NOTES FOR CONTRIBUTORS

Articles should be no more than 60,000 characters including spaces and the list of references (approximately 9,000 words).

Composition

- Manuscripts should be compiled in the following order: title page; author(s) name(s) (in italics); abstract; keywords; main text; acknowledgments; declaration on the use of generative AI (if applicable); references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
- Abstracts of 200–300 words are required for all manuscripts submitted.
- Each manuscript should have 5 keywords.
- All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers, email addresses and ORCID iDs (where available) on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. If any of the named

co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted. The email address of the corresponding author will normally be displayed in the published article.

- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.
- Please supply a short biographical note for each author.

Font

12 point Times New Roman throughout.

Typeface, emphasis, and punctuation

- Italics should be used for:
  - words, phrases, and sentences treated as linguistic examples;
  - foreign-language expressions;
  - the titles of books, published documents, newspapers, and periodicals.
- Boldface type may be used:
  - to emphasize a word or phrase in a quotation, if so indicated "[emphasis mine]";
  - to draw attention to a particular linguistic feature in numbered examples (not in running text).
- Please do not use underlining or capital letters for emphasis.
- Single quotation marks should be used only for the translation of non-English words, e.g., *cogito* 'I think'.
- Double quotation marks should be used in all other cases, i.e. for:
  - direct quotations in running text;
  - "qualified" words or phrases.
- Use rounded quotation marks ("…"), not straight ones ("…").
- Full stops should be placed last, following any other punctuation, e.g., "… word)."; "… word"; "… word."[7] (but "… word"[7] within a sentence).

- Parenthetical dashes are longer than hyphens: use either a spaced en-dash (–) or an unspaced em-dash (—). If you cannot type dashes, use double hyphens (–).
- An en-dash (–) is used to indicate continuing or inclusive numbers, such as "1965–1966", or pages "5–8".

Titles and headings

- The text should be divided into sections and, if necessary, subsections, with appropriate headings.
- All headings begin flush left.
- For all headings in the file, please do not use generic codes but the following numbering system:

  1. Main heading

  1.1. Section heading

  1.1.1. Subsection heading

- Do not end a title or heading with a period when it is to appear on a line separate from the text.
- Capitalize only the first letter of the first word and of those words which the orthography of the language requires to begin with a capital letter (e.g., proper nouns). This also applies to the table of contents.

Paragraphs

All paragraphs should start with a tab indent of 1 cm from the left margin.

Quotations

- Short quotations (fewer than 60 words) should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a block, separated from the text and indented by 1 cm from the left margin. They are not to be enclosed within quotation marks.
- All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points within brackets.

- All quotations in languages other than English are to be followed by the translation in square brackets.

Citations

Full bibliographical details are given in the reference list at the end of the article. Brief citations are used in the text. Examples:

(Cobley 2008) one author

(Bankov & Cobley 2017) two authors

(Deely, Ponzio, and Petrilli 2005) three authors

(Zlatev et al. 2006: 38) four or more authors (but give all the authors in the reference entry)

(Leone 2004a, 2004b, 2014) works by one author

(Zantides 2011; Kourdis 2012) works by different authors

(Khanwalkar 2016: 60–65) no dropped digits in inclusive numbers

(Arcagni & Santangelo 2017, 2: 110) volume number

(Saussure [1916] 1967: 37) reprints: with the original date at first mention; in all subsequent citations "Saussure 1967: 37"

(Andacht 2014: n.p.) an authored page on a website

(Brand semiotic survey… 2016: n.p.) shortened title of a page on a website with no author credited

(OpenAI 2025) output of a generative AI tool, quoted as an object of analysis (see Use of generative AI below)

- The date is always given in brackets: "Martinelli (2015: 123–125) introduced the term"; "In his (2017) article Bankov argued that …".
- Give page numbers in full: do not use "f.", "ff.".
- Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page number with quotations.

Abbreviations

- Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
- Do not use periods after acronyms.
- Abbreviations common in linguistics (NP, V, ACC) may be used in numbered examples but the terms should be written out in full in the text wherever possible.
- Do not use sequences of letters to represent names of theories, titles of books or names of publishers; thus:

"the Semiotic Animal Theory", not "the SAT"; "Eco 1975", not "ToS" (Theory of Semiotics); "New Bulgarian University Press", not "NBUP".

