

BeTwiXt Guidelines for Authors

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***BeTwiXt* Guidelines for Authors**

Version 1.0

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1. Introduction

This document both contains instructions and exemplifies the format to be used for book submissions to the *BeTwiXt* Series (<https://iniziativa-editoriali.it/shop/betwixt-guidelines/>), which publishes scientific studies devoted to outstanding research in Linguistics, Communication and Translation Studies: from Critical Discourse and Genre Analysis – including the study of multimodal representations – to the investigation of (non-literary) translation practices, and the wide field of sociolinguistics. The Series welcomes original contributions which, focusing on the study of discourse, pay particular attention to the link between social actors and relations of power. Topics may range (but not exclusively) from public and institutional discourses to the linguistic, discursive and semiotic practices of media representation. *BeTwiXt* offers linguistic and cultural insights to both specialists and students working within the field of linguistics and foreign languages. All submissions are double-blind peer-reviewed.

2. Electronic files and general info

We ask authors to send an editable Microsoft Word document (**.docx** or **.doc**). Please do not use any desktop publishing software.

For images, multimedia and illustrative material, please send separate files, following the instructions given below in the Section Images and multimedia.

Copyright normally rests with *BeTwiXt*. Submission of work to *BeTwiXt* will be taken to imply that it is original, unpublished work and that written permission has already been obtained from the copyright holder for citing material covered by copyright (tables, figures, photographs or artwork, more than a few lines from previously published work or unpublished theses). The original source or copyright must be clearly referenced and acknowledged.

Please do not hesitate to contact us if you have any enquiries.

3. Main text and structure

Page margin settings are fundamental to your layout, and must be:

- Top margin: 2.5 cm
- Bottom margin: 1.5 cm
- Left margin: 2.1 cm
- Right margin: 2.1 cm

In the **title of the book/book chapters** (Times New Roman, pt 16, single-line spacing, justified), the first letter of each word should be upper case, excluding prepositions and conjunctions (e.g., “The Capitalisation of Titles in English: An Introduction”, and not “The capitalisation of titles in English: an introduction”).¹ If the title contains other works’ titles, these should go in italics. Use a colon to separate title and subtitle.

Exergues are optional and formatted with 1.5 cm margin on the left margin (Times New Roman, pt 10, single-line spacing). The name of the author and title or short title of the work cited (the latter in italics and separated by a comma from the author(s)’s name) should go between round parentheses on the line below the exergue, without any other bibliographical reference.

Main text (Times New Roman, pt 11, single-line spacing) should have the first line of each paragraph indented by 0.5 cm, with the exception of the very first line of the paragraph, all sub-sections (if any) and the first paragraph after a table/figure or an extended quotation.

All headings should follow the following numbering system:

¹ Prepositions and conjunctions should always be in lower case, except if at the beginning of the (sub)title.

1.1. Heading

1.1.1. First-level heading

1.1.1.1. Second-level heading

Titles of paragraphs (Times New Roman, pt 11, single-line spacing, justified) should have no full stop at the end and be preceded and followed by one empty line. Only the first letter of the first word in the title of paragraphs should be capitalised, with the exception of proper nouns (e.g., “The capitalisation of titles of paragraphs in English: an introduction”, and not “The Capitalisation of Titles of Paragraphs in English: An Introduction”). Each paragraph should be divided into numbered subsections (Times New Roman, pt 11, single-line spacing, justified). **Titles of subsections**, too, should have no full stop at the end and be preceded and followed by one empty line. You can add an exergue after the title of a subsection. Capitalisation follows the same rules of the titles of paragraphs.

3.1 Quotations

Quotations of **60 words or longer** (Times New Roman, pt 10, single-line spacing, justified) should be set off from the main text by being preceded and followed by an empty line and should be indented 1 cm on both sides. Use a colon to introduce a quote, not a comma.

Quotations running **less than 60 words** should be introduced in double inverted commas (“ ”) and incorporated in the main text; quotations within such quotations should be marked by single inverted commas (‘ ’).

Please, remember that quotations with double inverted commas cannot end with a full stop, which must be placed after (not before) the closing commas and immediately precede the reference number, if present. No full stop must be used when the quoted sentence ends with an exclamation or question mark. See the examples below:

[...] language and identity”.¹⁰
 [...] ideologically motivated?”¹⁶ Thus, what we can see here...

All quotations in languages other than English should be followed by a translation in square brackets or as a footnote.

