement.

Dash: Use the n-dash, not preceded or followed by spaces, in compound words (e.g. week-end); use the m-dash preceded and followed by a space to indicate a sudden interruption in the continuity of a sentence.

All mathematical symbols (except the percentage one, %) should be preceded and followed by a space.

Internet and email addresses: please leave all Internet and email addresses as 'active links', following Word's defaults (blue and underlined).

Sum up on the use of quotes and italics

- Double curly quotes are used to indicate short quotations in text and footnotes, but not in block quotations.
- Single quotes are used in three cases: for quotations within quotations; to indicate the meaning of a signifier; instead of 'so-called'. Quotations inside the title of a book or chapter are treated like quotations inside quotations and marked by single curly quotes. In any case, all quotation marks and apostrophes, will be curly, i.e. "...", "...", ' and not "...", '...', '. When used to indicate a date, e.g. in the year '27; in the '20s), the apostrophe will be curled towards the number.
- Italics indicates that you are talking about a term or expression (signifier), or is used to highlight or emphasize one or more words.

2.2. References

Every citation appearing in the text or footnotes should also be listed in the References section, and *viceversa*. This means that there should be absolute coincidence with the citations in the text and those in the references list. In the text and footnotes, please use the American citation method (i.e. Author, year).

Citation of sources:

Use the American system: Author's name followed by date and page number (in case of verbatim quotation), within parenthesis, as in the following examples. Example: As Smith (1997) admits; (Smith 1997); (Smith 1997, p. 10); (Smith 1997, pp. 10-12).

For German only, the page number is introduced by S. (instead of p.). This applies to citations in the text and footnotes, but not in the references list. In the references list all languages will use p./pp. to introduce page numbers.

In the case of two authors or editors, their names are separated by a comma.

Example: (Red, White 1999, p. 10).

In case of more than two authors/editors, cite only the first author, followed by *et al.* (in italics)

Example: (Bianchi *et al.* 2011, p. 11).

When several works by different authors are listed in parenthesis, order them alphabetically, by author's surname, following the same order used in the references list. Separate each item from the previous one using a semicolon. E.g.: (Bianchi 2012; Biber 2010; Finegan 2011).

When several works by the same author are listed in parenthesis, order them by date, and separate years with a comma; works in press will appear last. The author's name will be indicated only once; as in the following example:

... as several studies clarify (Gogel 1990, 2006, in press)

When quoting several works by the same author/s which were published in the same year, mark each of them with a letter of the alphabet – *a, b, c, etc* – immediately after the year of publication. These suffixes are added in the References section first, and then reported in the quotations in the text and footnotes, accordingly.

Example:

...as indicated in various studies (Derryberry, Reed 2005a, 2005b, in press-a; Rothbart 2003a, 2003b)

To distinguish more important quotations from less important ones, in parenthesis, please separate them using a phrase, such as *see also*.

Example: (Minor 2001; see also Adams 1999; Storandt 2007)

In the case of translations of scientific papers, please specify the year of the original paper followed by indication that reference is made to a translated version, as in the following example.

Example: (Sebeok 1976, It. Transl. p.10).

When quoting several times in a row from the same work by the same author/s, please repeat the author(s)' name(s) every time. Do not use *ibid.* or *ibidem*.

Reference entries

Order: Arrange entries in alphabetical order by the surname of the first author. When ordering several entries by the same first author, follow chronological order. In case of several entries by the same author in the same year, alphabetize by title of publication and mark each entry with a letter. (a; b; c; etc.).

Structure of entries:

For volumes, the general structure is the following:

a) surname and first initial of the author; if the author has two or more names, leave no space between the initials; if the volume has several authors, the last surname is preceded by 'and', or similar conjunction in the language of the reference.

- b) Date of publication: the date immediately follows the author's initial and is followed by a comma. Please specify the year of the volume you actually used, regardless of whether this is the first issue or a subsequent one.
- b) Title of publication (in italics) followed by a comma.
- c) Publisher, followed by a comma;
- d) Place of publication. If the publishers have more than one base, please write them all, separated by a forward slash (/).

