Editorial rules - Linguistica e Filologia

Articles shall be sent to dr Jacopo Saturno (jacopo.saturno@unibg.it) both as text file (eg .docx) and as .pdf file. The document are named as follows: surname_short title, e.g. Saturno_derivational morphology.

1 Author and title of the contribution
NAME (in full) and SURNAME of the author (both in SMALL CAPS, with initials in Capital Letters).
Affiliation (in brackets);
Title of the contribution (in italics, except quoted titles or elements from languages other than that in which the paper is written).
All elements are in Times New Roman font, size 11, 1.5 line spacing.

E.g.: MARIA NAPOLI
(Università degli Studi del Piemonte Orientale)
On Italian past participle with -issimo. The superlative of events between intensification and pluractionality

At the end of the text, before the bibliography, also insert (right-aligned):
Name and surname
Affiliation
Address of the institution
E-mail address

E.g.: Jacopo Saturno
Università degli Studi di Bergamo
Via Donizetti 3, 24129 Bergamo
jacopo.saturno@unibg.it
2 Generalia
- Articles shall not exceed 40,000 characters, spaces, notes and bibliography included.
- Type the text in Times New Roman font, size 11, 1.5 line spacing.
- Before the text insert an English abstract of about 500 characters (including spaces).
- Insert footnotes using the appropriate function of the word processor, setting the following parameters: single spacing, Times New Roman font, size 10.
- Insert number pages using automatic numbering (number at the bottom right).
- In phonetic transcriptions use the appropriate Unicode symbols for double characters (ʣ ʦ ʤ) and diacritics (t̪ ʲ ̃).
- Graphs, images and tables are to be inserted in the desired position within the text. However, please also provide images as a separate file (.jpeg format, minimum resolution 300 dpi), named according to the following format: surname_type1_number (e.g. Smith_picture_3).
- Graphs, images and tables should be readable in black and white (the journal is not printed in colour).

3 Formatting titles and captions
All titles have the following attributes: Times New Roman font, size 11, italics, single line spacing, no spaces above or below. The titles should be numbered hierarchically as follows:

1 Paragraph title
1.1 Sub-paragraph title
1.1.1 Sub-sub-paragraph title

Captions of graphs and tables (size 10, italics) are centered above the corresponding element. Graphs and tables are positioned centrally with respect to the page.

4 Formatting of linguistic elements (emphasis, translations, etc.).
- Use italics in the following cases:
  - citation of words of the language to which the article is devoted, e.g. the copula is not stressed;
  - citation of specific metalinguistic terms, e.g. this phenomenon is called split ergativity;
  - emphasis, e.g. this meaning is only acceptable in the aforementioned context.
- Use ‘single quotes’ to indicate the meaning of terms from a language other than that of the article, e.g. consider the Russian word pole ‘field’.
- Use “double quotes” in the following cases:
  - short quotations (maximum two lines), e.g. According to Takahashi (2009: 33), “quotatives were never used in subordinate clauses in Old Japanese”;

1 E.g. picture, graph etc.
to indicate a particular meaning of a term, from which the author wishes to
distance himself, e.g. This is sometimes called “pseudo-conservatism”, but I will
not use this term here, as it could lead to confusion.

5 Quotations in the text

Short quotations (maximum two lines) are inserted directly in the text between “double
high quotes”.

E.g. According to Takahashi (2009: 33), “quotatives were never used in subordinate
clauses in Old Japanese”.

Longer passages are preceded and followed by a space and indented by 1 cm., with no
quotation marks, size 10. Omissions should be indicated with the symbol [...].

E.g. Klein and Perdue (1997: 311) argue:

There is no inflection in the B[asic] V[ariety] […]. Thus, lexical items typically
occur in one invariant form. [...] Occasionally, a word shows up in more than
one form, but this (rare) variation does not seem to have any functional
value: the learners simply try different phonological variants”

Based on this observation, etc.

6 Examples

Examples can be inserted in the text or presented on a dedicated line. In the first case,
the example (in italics) are followed by its translation in ‘single quotation marks’ (unless
it is taken from the same language in which the article is written, thus requiring no
translation).

E.g. the cases of etymologically related words are not rare, but of different meanings,
eg. Russian ovošči ‘vegetables’ and Polish owoce ‘fruit’.

Examples presented on a dedicated line are preceded by a number in round brackets,
by means of which they are recalled in the text. The number is separated from the
example by means of a tab (1a, 1b, 2). If the example is formatted as a table (see below),
the number occupies a specific column (3).

E.g. as shown in example (1b), etc.

If appropriate, examples may be accompanied by a morphological gloss, formatted
according to the Leipzig Glossing Rules². Please note the following points:

- the words of the example and the corresponding glosses are separated by tabs (not spaces), so that glosses are vertically aligned to the element to which they refer, as in (1a, 1b, 2). Alternatively, the example may be enclosed in a table with invisible margins and no caption (3);
- glosses referring to grammatical morphemes are formatted in SMALL CAPS (not CAPITAL LETTERS);
- if appropriate, the language from which the example is taken can be specified in the first line of the example (2) or next to the example itself (3), in which case the label is separated from the text by a tab (or presented in a separate column, if a table is used);
- if appropriate, the example source may be indicated in round brackets next to the translation (2, 3) or directly in the text, e.g. author (year: page) considers example (2) to be a case of etc.
- glosses and translation are to be presented in the language in which the article is written;
- abbreviations not listed in the Leipzig Glossing Rules are to be specified in a note.

(1a) dziewczyn-acyt-a  książk-ę
girl-NOM.SG  read-PRES.3SG  book-ACC.SG
‘The girl reads a book’

(1b) książk-ę  czyt-a  dziewczyn-a
book-ACC.SG  read-PRES.3SG  girl-NOM.SG
‘It is the girl that reads the book’

(2) Polish
dzięczyn-acyt-a  książk-ę
girl-NOM.SG  read-PRES.3SG  book-ACC.SG
‘the girl reads a book’ (author year:page)

(3 dziewczyn  czyt-a  książk-ę  (Polish)
-ł-a
girl-NOM.SG  read- PRES.3SG  book- ACC.SG
‘The girl reads a book’ (author year:page)

7 Bibliography
Linguistica e Filologia adopts the “Generic Style Rules for Linguistics”, to which reference should be made for cases not covered in this document. Below are some examples of the most common reference types. Please note that where applicable, the DOI should be provided.

7.1 Monographs
Amsterdam: John Benjamins.

### 7.2 Articles in journals

### 7.3 Book chapters

### 7.4 Bibliography - notes
Works by a single author published in the same year should be distinguished by the use of the letters “a”, “b”, “c” etc. following the year of publication.


Editors should be indicated as printed in the book, e.g. “a cura di” (Italian), “ed.” or “eds.” (English), “Hrsg.” or “Hrsgg.” (German), “éd.” or “éd.” (French), “pod redakcji” (Russian) etc. The city of publication should likewise be indicated as printed in the book.

Favilla, Elena & Nuzzo, Elena (a cura di), *Grammatica applicata: apprendimento, patologie, insegnamento*. Milano: AltLA