Authors are encouraged to give always the page number(s) for quotations and make sure that the bibliographical information is correct.

3.2 Omissions and Interpolations

Omissions should be indicated by three dots rather than by another device such as asterisks. These points (or dots) are called ellipsis points when they indicate an ellipsis of a word, phrase, line, paragraph, or more from a quoted passage that is considered irrelevant to the discussion at hand. In the case of **ellipsis**, the three dots should be placed inside square brackets ([...]).

Suspension points, on the other hand, indicate suspended or interrupted thought. In this case, the three dots are not placed inside square brackets and are followed by a space. See the example below:

As Balirano (2014: 54, emphasis in the original) maintains, “MH includes articles which can be listed as *de-hegemonising* masculinity traits such as how to keep romance and passion alive in a relationship [...] and sex advice such as erection problems and more advanced techniques in how to reach sexual pleasure”.

This is something to think about in future research...

In reproducing or quoting from a document in which certain words are missing or illegible, you may use a bracketed gloss as a stand-in for missing or illegible words. See the example below:

This type of semiotic resources may be used in order to “[advance] a more precise inter-subjectivity of the meaning while avoiding unintended ‘semiotic tension’ [...] through the help of the practical application of overtly contextualised subtitles” (Balirano 2017: 62).

3.3 Punctuation and typographic conventions

All punctuation marks are followed by a single space, except when followed by a closing bracket. Do not use commas, full stops or semicolons before brackets or double inverted commas, under any circumstance.

Be careful to distinguish between dashes (syntactic: word – word) and hyphens (lexical: word-word). See, for instance:

In line with this view – and with our approach – we have decided to...
The following corpus-based approach...

Dashes (more specifically, En dashes) should also be preferred to hyphens when referring to definite ranges of values or pages:

The 2014–2016 data collection was followed by...
As Baker and Balirano (2018: 2–10) highlight ...

Check you have not inadvertently used double spaces anywhere in your article. **Both American and British spellings are accepted, but there must be uniformity of usage within your manuscript.**

Please note that authors are responsible for editing and proofreading. We recommend the use of a professional service whenever writing in a non-native language.

Dates should be provided as 30 July 1967, and decades as the nineties or 1990s (without an apostrophe).

Acronyms should be consisting of capital letters without full stops (e.g. NASA). Please, provide the full extended version of the acronym the first time you use it (either in-text or as a note). Acronyms from foreign terms should be translated in the footnotes and please indicate if it is your own translation.

Abbreviated units of measurement do not take a full stop – lb, mm and kg – and do not take a final ‘s’ in the plural (e.g. 5 lb, 10 mm).

Please use ‘and so on’, ‘that is’ and ‘for example’ instead of etc., i.e. and e.g. within a sentence. The use of i.e., e.g., and etc. is allowed only within brackets.

Round brackets are used for simple interpolations, while square brackets for editorial notes or interpolations in quotations.

As for the use of numbers, one to ten are expressed in words, but 11 upward appear in figures, unless used in general terms such as ‘a million people’. Decimal points should appear as full stops on the line (e.g. 0.48). Try to avoid symbols whenever possible, but currencies and % can be used both within the text and in tables.

3.4 Stress

Single inverted commas should be used for ‘scare quotes’ (which should, however, be kept to a minimum). Single quotation marks should also be used for the translation of non-English words (e.g. “*cogito* (‘I think’)”) and in order to provide examples in the body of the text (e.g. “As we can see in Example 3, the word ‘house’ is used...”). Use italics only for foreign words (e.g. “These

accomplishments will serve as a monument, *aere perennius*, to future generations”) with the exception of words and phrases now naturalized (e.g. *ad hoc*).

Italics can be used also for titles of books, published documents, newspapers, and journals, and in order to draw attention to key terms in a discussion at first mention only. Finally, italics can be used to emphasise a word or phrase in a quotation indicating “emphasis added” in the in-text bibliographical reference. If the quotation originally has words or phrases in italics, authors should indicate it by adding “emphasis in the original” in the in-text bibliographical reference.

Bold or underlining may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text).

Please, keep the use of italics and boldface type to an absolute minimum. CAPITAL LETTERS and SMALL CAPS should not be used for emphasis.

3.5 Acknowledgements, appendices and footnotes

Acknowledgements should be placed at the beginning of the contribution, after the Table of Contents/List of Tables and Figures and before the Introduction. Appendices should be placed after the References. Abbreviations used in the manuscript should also be provided as an appendix.