Monograph:

Examples:

- Comrie B. 1976, *Aspect*, Cambridge University Press, Cambridge.
- Hollande F. 2012, *Changer de destin*, Robert Laffont, Paris.
- Perelman C. et Olbrechts-Tyteca O. 1970, *Traité de l'argumentation. La Nouvelle Rhétorique*, Éditions de l'Université de Bruxelles, Bruxelles.
- Biber D., Johansson S., Leech G., Conrad S. and Finegan E. 1999, *Longman Grammar of Spoken and Written English*, Longman, London.
- Halliday M.A.K. and Hasan R. 1976, *Cohesion in English*, Longman, London.
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Edited volume

When listing an edited book, add the usual phrases ("Ed.", "Eds", "a cura di", "Hrsg."), depending on the language of the publication.

Examples:

- Cogo A., Archibald A. and Jenkins J. (eds.) 2011, *Latest trends in ELF research*. Cambridge Scholars Publishing, Cambridge.
- Thüne E.-M., Leonardi S. (Hrsg.), *I colori sotto la mia lingua. Scritture transculturali in tedesco*, Aracne, Rom.
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When a translation was used as reference, please list the original publication, followed by reference of the translation used.

Examples:

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Papers published in edited volumes:

The references of the edited book are preceded by "in". Please specify the paper's page numbers at the end of the entry. Indicating page numbers is required, not optional. The volume title goes in italics.

Examples:

- Chen R. 2010, *Compliment and Compliment Response Research: a Cross-Cultural Survey*, in Trosborg A. (ed.), *Pragmatics Across Languages and Cultures*, Mouton de Gruyter, Berlin, pp. 79-102.
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De Longis R. 2001, *La Storia delle donne*, in Di Cori P. e Barazzetti D. (eds.), *Gli studi delle donne in Italia*, Carocci, Roma, pp. 299-320.

There is no need to list the edited book as a separate, autonomous entry in the references list.

Articles in journals:

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Examples:

Bacelar da Silva A.J. 2003, *The effect of instruction on pragmatic development: teaching polite refusals in English*, in "Second Language Studies" 22 [1], pp. 55-106.

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D'Urso A. 2011, *Histoire des critiques du surréalisme et critique des Histoires du surréalisme. Pour une démystification de l'historiographie surréaliste*, in "Lingue e Linguaggi" 5, pp. 99-110.

Web pages:

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Examples:

Gazzola M. 2006, *Lingue, potere e conflitto. L'economia della guerra delle lingue in Europa*, in "Metabasis" 1 [1]. <http://www.metabasis.it/1/conflitto/ricercaGazzola.pdf> (21.11.2011).

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Moody L.A. 1999, *Religio-Political Insights of 19th Century Women Hymnists and Lyric Poets*. <http://www.janushead.org/JHSumm99/moody.cfm> (7.12.2010).

BOOK REVIEWS

Page Size: A4, margins of 2.54 cm at the top, bottom, left and right; plus binding of 0.5 cm.

Title: the title of the review should be a complete quotation of the reviewed volume, following this model: Name, Surname, Title, Publishing House, Place, Year, total number of pages.

Author's name: Arial, 15, SMALL CAPS, centered, single spacing of 14 points from the upper margin of the page. The author's name is single spaced, Arial, 15 points.

Volume title: Arial, 13 points, *italics*, centered, immediately under the author's name.

Publishing house, place, year, volume's pages: Arial, 10 points, centered, immediately under the volume's title. The number of pages of the volume will be indicated as follows: 316 pp.

The name of the author of the book review will be written at the end of the text: Arial, 11 points, SMALL CAPS, flush right, single space, 12 points. Immediately below the author's name, please add his/her institutional e-mail address, formatted Times New Roman, 12 points, no other formatting options.

As regards epigraph, body text, quotations and references, please follow the guidelines provided in the section Articles, above.

