



LINGUE CULTURE MEDIAZIONI

LANGUAGES CULTURES MEDIATION

*Dipartimento di Scienze della Mediazione Linguistica e di Studi Interculturali
Università degli Studi di Milano*

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AUTHOR GUIDELINES

Lingue Culture Mediazioni / Languages Cultures Mediation, edited by the Department of Language Mediation and Intercultural Communication of Università degli Studi di Milano, is an open-access journal which aims to investigate the linguistic and cultural phenomena characterising the contemporary world, and explore them in the context of the intricate web of historical, geographical, social and legal factors in which they are set.

The journal presents cutting edge research studies conducted in various disciplinary areas – linguistics, cultural and literary studies, translation and interpreting studies, history, geography, anthropology, sociology, law – which all contribute to shedding new light on the processes of contamination, hybridization and globalization under way in contemporary society, as well as on the dynamics of communication and mediation underlying them.

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An **Abstract** (not shorter than **120 words** nor longer than **180 words**) should also be supplied.

5 keywords in English should be supplied, **if the text is not in English, 5 keywords** must also be given **in the language of the text**.

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Articles have to be written in one of the following languages: Italian, English, French or Spanish.

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The **hierarchy of headings** is very important, as are uniformity and consistency of the segmentation of the text into sections, sub-sections, and paragraphs. **Headings should be numbered.** Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.1.1. 2.1.2. 2.2.). Further levels and **blank lines which are not correlated to titles must not be used**.

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Please use **double smart quotes** ("...") for quoted material up to 40 words.

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Use only opening and closing quotes. **Avoid straight quotes.**

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Items in a list should be numbered or bullet points used; please avoid automatic formatting of listings.

There should be uniformity and **consistency in the use of capitalization** for acronyms, institutions, etc. as well.

Avoid total capitalization and small capitals for the names of authors. Initial capital and small letters are to be used.

Punctuation should be consistent, including where it is used in figures and numbering (thousands, decimals, etc.).

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Photographs, drawings, graphs and graphics are all identified as "Figures".

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Figures and Tables should be **numbered consecutively using two separate numerical sequences** starting from *Figure 1* and *Table 1*. **References to figures and tables should always be quoted in the chosen position within the text**, in the following format and red characters (see fig. 00 – see tab. 00).

All figures and tables must be accompanied by a caption. An **image caption** follows the picture; a **table caption** precedes the table. The **sources of figures and tables** reproduced from other publications **should always be cited**.

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The various elements of **Word schemata must be reciprocally linked together** according to the following procedure. **From the menu "Drawing". Select all elements and connect them with the function "group"**. Then move the grouped items in order to **check that nothing remains detached**.

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For Chinese characters, use the SimSun font only.

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References and footnotes should follow the **author-date system** of citing references, as described in *The Chicago Manual of Style*. **16th ed. Chicago: University of Chicago Press, 2010.** Please refer to **instructions** and **examples** provided below and visit http://www.chicagomanualofstyle.org/tools_citationguide.html (select **"Author-date"** samples) for further information.

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FOOTNOTES

Notes must ALWAYS be linked to the note numbers in the text; they would otherwise be totally unusable when texts are prepared for layout (*Insert / Reference / Copy the note text inside its reference / Verify that the note text is visualized when the note number is touched by the mouse*).

Footnotes should be numbered consecutively. **Numbers of footnotes should always be positioned before the punctuation mark; only when at the end of the indented block quotes** should they be placed **after the final full stop.**

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All in-text and footnote references should be itemised in a List of References at the end of the text.

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For works with **four or more authors** include **all authors only in the List of References**, while in the In-Text entry cite only the last name of the first author, followed by **et al.**

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Supply a list of references - under the sub-heading "References" - and place it at the end of the work. A list of references should **only include all items cited in the text and notes.**

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For books with **one author/editor** use reverse name with comma. For books with **two or more authors/editors** use same order as on title page (not alphabetical); only reverse name of first author.