Footnotes, and not endnotes, should be used. Footnotes (Times New Roman, pt 9, justified, single-line spacing) should be kept to a minimum and will appear at the bottom of the page. Authors’ manuscripts should be submitted with automatically generated footnotes indicated through a numerical reference in the main text right after the punctuation mark of the clause or sentence the note refers to, including parentheses. Each note should be no longer than 50 words. Notes appearing on the same page should not be preceded or followed by an empty line.

3.6 Cross-references

References to section/subsection numbers within the manuscript should include the capitalised word ‘Section’ followed by the section number (e.g. “see Section 4.2”).

References to tables or figures within the article should include the capitalised word ‘Table’ or ‘Figure’ followed by a number (e.g. “see Table 3”). Do not cite page numbers within your own manuscript.

3.7 In-text bibliographical references

When referring to a text, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation:

Baker and Balirano (2018: 2) argue that...

As previously seen (Baker and Balirano 2018: 2)...

Give page numbers in full, do not use ‘f.’ or ‘ff.’; always give the full author-date citation – do not use ‘op.cit.’, ‘loc.cit.’, or ‘*ibidem*’.

When referring to several texts, please list them in chronological order:

Attention has been paid to the diachronic evolution of English medical writing (Taavitsainen/Pahta 1995, 2004; Tardy 2004; Hall 2005; Gotti 2008; Taavitsainen 2009; Tyrkkö/Hiltunen 2009).

Please, try to avoid the use of double round brackets. Brackets within brackets should be square brackets (e.g. “(as introduced by Bloomfield [1933: 123–125])”).

If the in-text bibliographical reference includes more than two authors, only cite the first author followed by ‘*et al.*’:

Baker *et al.* (2013) highlight that...
 As previously seen (Baker *et al.* 2013)...

3.8 Tables and graphs

Text within tables (Times New Roman, 10 pt) should be centred. Numbers should be centred on the decimal point. Do not use colour to indicate different values, but arrange the table and graph so that it is legible in black and white. Graphics may be submitted in all major graphic file formats, though it is advisable to contact us beforehand.

Tables and graphs are to be numbered consecutively and be given titles (captions). These should appear below the table/graph (Times New Roman, 10 pt, single-line spacing, justified, space before and after). Tables and graphs' captions should be separated from the main text by one empty line:

<i>Central modal verbs</i>	<i>Occurrences</i>
SHALL	246
MAY	41
WILL	6
MIGHT	4
CAN	3
SHOULD	3
MUST	1
COULD	0
WOULD	0

Table 1 Number of occurrences of central modals in EModE statutes.

4. References

Bibliographical references are listed alphabetically at the end of the contribution. Please, make sure entries correspond to the authors cited in your paper. The reference section should include only those works that are cited in the text.

Please, give the full first names of authors and editors. Entries should show the full title and subtitle of each work. Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.

Titles of books, articles, online published documents, newspapers, and journals should have the first letter of each word in upper case,² excluding prepositions and conjunctions.³

The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately.

Authors are also encouraged to translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the italicised original title.

The term 'edition' in reference entries should be abbreviated as 'edn.' (to differentiate it from 'ed.' for 'editor').

Authors should avoid the abbreviation of the names of journals, book series, publishers or conferences and the use of '*et al.*' in reference entries: all author(s)/editor(s)'s names should be listed. The use of dashes to replace repeated author(s)/editor(s)'s names should also be avoided.

Reference entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples:

² With the exception of titles in German.

³ Prepositions and conjunctions should always be in lower case, except if at the beginning of the (sub)title.

i) Books (authored work):

- Balirano, Giuseppe 2014. *Masculinity and Representation: A Multimodal Critical Discourse Approach to Male Identity Constructions*. Napoli: Paolo Loffredo Iniziative Editoriali.
- Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage*. Cambridge: Cambridge University Press.
- Conboy, Martin 2006. *Tabloid Britain: Constructing a Community through Language*. Abingdon: Routledge.
- Tabbert, Ulrike 2015. *Crime and Corpus: The Linguistic Representation of Crime in the Press*. Amsterdam: John Benjamins Publishing Company.

ii) Books (edited work):

- Balirano, Giuseppe / Nisco, Maria Cristina (eds) 2015. *Languaging Diversity: Identities, Genres, Discourses*. Newcastle upon Tyne: Cambridge Scholars Publishing.
- van Dijk, Teun A. (ed.) 1997. *Discourse Studies. A Multidisciplinary Introduction*. London: SAGE.