EDITORIAL GUIDELINES - SPECIAL ISSUES

The text should be divided in numbered sections and subsections. Please starting numbering from the Introduction (section 1.). Section and subsection numbering ends with a full stop (1.; 1.1.; 1.1.2; 2.1.).

The text ends with the References; any annexes should be placed after the References.

All spacing should be 12 points.

Page Size: A4; margins: 2,54 cm left, right, top and bottom; binding 0,5. The Template includes also headings and footings: please, do not touch them. The journal editors will take care of all headings and footings.

Title: Arial, 17 points, **BOLD, ALL CAPS**, centered, spaced with a spacing of 15 points from the top of the page. The title should not end with punctuation.

Subtitle (if present): immediately below the title, in Arial, 17 points, lower case with initial capital letter, centered. The title should not end with punctuation.

Author's name and surname: Arial, 15 points, SMALL CAPS, centered, single spaced (12 points) from the title (or subtitle).

Affiliation: Arial, 13 points, SMALL CAPS, centered, immediately under author's name. The affiliation should appear in the original name of the institution. For example, if the author is affiliated at the "Università degli Studi di Padova" he/she should write Università degli Studi di Padova, regardless of the language of the article. For academic institutions, please mention only the university's name, not the faculty or department. Should two or more authors have different affiliations, please indicate as follows:

FIRST AUTHOR¹, SECOND AUTHOR²

¹UNIVERSITÀ DEGLI STUDI DI VERONA, ²UNIVERSITÀ DEGLI STUDI DI ROMA 3

FIRST AUTHOR¹, SECOND AUTHOR², THIRD AUTHOR³,
FOURTH AUTHOR³

¹GOETHE UNIVERSITÄT FRANKFURT AM MAIN, ²GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN, ³RUHR-UNIVERSITÄT BOCHUM

Abstract (in English): Times New Roman, 12 points, justified. Maximum length: 25 lines. Spaced 2 lines of 12 points from the previous line. The abstract text begins with the word Abstract, in bold, followed by an m-dash, and the text itself.

Keywords in English: Times New Roman, 12 points, flush left. Single spaced (12 points) from the previous line. The Keyword line begins with the word Keywords, in bold, followed by column (not in bold), and the keywords themselves. The keywords

will be listed in order of importance, separated by a semicolon, and the last keyword will be followed by a full stop. Please write keywords in small caps, unless they are proper names.

Epigraph (if any): Times New Roman, 12 points, italics, flush right, flag left margin. Spaced 2 lines of 12 points from the previous line. Epigraph is followed by name of the author of the epigraph in round brackets. Initials of the author's name and surname, Title, year, possible reference of the translation, page.

Example: (F. Engels, "Ludwig Feuerbach", 1888, It. transl. p. 63).

Any special formatting of the original text (e.g. in verse) is also respected in the epigraph.

Section heading: Arial, 16 points, bold, flush left. Spaced 2 lines of 12 points from the previous line.

Title of sub-section: Arial, 14 points, bold, italics, flush left. Spaced 1 line of 12 points from the previous line.

Title of sub-sub-section: Arial, 14 points, italics. Spaced 1 line of 12 points from the previous line.

Body Text: Times New Roman, 14 points, single spacing, justified, indentation of 0.5 cm. No spacing before and after the paragraph. The first paragraph of each section or (sub-)sub-section, as well as the first paragraph after a quotation, table, figure, graph, or list should not be indented and are spaced 1 line of 12 points, Times New Roman, from the previous line.