Examples

- Number examples article by article in an edited work.
- Foreign-language examples should be presented in italics.
- It is recommended to use tabs to align the examples and glosses. If you have difficulties in aligning the glosses, please indicate the proper alignment clearly in the manuscript.

Tables, figures, and illustrations

- Tables and figures should be numbered consecutively and be given titles, in the form "Figure 1: Title". The title of a table should appear above the table, the title of a figure below the figure.
- Every table and figure must be referred to in the text ("see Figure 1"; "Table 2 shows …").
- Tables should be submitted as editable text, not as images.
- In addition to their placement in the manuscript, all figures should be supplied as separate files named by their number (e.g., figure01.tif).
- Photographs and other raster images: TIFF or PNG files with a resolution of at least 300 dpi at the final print size (at least 600 dpi for line art). JPEG is acceptable for photographs only, at the highest quality setting. Images downloaded from the web (72 dpi) are not usable in print.
- Diagrams, schemes and other vector artwork: PDF, SVG or EPS files with fonts embedded or converted to outlines. Please keep the original design files and be ready to supply them on request.
- For charts and graphs generated from data, please also supply the source file or the underlying data, so that the figure can be redrawn if necessary.
- Figures are reproduced in colour, in print and online, at no charge to the author; RGB files are accepted.

Use of generative AI

- Generative AI tools (large language models, chatbots, image generators) cannot be listed as authors or co-authors. Authorship entails responsibilities that only humans can assume: the authors bear full

responsibility for the entire content of the manuscript, including any parts produced with the assistance of AI.

- Any use of generative AI beyond grammar and spell checking must be disclosed in a "Declaration on the use of generative AI", placed immediately before the references, stating the tool, its version and the purpose of its use. The declaration is published with the article.
- Where an AI tool forms part of the research methodology (for example, when a model is prompted and its output analysed), its use should be described in the main text with the detail needed for reproducibility: tool, model and version, developer, dates of use and the prompts employed.
- Output generated by AI is not a scholarly source and must not be cited as evidence for a claim. All references suggested by an AI tool must be verified against the original publications before being included: generative AI is known to fabricate plausible-looking references.
- AI output may be quoted only as an object of analysis. Quote it exactly, give the generation details (tool, version, date) in the text or in a footnote, and place long transcripts in an appendix. In the reference list such output is entered under the developer of the tool (see the example below) and cited in the text accordingly, e.g. (OpenAI 2025).
- AI-generated or AI-altered images are not accepted, except where the image itself is the object of study or a documented part of the method. In that case, state the tool, version and prompt in the caption or in the text, and make sure that the terms of use of the service permit publication.

Appendices and notes

- Appendices are placed at the end of the text, after the references (see Composition above).
- Use footnotes, not endnotes, and keep their number to a minimum.
- Note numbers in the text should be superscript (small raised) numbers without parentheses.
- The note number should directly follow the word in question or a punctuation mark, with no blank space.

References

- Where there is more than one author, invert only the name of the first one: "Bankov, K., P. Cobley and K. Kull".

- Give the full title and subtitle of each work.
- Give both the place of publication and the publisher. Where there is more than one place, join them with "and" (Berlin and New York); do not use "&" in reference entries.
- Do not use abbreviated forms of the names of journals, book series, publishers or conferences.
- Titles of published books and journals are capitalized and italicized. Titles of journal articles are capitalized and enclosed in double quotation marks, not italicized. Titles of contributions in edited works are capitalized but neither italicized nor enclosed in quotation marks; titles of unpublished works, such as Ph.D. dissertations, are neither capitalized nor italicized (see the examples below).
- Give the inclusive page numbers of articles in journals or edited works.
- Do not use "et al." in the reference list but give all names.
- Whenever a cited work has a DOI, give it at the end of the entry in the form "Available at: https://doi.org/10.xxxx/xxxxx." For other online sources, give the full URL and the date of access.
- Translate titles in languages other than French, German, Spanish and Italian into English.
- Please input all bibliographical entries in a consistent format: Author, Year of publication, Title, etc. In other words, there are three fields of information: one for the author(s) or editor(s), one for the year of publication, and one for the rest.
- Where there is more than one work by the same author or group of authors, the author name(s) should be repeated in each entry (i.e., do not leave a blank or use em-dashes as placeholders).