In references please use the terminology and abbreviations provided in the Table below for the relevant language.

(See 8. EDITORIAL TERMINOLOGY AND ABBREVIATIONS).

If persons are **editors**, place a comma after the final name and add abbreviations in the same language of the title:
e.g.: English: , ed./eds. / ed. by – French: éd. – Italian: a cura di.

Names of places of publishing should be referred to in the original language.

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A separate section for **audio visual media** should be created in the List of References.

EXAMPLES

	PARENTHETICAL REFERENCING			LIST OF REFERENCES
	Direct quote		Paraphrase	
	<i>It has been argued that ...</i>	<i>Author argues ...</i>	<i>Author suggests that ...</i>	
Book (One Author)	(Seacole 1988, 51)	(1988, 51)	(Seacole 1988)	Seacole, Mary. 1988. <i>Wonderful Adventures of Mrs. Seacole in Many Lands</i> . New York: Oxford University Press.
Book (Two Authors)	(Fysh and Wolfreys 1998, 21-25)	(1998, 21-25)	(Fysh and Wolfreys 1998)	Fysh, Peter, and Jim Wolfreys. 1998. <i>The Politics of Racism in France</i> . New York: St Martin's Press.
Book (Three Authors)	(Bagnall, Criore, and Ahtaridis 2006, 68)	(2006, 68)	(Bagnall, Criore, and Ahtaridis 2006)	Bagnall, Roger S., Raffaella Criore, and Evie Ahtaridis. 2006. <i>Women's Letters from Ancient Egypt, 300 BC - AD 800</i> . Ann Arbor: University of Michigan Press.
Book (Four or More Authors)	(Howling et al. 1993, 129-142)	(1993, 129-142)	(Howling et al. 1993)	Howling, Phyllis T., John S. Wodarski, P. David Kurtz, and James Martin Gaudin, Jr. 1993. <i>Maltreatment and the School-age Child: Developmental Outcomes and System Issues</i> . New York: Haworth Press.
Book (Edited)	(Mariani 2012, 112-140) (Gotti and Sarcevic 2006, 12-35)	(2012, 112-140) (2006, 112-140)	(Mariani 2012) (Gotti and Sarcevic 2006)	Mariani, Andrea, a cura di. 2012. <i>Riscritture dell'Eden. Poesia, poetica e politica del giardino</i> . Milano: LED Edizioni. Gotti Maurizio and Sarcevic Susan, eds. 2006. <i>Insights into Specialized Translation</i> , Bern, Peter Lang.
Chapter in Edited book	(Feinberg 1974, 45)	(1974, 45)	(Feinberg 1974)	Feinberg, Joel. 1974. "The Rights of Animals and Unborn Generations". In <i>Philosophy & Environmental Crisis</i> , edited by William T. Blackstone, 43-68. Athens: University of Georgia Press.
Book (Reprint)	(Milligan [1929] 1970, 51)	([1929] 1970, 51)	(Milligan [1929] 1970)	Milligan, Lambdin P. (1929) 1970. <i>The Milligan Case</i> . Edited by Samuel Klaus. Reprint, New York: Da Capo Press.
Book (Translation)	(Gao 2001, 12)	(2001, 12)	(Gao 2001)	Gao, Xingjian. 2001. <i>Una canna da pesca per mio nonno</i> , Milano: Rizzoli [trad. it. Alessandra Lavagnino]
Print Journal Article	(Rutkoff and Scott 1983, 187-188)	(1983, 187-188)	(Rutkoff and Scott 1983)	Rutkoff, Peter M., and William B. Scott. 1983. "The French in New York – Resistance and Structure". <i>Social Research</i> 50 (1): 185-215.
Online Journal Article with DOI (Digital Object Identifier)	(Olbrys Gencarella 2007, 273)	(2007, 273)	(Olbrys Gencarella 2007)	Olbrys Gencarella, Stephen. 2007. "Touring History: Guidebooks and the Commodification of the Salem Witch Trials". <i>Journal of American Culture</i> 30 (1): 271-84. doi: 10.1111/j.1542-734X.2007.00556.x.
Online Journal Article without a DOI	(Ampofo et al. 2004, 695)	(2012, 45) (2004, 695)	(Boccuti 2012) (Ampofo et al. 2004)	Boccuti, Anna. 2012. "Hormigas en blanco y negro", <i>Artifara</i> , 12: 11-23. [24/10/2012]. http://www.ojs.unito.it/index.php/artifara Ampofo, Akosua Adomako, Josephine Beoku-Betts, Wairimu Ngaruiya Njabi, and Mary Osirim. 2004. "Women's and Gender Studies in English-Speaking Sub-Saharan Africa: a Review of Research in the Social Sciences". <i>Gender and Society</i> 18 (3): 685-714. [24/10/2012]. http://www.jstor.org/stable/4149390 .
Movie	(<i>Zombieland</i> 2010)	(2010)	(<i>Zombieland</i> 2010)	<i>Zombieland</i> . 2010. Directed by Ruben Fleischer. Culver City, CA: Sony Pictures Home Entertainment. DVD.
Website	(Jack 2010)	(2010)	(Jack 2010)	Jack, Joe. 2010. "Sasquatch: the Cowichan People Gave Him the Name 'Thumquas'". <i>Coast Salish History</i> . Last modified January 30. [08/01/2014]. http://www.joejack.com/sasquatch.html .