Block quotations (longer than three lines): Times New Roman, 12 points, indented 1 cm left and right, single spacing of 12 points from the previous line. Do not enclose block quotations in quotation marks. A full stop is used at the end of the quotation. After the full stop, provide the references (if not mentioned before) in round brackets, as follows:

growing recognition of the problematic nature of the binary 'gender differences' approach to language use, which underpinned theories of 'deficit', 'dominance' and '(cultural) difference'. [...] Gender and language study now acknowledges gender as more complex and more specific: complex since it interacts with other identities such as those of ethnicity and sexuality; specific since its realisations are far from universal. (Sunderland 2000b, p. 214)

Examples (concordance lines from a corpus and so on) should be treated like quotations longer than three lines and formatted accordingly. However, if the examples are copious and require numbering, please adopt the following format:

- (3) Prvo treba znati kaj je Purger...upotrebljava se ta riječ ali u krivom kontekstu. To nisu svi koji su rođeni u Zagrebu.

- ‘Zuerst muss man wissen, was purger ist... Dieses Wort wird benutzt, aber im falschen Kontext. Das sind nicht alle, die in Zagreb geboren wurden.’
- (4) Treba znati povjest grada Zagreba. Purgeri su obrtnici iz Stare Vlačke.
‘Man muss die Geschichte der Stadt Zagreb kennen. Purgeri sind die Handwerker aus der Stara Vlačka Straße.’
- (3) možda iritira malo to što gospodin Brncić koristi naslov “purgerski riječnik” – purgeri nisu rezultat jedne austro-ugarske vlasti i stime nisu purgerske riječi isto kao i riječi koje su preuzete od austrijanaca/njemaca, turaka itd.
‘Vielleicht irritiert ein bisschen, dass Herr Brnčić den Titel “purgerski riječnik” benutzt – purgeri sind nicht das Ergebnis einer österreichisch-ungarischen Herrschaft und damit sind purgerske Wörter nicht dasselbe wie Wörter, die von Österreichern, Deutschen, Türken usw. entlehnt wurden.’

Bulleted or numbered lists: like the body of the text, but with a hanging indent of 0.7 cm. Add 3 point spacing before and after. An example:

6. Is the representation of women in ELT course-books gender-biased?
7. Is the language used in the course-books to represent women gender-biased?
8. Has the representation of women in ELT course-books changed since the 50s?
9. Have changes in ELT approaches affected the representation of women?
10. Have changes in societal conditions in Italy, affected the representation of women in ELT course-books?

Tables, Figures, and Graphs: centered on the page, single spaced (12 points) from the previous line. When a table/figure/graph comes immediately after another one, please leave two blank lines, 12 points each, between the caption of the first table/figure/graph and the next table/figure/graph. Text in tables should be written in Times New Roman, 9 points. **Captions** are mandatory, Times New Roman, 12 points, centered, single spaced (12 points) from the table, figure, or graph. The captions are numbered, beginning with Table 1 / Figure 1 / Graph 1. Use a full stop at the end of the caption, even when the caption is not a full sentence. Each table/figure/graph should fit in a single page (including caption). Tables, figures and graphs taking up more than one page shall be put at the end of the manuscript, as annexes. In any case, cross-referencing the Tables, Figures and graphs in the text is mandatory (see examples in the template).

Footnotes: Times New Roman, 12 points, hanging indent of 0.3 cm, justified. In the first line, after the note number, enter a tab of 0.3 cm. Within the body text, footnote numbers will be indicated as superscripts and will follow punctuation marks, when present.

References title: Arial, 16 points, flush left, 1.5 spaced. Preceded by a page break. If the article is in Italian, the reference title will be Bibliografia; if in English: References; if in French: Références bibliographiques; if in German: Literatur; if in Spanish: Bibliografía.

Reference entries: Times New Roman, 12 points, hanging indent of 0.5 cm, justified. The first line of the first bibliographic reference is single spaced (12 points) from the References title.

Bionote: Times New Roman, 12 points, left aligned. Spaced 3 12-points lines from the previous line. This section begins with the phrase Bionote, in bold, followed by a column, and a brief bionote of the author(s) (maximum 150 words for a single author; maximum 100 words for each bionote in case of multiple authors). See template for further details.