iii) Reprint:

- Jakobson, Roman / Halle, Morris 2002 [1956]. *Fundamentals of Language* (2nd edn.). Berlin/New York: Mouton de Gruyter.
- Palmer, Frank R. 1990 [1979]. *Modality and the English Modals* (2nd edn.). London: Longman.

iv) Translated title:

- Haga, Yasushi 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

Note: The English translation of the title should not be capitalised.

v) Contribution in an edited work:

- Balirano, Giuseppe / Baker, Paul 2018. Introduction. In Balirano, Giuseppe / Baker, Paul (eds), *Queering Masculinities in Language and Culture*. London: Palgrave Macmillan, 1–17.
- Hourigan, Niamh 2016. Gangs and Gang-Related Activity in the Republic of Ireland. In Healy, Deirdre / Hamilton, Claire / Daly, Yvonne / Butler, Michelle (eds), *The Routledge Handbook of Irish Criminology*. London: Routledge, 144–160.

vi) Contribution also published electronically:

- Jefferson, Gail 2004. Glossary of Transcript Symbols with an Introduction. In Lerner, Gene H. (ed.), *Conversation Analysis: Studies from the First Generation*. Amsterdam/Philadelphia: John Benjamins Publishing Company, 13–23. Available online at <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (Last accessed: September 2, 2017).

Note: The publication date of online contribution refers to the year of online publication or year of the latest update.

vii) Thesis/dissertation:

- Jacq, Pascale 2001. *A Description of Jruq (Loven): A Mon-Khmer Language of the Lao PDR*. Canberra: Australian National University MA Thesis.
- Kim, Yong-Jin. 1990. *Register Variation in Korean: A Corpus-Based Study*. Columbia, SC: University of South Carolina Doctoral Dissertation.
- Tribble, Christopher 1999. *Writing Difficult Texts*. Lancaster: Lancaster University Doctoral Dissertation. Available online at http://www.ctribble.co.uk/text/Writing_Difficult_Texts.pdf (Last accessed: September 2, 2017).

viii) Articles in journals:

- Balirano, Giuseppe 2017. De-Queering Proxemics in the Screen Adaptation of Camorra Male Dyads: A Multimodal Prosody Analysis. In Balirano, Giuseppe / Caliendo, Giuditta / Sambre, Paul (eds), *The Discursive Representation of Globalised Organised Crime: Crossing Borders of Languages and Cultures*. Special Issue of the *I-LanD Journal – Identity, Language and Diversity* 1(1), 60–85.
- Hyland, Ken 1996a. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics* 17(4), 433–454.
- Hyland, Ken 1996b. Talking to the Academy: Forms of Hedging in Science Research Articles. *Written Communication* 13(2), 251–281.
- Segell, Glen M. 2007. Reform and Transformation: The UK's Serious Organised Crime Agency. *International Journal of Intelligence and Counter Intelligence* 20(2), 217–239.
- Taavitsainen, Irma (Forthcoming). Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics* 2(1).

ix) Journal articles also published electronically:

- Bonini, Adair 2010. Critical Genre Analysis and Professional Practice: The Case of Public Contests to Select Professors for Brazilian Public Universities. *Linguagem em (Dis)curso* 10(3), 485–510. Available online at <http://linguagem.unisul.br/paginas/ensino/pos/linguagem/linguagem-em-discurso/1003/100303.pdf> (Last accessed: November 17, 2016).
- Potts, Amanda / Bednarek, Monika / Caple, Helen 2015. How can Computer-Based Methods Help Researchers to Investigate News Values in Large Datasets? A Corpus Linguistic Study of the Construction of Newsworthiness in the Reporting on Hurricane Katrina. *Discourse & Communication* 9(2), 149–172. DOI: 10.1177/1750481314568548.

x) Proceedings and papers presented at a meeting or conference:

- Kilgarriff, Adam / Rychly, Pavel / Smrz, Pavel / Tugwell, David 2004. The Sketch Engine. In Williams, Geoffrey / Vessier, Sandra (eds), *Proceedings of the Eleventh EURALEX International Congress: EURALEX 2004*. Lorient: Université de Bretagne-Sud, 105–116.
- White, Peter R. R. 2009. Media Power and the Rhetorical Potential of the “Hard News” Report – Attitudinal Mechanisms in Journalistic Discourse. In *Proceedings of the XXIX VAKKI Symposium*, University of Vaasa, Finland, 13–15 February. Available online at http://www.vakki.net/publications/2009/VAKKI2009_White.pdf (Last accessed: November 17, 2016).

