MOSAIC SUBMISSION GUIDELINES

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items. Submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

- Where available, URLs for the references have been provided.

- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables have been submitted as a separate file.

- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines. Submission that do not adhere to them will be rejected. Please Refer to the Author Guidelines below.

- The Author has read and accepted the Mosaic Ethic Statement

Review process

- The manuscript will undergo an initial evaluation. If it does not conform to the requirements laid out in these guidelines, it will be returned to the author for the necessary amendments. Manuscripts may be desk rejected without peer review at this point if they are out of scope for the journal or otherwise unsuitable.
- After passing the initial evaluation, the manuscript will then be peer reviewed.
- *Mosaic* adheres to a double-anonymized reviewing policy in which the identity of both the reviewer and author are always concealed from both parties.
- For a detailed description of the review process, please refer to Mosaic Ethic Statement.

Author Guidelines

Download here the Author Guidelines

Guidelines for submission

Dear Author,
Please find some indications regarding the layout of your article, bibliographic references and footnotes.

What should be uploaded for submission:

- o   your manuscript in Word for Windows format. The file should be anonymized for double-blind peer review;
- o   manuscript length: 50.000 characters maximum, including spaces, excluding references;
- o   tables, graphs or images should be submitted as a separate file, indicating in the article the exact place where they should be added along with the corresponding caption; All tables, graphs or images should be numbered using Arabic numerals.

o the abstract of your article in English (max. 150 words or 1.000 characters, including spaces). Along with the abstract, please include a short title for running heads (max. 50 characters, including spaces) and, if the article is written in a language different from English, an English version of both complete title and short title;

o when prompted to do so, upload 3 to 5 keywords in English.

Guidelines for lay-out

Our typesetters will do the final formatting of your document. However, we kindly ask you to carefully observe the following style. Use the default layout in Microsoft Word. The preferred setting is 12 pt Times New Roman, double line spacing. Whatever formatting or style conventions you use, **please be consistent**.

Emphasis and foreign words: Use italics for foreign words. Use 'single quotation marks' for highlighting and emphasis. Please refrain from the use of bold, FULL CAPS (except for focal stress and abbreviations) and underlining.

Abstract
Each article should start off with an abstract. The abstract should be:
- *Accurate*: Ensure that the abstract objectively reflects the purpose and content of your paper.
- *Self-contained*: Define abbreviations and unique terms, spell out names.
- *Concise and specific*: Abstracts should not exceed 150 words (or 1.000 characters, including spaces). Be maximally informative, use the active voice, and include findings, or implications.

Footnotes
Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and precede punctuation marks. Important: the only punctuation marks that are allowed before a superscript number referring to a footnote are the exclamation mark, the question mark and the suspension points.

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Translations: Translations of examples or short sequences in the text should be given in square brackets. Square brackets should also be used to indicate omissions [...] and any other authorial interventions.

Transliteration: Russian and other Cyrillic-script languages may be given in the original script or transliterated according to the Library of Congress guidelines, however, please do not include the small joining arcs over Russian letters rendered as pairs in English (ia, iu, etc.):
https://en.wikipedia.org/wiki/ALA-LC_romanization_for_Russian

For articles in Italian use the Scientific transliteration:
https://en.wikipedia.org/wiki/Scientific_transliteration_of_Cyrillic

Transcription of Chinese characters: use the Hanyu pinyin system:
汉语拼音正词法基本规则 *Basic Rules of the Chinese phonetic alphabet orthography*
http://www.moe.gov.cn/eweb editor/uploadfile/2015/01/13/20150113091717604.pdf

Abbreviations

If specific abbreviations are used in the text, they must be explained in their first use and then used consistently throughout the article.

References
For references, **always** use the 'Author-Date' style.

References in the text: These should be as precise as possible, giving page references where necessary. All references in the text should appear in the references section.

Examples of in-text citations:

> (Claes, Ortiz López 2011, 60)
> (Rayson, Leech, Hodges 1997, 122–125)
> (Zaliznjak, Šmelev 2000, 50–51)
> (Fang, He 2008, 84–87)

References section: References should be listed first alphabetically and then chronologically. The section should include all (and only!) references that are actually mentioned in the text.
Authors/contributors are encouraged to supply – with a reference, not instead of – the DOI if they happen to have that information readily available.

Editorship should be given in the language of the volume, as indicated on the front cover: a cura di / edited by / hrsg. von / под ред., etc.

A note on capitalization in titles. For titles and subtitles in English, capitalize the first and last words, and all other major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions). Do not capitalize articles; prepositions (unless used adverbially or adjectivally, or as part of a Latin expression used adverbially or adjectivally); the conjunctions 'and', 'but', 'for', 'or', 'nor'; 'to' as part of an infinitive; 'as' in any grammatical function; parts of proper names that would be lower case in normal text; the second part of a species name.
For any other languages, and English translations of titles given in square brackets, capitalize the first word in the title, the subtitle, and any proper names or other words normally given initial capitals in the language in question.