8. EDITORIAL TERMINOLOGY AND ABBREVIATIONS

ITALIANO		ENGLISH		FRANÇAIS		ESPAÑOL	
a cura di	cur.	edited by	ed. (sing.) eds (pl.)	édité par	éd.	editor	ed.
edizione originale	ed. orig.	original edition	orig. ed.	édition originale	orig.	edición original	orig.
traduzione	trad.	translation	transl.	traduction	trad.	traducción	trad.
colonna	col.	column	col.	colonne	col.	columna	col.
colonne	coll.	columns	coll.	colonnes	col.	columnas	cols.
confronta	cf.	compare	cf.	confer	cf.	confrontación	cfr.
figura	fig.	figure	fig.	figure	fig.	figura	fig.
figure	figg.	figures	figg.	figures	fig.	figuras	figs.
in corso di stampa	c.d.s.	in press	in press	à paraître	à paraître	en prensa	e. p.
linea	l.	line	l.	ligne	l.	línea	l.
linee	ll.	lines	ll.	lignes	l.	líneas	ll.
manoscritti	ms.	manuscript	ms	manuscrit	ms.	manuscrito	ms.
manoscritto	mss.	manuscripts	mss.	manuscrits	ms.	manuscritos	mss.
nota	n.	note	n.	note	note	nota	n.
note	nn.	notes	nn.	notes	notes	notas	ns.
numeri	nr.	number	nr.	numéro	no	número	núm.
numero	nrr.	numbers	nrr.	numéros	nos	números	núms.
segunte	s.	following	f.	suivant	sq.	siguiente	s.
seguenti	ss.	following (plural)	ff.	suivants	sq.	siguientes	ss.
sub voce	s.v.	sub voce	s.v	sub voce	s.v.	sub voce	s.v.
tavola	tav.	table	table	table	table	tabla	tab.
tavole	tavv.	tables	tables	tables	tables	tablas	tabs.
versi	v.	line	l.	vers	v.	verso	v.
verso	vv.	lines	ll.	vers	v.	versos	vv.

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The online submission consists of 5 steps. All steps must be completed; when done, the author will receive a confirmation e-mail. **If no confirmation is received** then the submission is incomplete: **please check that you have gone through with all the steps in the procedure.**

If you need help please send an e-mail to ledonline-ojs@ledonline.it.

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All **figures** embedded into the text should also be supplied separately in the original electronic format (300 dpi .TIF, .JPG, .EPS or .XLS). Tables and graphs deriving from Word, Excel, and yED should be submitted in an editable format (NOT as images). (See 4. Figures, tables).

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