E-mail address(es): institutional e-mail address(es) of the author'(s), in the same order as in the titles. Times New Roman, 12 points, left aligned. Single spaced (12 points) from the previous line. This paragraph begins with the phrase Author's address, or Authors' addresses (or a suitable translation of that phrase into the language of the paper), in bold, followed by a column, and the institutional e-mail address(es) of the author'(s), in the same order as in the titles, separated by a semi column.

E.g.:

Author's address: francesca.bianchi@unisalento.it

Authors' addresses: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

or, if the article is in Italian:

Recapito autore: francesca.bianchi@unisalento.it

Recapito autori: francesca.bianchi@unisalento.it; giulio.rossi@lancaster.ac.uk

Acknowledgements (optional): if you want to thank people or bodies for their contribution to your research or draft article, you may do so in a dedicated Acknowledgements paragraph at the end of the article and before the Reference section. The paragraph will be single spaced, 12-points, from the previous line, and should be formatted in Times New Roman, 12 points. The word Acknowledgements will be in bold, followed by a column (not in bold), as in the following example:

Acknowledgements: we would like to thank the European Union for their precious financial support to the current research.

Annexes: Any attachment (large tables, pictures, etc.) will have a title like that of the references (preceded by a page break) and the text will be in Times New Roman, 12 points. The total length of the annexes cannot exceed one third of the manuscript itself. Annexes should be placed after the References section, separated from the references by a page break.

2.1. Typographical Conventions

N.B.: We are aware that some of the formatting guidelines adopted in *Lingue e Linguaggi* are not in keeping with the habits of some languages (e.g. French or Spanish), and we apologize for this. However, adopting the same formatting guidelines for all languages is important for reaching uniformity through each and all issues, and to facilitate copyediting. We thank you for your understanding.

Please do not use syllable division in the text or references. In other words, no word should be split on two lines.

Punctuation marks should immediately follow the preceding word, and be followed by a space. The only exception are parenthesis, separated by a space from the text outside the parenthesis, but not from the text inside the parenthesis.

When cross-referencing a paragraph or section, please use the word Paragraph or Section (and its translations), capitalized. Do not use symbols (e.g. §). Example: as described in Section 1,

Short quotations (under three lines): short quotations (even one word ones) in the text body or footnotes should be included in double quotes ("..."). Please note that quotations longer than three lines should be formatted as block quotations (see above). Every quotation, even one word ones, should be accompanied by adequate citation, including page number.

Quotations within quotations: in single quotation marks: '...!.

More about quotations: when quoting literally, please respect the original formatting; if for any reason you change the formatting, please declare it in a footnote.

Omissions: Indicate omissions using three dots within squared brackets: [...].

Metalinguistic considerations: Please put signifier in italics and the signified in single quotes. (Double quotation marks are used only for verbatim quotations, as in the following example).

Example: The German expression *Esel* means 'ass' and usually refers to a donkey, but if you call a man "Esel" it's an offence.

Titles of other works (e.g. poems, books, chapters in another work): these should appear in italics.

Italics: can be used to highlight parts of the text (avoid bold and underlining).

Example: This is not a house; it's *the* house.

Single quotes can be used to indicate that the author is distancing himself from an expression ('so-called').

Example: 'Postmodernism' has actually many facets, so it is difficult to speak of a single artistic movement.

Dash: Use the n-dash, not preceded or followed by spaces, in compound words (e.g. week-end); use the m-dash preceded and followed by a space to indicate a sudden interruption in the continuity of a sentence.

All mathematical symbols (except the percentage one, %) should be preceded and followed by a space.

Internet and email addresses: please leave all Internet and email addresses as 'active links', following Word's defaults (blue and underlined).

Sum up on the use of quotes and italics

- Double curly quotes are used to indicate short quotations in text and footnotes, but not in block quotations.
- Single quotes are used in three cases: for quotations within quotations; to indicate the meaning of a signifier; instead of 'so-called'. Quotations inside the title of a book or chapter are treated like quotations inside quotations and marked by single curly quotes. In any case, all quotation marks and apostrophes, will be curly, i.e. "...", "...", ' and not "...", '...', '. When used to indicate a date, e.g. in the year '27; in the '20s), the apostrophe will be curled towards the number.
- Italics indicates that you are talking about a term or expression (signifier), or is used to highlight or emphasize one or more words.

