NOTES FOR CONTRIBUTORS

Articles should be no more than **40,000 characters** including spaces and including bibliography

Composition
    • Manuscripts should be compiled in the following order: title page; author/s name/s (in Italic), abstract; keywords; main text; acknowledgements; 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 and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the re-

search 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. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online 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 "... word7" within a sentence).

– Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.

– An "en"-dash, "–", is used to indicate continuing or inclusive numbers, such as "1965–1966", or pages "5–8".

If your word processor has no en-dash, use two hyphens characters.

Titles and headings

– The text should be divided into sections and, if necessary, subsections, with appropriate headings.

– All headings, including chapter titles as well as in the table of contents, 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 languages 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 tabulator (g) 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 section at the end of the book or 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 original date at first mention; in all subsequent citations "Saussure 1967: 37"
(Andacht 2014: n.p.)	an authored page on a web-site
(Brand semiotic survey . . . :2016 n. p.)	Shortened title on a web page with no author credited

– 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), "NBU Publishing House", not "NPH".

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 glosses, please clearly indicate by hand the proper alignment in the manuscript/printout.

Tables, figures, and illustrations
• Tables and figures should be numbered consecutively and be given titles. The title of a table should appear above the table, the title of a figure below the figure.

• If there are figures to be included, please send us the original design files.

• If images are to be inserted, good quality and high resolution files are required.

Appendices and notes
– An appendix is placed at the end of the text, before the notes.

– Use footnotes and do not exceed in their number.

– 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

– Whenever possible give the full first names of authors and editors.

– Give the full title and subtitle of each work.

– Give both the place of publication and the publisher.

– 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; unpublished works, such as Ph.D. dissertations, and the titles of articles in journals or edited works are neither capitalized nor italicized (see examples below).

– Give the inclusive page numbers of articles in journals or edited works.

– Do not use "et al." but give all names.

– 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 are more than one works by the same author/group of authors, the author name(s) should be repeated in each entry (i.e. do not leave blank or use EM-dashes as placeholders).

Book (authored work):
Cobley, Paul. 2002. *Narrative. The New Critical Idiom*. London: Routledge.

Book (edited work):
Bankov, Kristian & Cobley, Paul. (eds.). 2017. *Semiotics and Its Masters*, Berlin & New York: Mouton de Gruyter.

Contribution in an edited work:
Tarasti, Eero. 2017. Culture and Transcendence – The Concept of Transcendence Through Ages. In Bankov, Kristian & Cobley, Paul. (eds.). 2017. *Semiotics and Its Masters*, Berlin & New York: Mouton de Gruyter, p. 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 <u>not</u> be included in the References unless the edited work is cited directly and as a whole.

Journal article:
Giorgi, Franco & Bruni, Luis Emilio. 2001. Germ Cells are Made Semiotically Competent During Evolution. *Biosemiotics,* Vol. 9, No. 1, 23.03.2016, p. 31–49.

Journal article also published electronically:
Peng, Jia. 2017. On Imagination: From the Perspective of Semiotic Phenomenology. *Signs and Media* No 15 Autumn 2017.

http://www.semiotics.net.cn/userfiles/images/b1e92f1b45962556b7698f-342936ca3f.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, Paul & Randviir, Anti (eds.). 2009. Sociosemiotica. [Special issue]. *Semiotica* 173 (1-4).

Reprint:
Bankov, Kristian & Cobley, Paul. (eds.). 2020 [2017]. *Semiotics and Its Masters*, 2nd edn. Berlin & New York: Mouton de Gruyter.

Thesis/dissertation:
Bankov, Kristian. 1995. *Il linguaggio come elemento positivo nell'antiintelletualismo bergsoniano*. Bologna: Bologna University MA thesis.

Paper presented at a meeting or conference:
Vuzharov, Mihail. 2017. Personalization algorithms – limiting the scope of discovery?. Paper presented at the 13th World Congress of the International Association for Semmiotic Studies (IASS/AIS), Kaunas University of Technology, 26–30 June.

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

Leone, Massimo. 2017a Semiótica de la reparación. in Pardo Abril, Ney-la Graciela (ed.). *Materialidades, discursividades y culturas. Los retos de la semiótica Latinoamericana*, Bogotá: Istituto Caro y Cuervo. Imprenta Patriotica. p. 142-159

Leone, Massimo. 2017b. Fundamentalism, Anomie, Conspiracy: Umberto Eco's Semiotics against Interpretive Irrationality in Thellefsen, Torkild and Bent Sørensen (eds.). 2017. *Umberto Eco in his Own Words.* Berlin & New York: Mouton de Gruyter, p. 221–9.

A published work reproduced on a private website:

Bankov, Kristian. 2011. Technology, the Imaginary and the Transfer of Experience: between the Market and Social Networks. in Leone, Massimo (ed.) *Lexia* 07/08 2011 *Immaginari. Prospettive disciplinari*. Rome: Aracne editrice S.r.l., p. 255-278, http://bankov.net/Statia_08_ENG.pdf (last accessed: 19 March 2018).

An article without author on a website:

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

Technical issues

– Graphics may be submitted in all major graphic file formats, e.g., JPG, TIFF, EPS, etc. Please contact the publisher if you are in doubt whether a particular format will be acceptable. Please note that it is difficult to edit eps-files. Occasionally, graphic files will have to be reprocessed; it is therefore preferable if all graphic files are submitted in a format amenable to further editing. Certain custom-written applications for the visualization of, for instance, statistical data use proprietary file formats and lack filters for the export of files into common file formats. The processing of data generated with such applications is not possible without the respective applications themselves. In such (rare) cases you are asked to contact the publisher beforehand and *obtain permission* if you make use of copyrighted graphics.

Obtaining permissions

It is the author's responsibility to request any permission required for the use of material owned by others. When all permissions have been received, the author should send them, or copies of them, to the publisher, who will note, or comply with, any special provisions regarding credit lines contained in them.