Book (authored work):

Cobley, P. 2002. *Narrative. The New Critical Idiom*. London: Routledge.

Book (edited work):

Bankov, K., P. Cobley (eds.). 2017. *Semiotics and Its Masters*. Berlin and New York: Mouton de Gruyter.

Contribution in an edited work:

Tarasti, E. 2017. Culture and Transcendence – The Concept of Transcendence Through Ages. In Bankov, K., P. Cobley (eds.). *Semiotics and Its Masters*.

Berlin and New York: Mouton de Gruyter, 293–325. → Note: Entries for contributions in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e.g., with "In Bankov et al., 293–325") is not acceptable. → Note: If a contribution in an edited work is cited in the article text, a separate, additional entry for the edited work should not be included in the references unless the edited work is cited directly and as a whole.

Journal article:

Giorgi, F., L. E. Bruni. 2016. "Germ Cells are Made Semiotically Competent During Evolution". *Biosemiotics*, Vol. 9, No. 1, 31–49. Available at: https://doi.org/10.1007/s12304-016-9258-3.

Journal article also published electronically (no DOI):

Peng, Jia. 2017. "On Imagination: From the Perspective of Semiotic Phenomenology". *Signs and Media*, No. 15, Autumn 2017. Available at: http://www.semiotics.net.cn/userfiles/images/b1e92f1b45962556b7698f342936ca3f.pdf (accessed 10 June 2018). → Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.

Special issue of a journal (cited as a whole):

Cobley, P., A. Randviir (eds.). 2009. *Sociosemiotica*. [Special issue]. *Semiotica*, Vol. 2009, No. 173, Issue 1–4.

Reprint:

Bankov, K., P. Cobley (eds.). 2020 [2017]. *Semiotics and Its Masters. Vol. 1*. 2nd ed. Berlin and New York: Mouton de Gruyter.

Thesis/dissertation:

Bankov, K. 1995. Il linguaggio come elemento positivo nell'antiintellettualismo bergsoniano. [Thesis/dissertation]. Bologna: Bologna University.

Paper presented at a meeting or conference:

Vuzharov, M. 2017. Personalization Algorithms – Limiting the Scope of Discovery? Paper presented at the 13th World Congress of the International

Association for Semiotic Studies (IASS/AIS), Kaunas University of Technology, 26–30 June.

Several works by one author/editor with the same publication date:

Leone, M. 2017a. Semiótica de la reparación. In Pardo Abril, N. G. (ed.). *Materialidades, discursividades y culturas. Los retos de la semiótica Latinoamericana*. Bogotá: Instituto Caro y Cuervo, Imprenta Patriótica, 142–159.

Leone, M. 2017b. Fundamentalism, Anomie, Conspiracy: Umberto Eco's Semiotics against Interpretive Irrationality. In Thellefsen, T., B. Sørensen (eds.). *Umberto Eco in his Own Words*. Berlin and Boston: Mouton de Gruyter, 221–229.

A published work reproduced on a private website:

Bankov, K. 2011. Technology, the Imaginary and the Transfer of Experience: between the Market and Social Networks. In Leone, M. (ed.). *Lexia. Rivista di semiotica, 7–8. Immaginari. Prospettive disciplinari*. Rome: Aracne editrice, 255–278. Available at: http://bankov.net/Statia_08_ENG.pdf (accessed 19 March 2018).

An article without author on a website:

The World's Most Valuable Brands. 2017. Available at: https://www.forbes.com/powerful-brands/list/#tab:rank (accessed 19 March 2018).

Output of a generative AI tool:

OpenAI. 2025. *ChatGPT* (GPT-5, 25 August version) [Large language model]. Available at: https://chatgpt.com (accessed 25 August 2025). → Note: An entry of this kind is included only when the AI output itself is an object of analysis in the article (see Use of generative AI above). In-text citation: (OpenAI 2025).

Technical issues

Manuscripts should be submitted as word-processor files (.docx). Graphics should be submitted in the formats specified under Tables, figures, and illustrations above; please contact the publisher if you are in doubt whether a particular format will be acceptable. Certain custom-written applications for the visualization of, for instance, statistical data use proprietary file formats that cannot be processed: please export such graphics to one of the common formats above, or contact the publisher beforehand.

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