



## Editorial rules - Linguistica e Filologia

Articles shall be sent to Prof. Max Matukhin ([redazionelef@unibg.it](mailto:redazionelef@unibg.it)) as a text file (eg .docx). The document should be named as follows: surname\_short title, e.g. Rossi\_derivational morphology.

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### 1. Generalia

- Articles shall not exceed 40,000 characters, spaces, notes and bibliography included.
- Please note that once a manuscript has been formally rejected after peer review, it cannot be resubmitted to the journal, even if substantial changes or improvements have been made.
- Unless otherwise specified, type the text in Times New Roman, size 11, 1.5 line spacing.
- Insert number pages using automatic numbering (number at the bottom right).
- 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\_type<sup>1</sup>\_number (eg. Smith\_picture\_3).
- Insert footnotes using the appropriate function of the word processor, setting the following parameters: single spacing, Times New Roman font, size 10.
- In phonetic transcriptions use the appropriate Unicode symbols for double characters (ɖ ʈ ɗ ʑ) and diacritics (tj ǝ ɥ).

### 2. Author and title of the contribution

On the first page, please insert:

- 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).

E.g.: MARIA NAPOLI  
(Università degli Studi del Piemonte Orientale)

<sup>1</sup> E.g. picture, graph etc.



*On Italian past participle with -issimo. The superlative of events between intensification and pluractionality*

At the end of the text, above the bibliography, also insert (right-aligned):

- Name and surname
- Affiliation
- Address of the institution
- E-mail address

E.g.: Federica Guerini  
Università degli Studi di Bergamo Via  
Pignolo 123, 24121 Bergamo  
[federica.guerini@unibg.it](mailto:federica.guerini@unibg.it)

### 3. Abstract and keywords

Before the text please insert (Times New Roman, size 11, italics, 1.5 line spacing):

- An English abstract (maximum 500 characters)
- Up to five English keywords, separated by commas

E.g. *Abstract*  
*Text text text text text text text ...*

*Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5*

### 4. 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.

### 5. 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* 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";
  - 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.



## 6. 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.

## 7. 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 Rules<sup>2</sup>. 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;

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<sup>2</sup> <https://www.eva.mpg.de/lingua/resources/glossing-rules.php>



- abbreviations not listed in the Leipzig Glossing Rules are to be specified in a note.

- (1a) *dziewczyn-a czyt-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  
*dziewczyn-a czyt-a książk-ę*  
girl:NOM.SG read-PRES.3SG book-ACC.SG  
'the girl reads a book' (author year:page)
- (3) *dziewczyn-a czyt-a książk-ę* (Polish)  
girl-NOM.SG read-PRES.3SG book-ACC.SG  
'The girl reads a book' (author year:page)

## 8. 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.

### 8.1. Monographs

- Aikhenvald, Alexandra Y. 2003. *Classifiers: a typology of noun categorization devices*. Oxford: Oxford University Press.
- Klein, Wolfgang & Perdue, Clive. 1992. *Utterance structure: developing grammars again*. Amsterdam: John Benjamins.
- Wątopek, Marzena & Benazzo, Sandra & Hickmann, Maya (eds.). 2012. *Comparative Perspectives on Language Acquisition: A Tribute to Clive Perdue*. Bristol: Multilingual Matters.
- Renzi, Lorenzo & Salvi, Giampaolo & Cardinaletti, Anna (a cura di). 2001. *Grande grammatica italiana di consultazione*, vol. I, 2a ed. Bologna: il Mulino.

### 8.2. Articles in journals

- Steriopolo, Olga. 2019. Gender in Ninilchik Russian: A morphosyntactic account. *Folia Linguistica* 53(2). 333–365. (doi:10.1515/flin-2019-2014)
- Gooskens, Charlotte & van Heuven, Vincent J. & Golubović, Jelena & Schüppert, Anja & Swarte, Femke & Voigt, Stefanie. 2018. Mutual intelligibility between closely related languages in Europe. *International Journal of Multilingualism* 15(2). 169–193. (doi:10.1080/14790718.2017.1350185)

### 8.3. Book chapters

- Chini, Marina. 2008. Nuovi spunti sull'acquisizione del genere. Tra forma e funzione. In Giacalone Ramat, Anna & Lazzeroni, Romano & Banfi, Emanuele & Bernini, Giuliano & Chini, Marina & Marotta, Giovanna (a cura di), *Diachronica et synchronica: studi in onore di Anna Giacalone Ramat*, 131–158. Pisa: ETS.
- Housen, Alex & Kuiken, Folkert & Vedder, Ineke. 2012. Complexity, accuracy and fluency. Definitions, measurement and research. In Housen, Alex & Kuiken, Folkert & Vedder, Ineke (eds.),



*Dimensions of L2 performance and proficiency: complexity, accuracy and fluency in SLA*, 1–20.  
Amsterdam: John Benjamins.

#### 8.4. 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.

Rast, Rebekah. 2010a. First exposure: converting target language input to intake. In Pütz, Martin & Sicola, Laura (eds.), *Cognitive Processing in Second Language Acquisition: Inside the learner’s mind*, 99–115. John Benjamins Publishing.

Rast, Rebekah. 2010b. The Role of Linguistic Input in the First Hours of Adult Language Learning. *Language Learning* 60. 64–84. (doi:<https://doi.org/10.1111/j.1467-9922.2010.00601.x>)

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 “éds.” (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: AItLA

Kubicka, Emilia & Berend, Małgorzata & Walkiewicz, Aleksandra (red.). 2020. *Nowe perspektywy w nauczaniu języka polskiego jako obcego V*. Toruń: Wydawnictwo Naukowe Uniwersytetu Mikołaja Kopernika.

Watorek, Marzena & Benazzo, Sandra & Hickmann, Maya (eds.). 2012. *Comparative Perspectives on Language Acquisition: A Tribute to Clive Perdue*. Bristol: Multilingual Matters.

For works in languages other than English, French, German, Italian, Portuguese or Spanish, the translation of the title can be provided in square brackets.

Najdič, Larisa. 2008. Tendencii razvitija russkogo jazyka za rubežom: russkij jazyk v Izraile [Tendenze di sviluppo della lingua russa fuori della Russia: il russo in Israele]. *Russian Linguistics* 32(1). 43–57. (doi:10.1007/s11185-007-9019-7)

If a website is cited, provide the full permalink (if it is too long, use a short URL to make the string more readable), followed by the indication in parentheses (last accessed: ...).

Rapporto ISTAT *L'uso della lingua italiana, dei dialetti e delle lingue straniere*, anno 2024. <https://shorturl.at/jxM3N> (last accessed: February 2026).