

Authors' Guidelines

General rules

1. The paper is to be presented in the following order: title, name(s) and surname(s) of the author(s), affiliation of the author(s), abstract, keywords, text, references, and appendices. Each paper should be accompanied by a supplementary document. This document must have these details: Title of paper, Abstract, Name, Affiliation, Address, Phone, Email, Biodata (maximum of 60 words). Authors should submit their article and supplementary document electronically (Word compatible) to: jcm.ssmlmaddaloni@yahoo.it
2. Abstracts should be 200-250 words and include 5-6 keywords. The abstract should contain an informative summary of the main points, including, where relevant, the purpose, methodology and conclusions. List 5-6 keywords for the article after the abstract. The abstract must be written in English and in the language chosen for the paper, if different.
3. Articles should normally be 3,000-5,000 words (including abstract, footnotes, references and appendices). Reviews are usually between 1000 and 2000 words.
4. Authors are responsible for observing the laws of copyright when quoting or reproducing material. The copyright of articles published in The Journal of Cultural Mediation is held by the Publisher. Permission for the author to use the article elsewhere will be granted by the Publisher providing full acknowledgement is given to the source.
5. Editors will contact contributors to let them know whether the article is accepted, rejected, or under consideration.

Style Sheet

Papers must be written in Garamond font, with margins of 2.5 cm all round. Double space between paragraphs. Page numbers on all pages.

Title: Font 14, bold, centre

Name and Surname: Font 12, italic, centre

Affiliation: Font 12, italic, centre

Abstract: Font 12, justified. The abstract should be 200-250 words long, and 5-6 keywords must be provided.

Main Headings: Font 12, bold, right. Sections and subsections must be numbered.

Body text: Font 12, justified. Quotations included in double inverted commas. Italics to indicate foreign words and neologisms.

Footnotes: Font 10. Footnotes are to be numbered consecutively throughout the article and used only if they contain some essential explanation that does not fit in the main text.

Tables and figures: They are each to be numbered consecutively to correspond to the order in which they are referred to in the text of the article. Tables and figures should have short descriptive titles, font 10 (above the tables and figures).

Cited words and quotations: Put cited words or phrases in italics (or underline). Use single quotation marks for glosses and terms, double for quoted material. Any quotation that runs for more than three lines should be set off from the main paragraph and does not need quotation marks.

In-text references: These should appear in the body of the article, not in footnotes, giving the author's last name followed by the year and page number where relevant. A work by three authors should include all names in the first citation, with only the first author followed by et al. in subsequent citations; work by four or more authors should use et al. in all citations. Use authors' first initials if two or more authors with the same surname are referred to in the article. When citing from a reprinting, give the original date second, in brackets. All and only works referred to in the text should be listed at the end in the References.

Bibliography: Font 12. References in the text should follow the style: (Brown 1989: 224-256). The reference section should list all references cited in the main text. References should be listed (1) alphabetically and (2) chronologically. Names of Journals should be given in full with page references.

Examples:

Books

Aitchison, J. and A. Gilchrist. 1972. *Thesaurus Construction. A Practical Manual*. London: ASLIB.
Wright, S.E. and G. Budin (eds). 2001. *Handbook of Terminology Management*. Amsterdam/Philadelphia: John Benjamins.

Article in book/journal

Sherman, D. 1978. "Special purpose dictionaries." *Cahiers de Lexicologie* 30(1), 82-102.
Tomaszczyk, J. 1988. "The bilingual dictionary under review." In Snell-Hornby, Mary (ed.), *ZüriLEX '86 Proceedings*. Papers read at the EURALEX International Congress, University of Zürich, 9-14 September 1986. Tübingen: Francke Verlag.