

## COSTELLAZIONI EDITORS' GUIDELINES

Editors must verify the presence of all the required elements (title, name of the author and the affiliated institution, title and abstract in English, keywords in English, biographical profile) and their correspondence in terms of length and characteristics.

**N.B. If some elements are missing or do not correspond to the criteria, or if the texts are not written in compliance with the editorial rules, the material must be returned to the author so changes can be made to make sure the text complies with the editorial rules as soon as possible.**

The files must be delivered to the editorial staff individually, in word format.

The Introduction must be signed by all the editors of the issue; always include the words "Introduction" in the subtitle; must not exceed 5 pages; and must not contain notes or final bibliography.

### I. MONOGRAPHIC SECTION

The length of each contribution (notes, tables and bibliography included) must remain within 30,000 characters including spaces. The entire Monographic Section can occupy a maximum of 250,000 characters including spaces.

I.1 Each essay should begin with the following, in the order indicated below:

- **Title:** bold; Roman style (with the exception of titles of books, films, paintings, theatrical works, and foreign words which use italics); Palatine Linotype font, size 14; centred text alignment, capital letters for first letter of each word of the first section (excluding articles, conjunctions and prepositions); finished with strong punctuation i.e. full stop or colon
- **Subtitle:** Roman style (with the exception of titles of books, films, paintings, theatrical works, and foreign words which use italics); Palatine Linotype font, size 14; centred text alignment; capital letters for first letter of the first word, titles and proper nouns; followed by a line break; authors are asked to try to keep subtitles to under one line in length
- **Name and surname of the author:** small caps; Roman style; Palatine Linotype font, size 12; centred text alignment; followed by a line break
- **University or Institution:** italics; Palatine Linotype font, size 12; centred text alignment; followed by a line break
- **Title "Abstract":** italics; Palatine Linotype font, size 12; justified text alignment; followed by a line break
- **Title in English:** only applicable for non-English language essays; italics; Palatine Linotype font, size 12; justified text alignment; followed by a line break

- **Abstract:** in ENGLISH with a maximum of 1000 characters; in italics (with the exception of titles of books, films, paintings, theatrical works, and foreign words which use Roman style); Palatine Linotype font, size 12; justified text alignment
- **List of five Keywords in ENGLISH:** separated by a semicolon, in Roman style (with the exception of titles of books, films, paintings, theatrical works, and foreign words which use italics); Palatine Linotype font, size 12; justified alignment; ending with a full stop; followed by two line breaks

#### I.2 Presentation of the contribution:

- **Font:** Roman style (with the exception of titles of books, films, paintings, theatrical works, and foreign words which use italics); Palatine Linotype font, size 12
- **Text:** justified alignment; indented by 1 cm in the first line of each paragraph, except the initial one and those following the long quotations
- **Section Titles:** numbered using Arabic numerals; capital letters for first letter of each word (excluding articles, conjunctions and prepositions after the first word); italics; no full stop at the end; spaced with two line breaks above and one line break below; subtitles follow a after a period or colon

#### I.3 At the end of each essay:

- **Bibliography:** start on a new page
- **Title “Bibliography”:** Palatine Linotype font, size 12; centred text alignment; followed by two line breaks
- **Bibliographic references:** Palatine Linotype font, size 12, justified text alignment; a left hanging indent of 0.75 cm after the first line
- **Author profile:** biographical profile of author in either Italian or English of a maximum of 500 characters including spaces; Palatine Linotype font, font size 12, justified text alignment; name and surname of author in bold
- **Email and address**

### FOR MORE INFORMATION SEE THE EDITORIAL GUIDELINES FOR AUTHORS

## II. ‘LINGUISTICA E GLOTTODIDATTICA’ SECTION

The entire ‘Linguistica e Glottodidattica’ section must not exceed 60,000 characters including spaces (including notes, tables and bibliographies). The length of each contribution (notes, tables and bibliography included) must not exceed 30,000 characters including spaces.

For editorial rules, see Section I and the Editorial Guidelines for Authors.

### III. 'QUESTIONI' SECTION

The entire 'Questioni' section must not exceed 60,000 characters including spaces (including notes, tables, and bibliographies). The length of each contribution must not exceed 30,000 characters including spaces.

For editorial rules, see Section I and the Editorial Guidelines for Authors.

### IV. 'RECENSIONI' section

The entire 'Recensioni' section must not exceed 20,000 characters including spaces. Reviews must not exceed 4000 characters including spaces, written according to the editorial rules of the magazine.