xi) Internet addresses:

- BBC Launches Five New HD Channels 2013 (December 9). *BBC News*. Available online at <http://www.bbc.com/news/entertainment-arts-25298109> (Last accessed: October 20, 2014).
- Elliott, Stuart 2009 (January 22). In 'Trust Me', a Fake Agency Really Promotes. *The New York Times*. Available online at <http://www.nytimes.com/2009/01/22/business/media/22adco.html> (Last accessed: September 8, 2014).
- Merriam-Webster Online 2016 (June 3). What Does 'Throw Shade' Mean?. *Words We're Watching* [Web log post]. Available online at <http://www.merriam-webster.com/words-at-play/shade> (Last accessed: September 28, 2016).
- Subtirelu, Nicholas 2014 (March 10). Some Data to Support the Gendered Nature of "Bossy". *Linguistic Pulse* [Web log post]. Available online at <http://linguisticpulse.com/2014/03/10/some-data-to-support-the-gendered-nature-of-bossy/> (Last accessed: November 17, 2016).

Do not use abbreviations – also in the text and footnotes only the simplest and most common are acceptable ('etc.', 'i.e.', 'e.g.', 'et al.'). Appendices are placed at the end of the text, after the bibliographical references.

Online encyclopaedias should be treated like printed encyclopaedias, with the addition of the date of retrieval and URL address at the end of the reference. If there is no author, the entry title is moved to the author position:

- Leiopelmatidae 2016 (November 17). *Wikipedia, The Free Encyclopedia*. Available online at <http://en.wikipedia.org/wiki/Leiopelmatidae> (Last accessed: November 17, 2016).

Online fora and discussion board messages or blogs should be included as follows:

- Campbell, Gordon 2009 (June 29). National Education [Web log post]. Available online at <http://gordoncampbell.scoop.co.nz/2009/06/29/national-education/> (Last accessed: September 28, 2016).
- Tangerine 2007 (January 16). This is a Classic Case of Ask Culture Meets Guess Culture [Online forum comment]. *Ask MetaFilter*. Available online at <http://ask.metafilter.com/55153/Whats-the-middle-ground-between-FU-and-Welcome#830421> (Last accessed: September 28, 2016).

All online sources should indicate the date of access in the following format:

(Last accessed: May 1, 2018)

5. Index

All volumes have an Author Index and/or a Glossarial Index at the end of the contribution. According to international standards, these two subsections go under the umbrella-term of Index. However, we leave it to the author(s)'s discretion if they want to keep these two units as separate or align themselves with international standards by using the encompassing label of Index.

A comma is placed between the surname and the name (full name), followed by the page number. Please ensure that you use one of these formatting styles in a consistent manner.

Example:

Fairclough, Norman, 35, 59, 83

6. Book structure

After the preliminary pages, the structure depends on the nature of the book. The book structure may or may not include, in the following order:

- Table of contents
- List of Tables
- List of Figures
- Acknowledgements (these are to be included at the end of each chapter but before the References section(s), whenever applicable, for **edited books**).
- Preface
- Foreword
- Introduction
- Chapters
- Conclusion
- References
- Appendix
- Index

7. Images and Multimedia

Authors are expected to provide written permission from copyright holders for reproducing any copyrighted material. *BeTwiXt* will hold individual authors responsible for damages ensuing from infringement of copyright.

We ask authors that images should be supplied electronically in separate files at appropriate levels of resolution (JPEG or TIFF files at 300 dpi and never lower than 150 dpi).

Images should be named according to the numeration in the text (Figure 1, etc.). Their desired size and position should be indicated in the article at the relevant point of the manuscript, together with a **caption** (Times New Roman, 10 pt, single-line spacing, justified, space before and after).

8. Gender-neutral language

We kindly ask authors to try and use in their contributions a language that promotes inclusiveness, in order to neither reinforce nor perpetuate any form of gender binarism. This is in line with our personal belief that, in Academia, we should all work together towards a more gender-inclusive environment.

In line with this stance, we ask authors to adopt, for instance, the use of the singular ‘they’ when referring to antecedents that are grammatically singular (e.g. “A researcher must be committed to their work”; avoid the use of “his/her work”); or to use gender-neutral occupational titles (e.g. the use of the word ‘businessman’ should be avoided, and the word ‘businessperson’ should be preferred).

Please, feel free to e-mail us, should you have any queries:

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