2.2. References

Every citation appearing in the text or footnotes should also be listed in the References section, and *viceversa*. This means that there should be absolute coincidence with the citations in the text and those in the references list. In the text and footnotes, please use the American citation method (i.e. Author, year).

Citation of sources:

Use the American system: Author's name followed by date and page number (in case of verbatim quotation), within parenthesis, as in the following examples. Example: As Smith (1997) admits; (Smith 1997); (Smith 1997, p. 10); (Smith 1997, pp. 10-12).

For German only, the page number is introduced by S. (instead of p.). This applies to citations in the text and footnotes, but not in the references list. In the references list all languages will use p./pp. to introduce page numbers.

In the case of two authors or editors, their names are separated by a comma.

Example: (Red, White 1999, p. 10).

In case of more than two authors/editors, cite only the first author, followed by *et al.* (in italics)

Example: (Bianchi *et al.* 2011, p. 11).

When several works by different authors are listed in parenthesis, order them alphabetically, by author's surname, following the same order used in the references

list. Separate each item from the previous one using a semicolon. E.g.: (Bianchi 2012; Biber 2010; Finegan 2011).

When several works by the same author are listed in parenthesis, order them by date, and separate years with a comma; works in press will appear last. The author's name will be indicated only once; as in the following example:

... as several studies clarify (Gogel 1990, 2006, in press)

When quoting several works by the same author/s which were published in the same year, mark each of them with a letter of the alphabet – *a, b, c, etc* – immediately after the year of publication. These suffixes are added in the References section first, and then reported in the quotations in the text and footnotes, accordingly.

Example:

...as indicated in various studies (Derryberry, Reed 2005a, 2005b, in press-a; Rothbart 2003a, 2003b)

To distinguish more important quotations from less important ones, in parenthesis, please separate them using a phrase, such as *see also*.

Example: (Minor 2001; see also Adams 1999; Storandt 2007)

In the case of translations of scientific papers, please specify the year of the original paper followed by indication that reference is made to a translated version, as in the following example.

Example: (Sebeok 1976, It. Transl. p.10).

When quoting several times in a row from the same work by the same author/s, please repeat the author(s)' name(s) every time. Do not use *ibid.* or *ibidem*.

Reference entries

Order: Arrange entries in alphabetical order by the surname of the first author. When ordering several entries by the same first author, follow chronological order. In case of several entries by the same author in the same year, alphabetize by title of publication and mark each entry with a letter. (a; b; c; etc.).

Structure of entries:

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b) Date of publication: the date immediately follows the author's initial and is followed by a comma. Please specify the year of the volume you actually used, regardless of whether this is the first issue or a subsequent one.

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Edited volume

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Rosa J.G. 2001 (ed.), *No Urubuquaquá, no Pinhém*, Nova Fronteira, Rio de Janeiro.

When a translation was used as reference, please list the original publication, followed by reference of the translation used.

Examples:

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Papers published in edited volumes:

The references of the edited book are preceded by "in". Please specify the paper's page numbers at the end of the entry. Indicating page numbers is required, not optional. The volume title goes in italics.

Examples:

- Chen R. 2010, *Compliment and Compliment Response Research: a Cross-Cultural Survey*, in Trosborg A. (ed.), *Pragmatics Across Languages and Cultures*, Mouton de Gruyter, Berlin, pp. 79-102.
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Articles in journals:

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Web pages (e.g. in case of online journals) are cited with the full URL followed by the date the page was accessed.

Examples:

Gazzola M. 2006, *Lingue, potere e conflitto. L'economia della guerra delle lingue in Europa*, in "Metabasis" 1 [1]. <http://www.metabasis.it/1/conflitto/ricercaGazzola.pdf> (21.11.2011).

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