Other indications
If the work is in press, instead of the year of publication write in brackets, depending on the language used: (in corso di stampa), (in press), (sous press), etc.

An edition following the first will be indicated by a superscript number following the year of publication: Author. 1993^2. *Title*. Roma/Bari: Laterza.

At the author's discretion, in the case of titles in less commonly understood languages (e.g., Russian, Turkish, Hungarian, etc.) they can be accompanied by a translation in brackets:

Zaliznjak, Anna A., Aleksej D. Šmelev. 2000. *Vedenie v russkuju aspektologiju* [An introduction to Russian aspectology]. Moskva: Jazyki russkoj kul'tury.

References to websites
Indicate the complete URL, followed by the date of last consultation, as indicated in the following examples:

1. (ultima consultazione 12 ottobre 2014)
2. (last accessed October 12, 2014)
3. (dernière consultation le 12 octobre 2014)
4. (letzter Zugriff 12. Oktober 2014)
5. (последнее обращение 12 октября 2014)

Examples

Book:

Görlach, Manfred. 2003. *English Words Abroad*. Amsterdam: John Benjamins.

Verna, Marisa. 2020. *Proust, une langue étrangère*. Paris: Classiques Garnier.

Hayashi, Makoto, Geoffrey Raymond, Jack Sidnell, eds. 2013. *Conversational Repair and Human Understanding. Studies in Interactional Sociolinguistics*. Cambridge: Cambridge University Press. https://doi:10.1017/CBO9780511757464

Poirier, René, dir. 1963. *Entretiens en marge de la science nouvelle*. Den Haag: Mouton & Co.

Qiu, Ran 邱然, Huang Shan 黄珊, eds. 2017. *Xi Jinping de qi nian zhiqing suiyue* 习近平的 七年知情岁月 [Xi Jinping's seven years of educated youth]. Beijing: Publishing House of the Party School of the CPC Central Committee.

Chapter in book:

Adams, Clare A., Anthony Dickinson. 1981. "Actions and Habits: Variation in Associative Representation during Instrumental Learning." In *Information Processing in Animals: Memory Mechanisms*, edited by Norman E. Spear, Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Leone, Mara. 2019. "Il 'passato discontinuo' come categoria semantico-funzionale nella lingua russa contemporanea." In *Studi di linguistica slava: nuove prospettive e metodologie di ricerca*, a cura di Iliyana Krapova, Svetlana Nistratova, Luisa Ruvoletto, 271–283. Venezia: Edizioni Ca' Foscari.

Hadermann, Pascale, Olga Inkova. 2010. "La scalarité: concept éclaté ou outil explicatif performant?" In *Approches de la scalarité*, dir. par Pascale Hadermann, Olga Inkova, 7–14. Genève: Droz.

Weger, Tobias. 2010. "Ethnische Stereotypen mit kulinarischem Beigeschmack. Lokale, regionale und nationale Bezeichnungen." In *Esskultur und kulturelle Identität: ethnologische Nahrungsforschung im östlichen Europa*, hrsg. von Heinke M. Kalinke, Klaus Roth, Tobias Weger, 67–85. München: De Gruyter Oldenbourg.

Padučeva, Elena V. "NKRJa kak resurs pri issledovanii predmetnoj sootnesennosti imen." V *Nacional'nyj korpus russkogo jazyka: 2006 — 2008. Novye resul'taty i perspektivy,* pod red. Vladimira A. Plungjana, 374–381. Sankt-Peterburg: Nestor-Istorija.

Падучева, Елена В. "НКРЯ как ресурс при исследовании предметной соотнесенности имен." В *Национальный корпус русского языка: 2006 — 2008. Новые результаты и перспективы,* под ред. Владимира А. Плунгиана, 374–381. Санкт-Петербург: Нестор-История.

Article in journal:

Claes, Jeroen, Luis A. Ortiz López. 2011. "Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico." *Spanish in Context* 8: 50–72.

Rayson, Paul, Geoffrey N. Leech, Mary Hodges. 1997. "Social Differentiation in the Use of English Vocabulary: Some Analyses of the Conversational Component of the British National Corpus." *International Journal of Corpus Linguistics* 2 (1): 120–132.

Benigni, Valentina, Luisa Ruvoletto. 2019. "Asimmetrie nella codifica dell'informazione deittica: italiano vs russo." *Italica Wratislaviensia* 10 (1): 31–58.

For all cases not included in the previous description, please refer to the Chicago Manual of Style (CMS): https://www.chicagomanualofstyle.org/home.html.

Useful link for the use of CMS:
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html