

## GUIDELINES FOR THE REDACTION OF ARTICLES FOR THE SCIENTIFIC JOURNAL “LADINIA”.

### 1. REMARKS:

- Mark text passages in *italics*, SMALL CAPS, **bold** or double quotation marks (“...”) (also in combination, if necessary); avoid underlining.
- Write **SURNAMES** of academic and literary authors, editors etc. in SMALL CAPS (this applies to the text, footnotes and reference list); put the surnames of other persons who are not authors/editors etc. always normally.
- Always put **first names** normally and write them out in full.
- Give the exact **page number** and **year date** (e.g. 1984–1986; cf. HUBER 1969, 23–26).
- Write the **page numbers** generally without using p./pp. before.
- Only use double **quotation marks** “xy”; additionally use single quotation marks ‘xy’ only within passages in double quotation marks; “xy” are also used for the **description of meanings** (in all languages); do not use other types of quotation marks such as «xy» / ,xy‘ / „xy“ etc.
- Write **ETYMA** generally in all caps, 1 point smaller, or in SMALL CAPS (low-case letters only).
- Put foreign-language/dialectal **word examples** in *italics*.
- Put **internet** and **e-mail addresses** (without underlining) in angle brackets: (e.g. <www.micura.it>; <ulrike.micura@ladinia.net>).
- Always write out in full **numbers from 1 (one) to 9 (nine)** (except in formulas); only write the number from >=10.
- Always use a comma as a thousand separator for **numbers > 999** (except year dates) (e.g. “5,700 inhabitants in 2001”).
- Put the **footnote symbol** after the punctuation mark, except when the footnote refers to a part of the sentence, individual words, etc. The footnotes themselves are located at the end of each page; **do not use endnotes**.

### 2. TEXT FORMATTING:

- Structure all articles in (decimally) **numbered chapters** (e.g. 1. Introduction; 2. Historical overview, ..., #. Reference list).
- Insert a **blank line after each paragraph**.
- Number **figures** and **tables** sequentially and include a **legend** (containing a verbal description of the image, the explanation of abbreviations, the sources, ...).

- Place **citations** up to three lines of text directly in the text in quotation marks (no further markings); indent independent citations of more than three lines of text from the left margin and write them in a smaller font; do not use quotation marks in this case. Provide appropriate initial and final spacing.
- Put **examples / example blocks** (= own paragraphs) in a smaller font (like citations).
- Generally add a corresponding German or Italian translation (in "...") for **foreign language examples** (except examples in German, Italian, Latin and English).

### 3. REFERENCE FORMATS:

- **Coherence of the references:** the reference list **may** only contain sources that are cited in the text, but **must** include all sources cited in the text.

#### 3.1. GENERAL ISSUES AND ABBREVIATIONS:

- Use the full citation form according to the model below only in the **reference list**.
- Use the **short citation form** in the text and footnotes according to the system: AUTHOR year, page number(s) x–y (e.g. ROSSI 1954, 28); indirect citations should only be identified by cf. (“confer”) (e.g. cf. ROSSI 1954, 23–65).
- Put **surnames** always in SMALL CAPS (this applies to the text, footnotes and reference list).
- Write **first names** always out in full (this applies especially to the reference list).
- Write all **titles** (of books and articles) in italics.
- Indicate the **editors** exclusively by putting (**ed.**) in brackets after the name(s) for (“editor”) or (**eds.**) for (“editors”).
- Indicate **multiple publications of an author** in the same year by putting lower-case letters after the year (e.g. HUBER 1999a vs. HUBER 1999b).
- Indicate **multiple publications of same-named authors in the same year** with the abbreviated first name (e.g. BACHER, A. 1999 vs. BACHER, E. 1999).
- Indicate the **number of editions** by superscripting the year (e.g. BELARDI 2003<sup>2</sup>).
- Replace **missing/not ascertainable place and time details** by **s.l.** (“sine loco”) and **s.a.** (“sine anno”) in all languages.
- Replace **missing/not ascertainable names** by **N.N.** (“nomen nescio”) in all languages.
- Separate **multiple entries** (authors, editors, places) with a slash each (e.g. ROSSI/BIANCHINI/MAIER, Bolzano/Merano, ...).
- Separate **multiple entries with the same content in different languages** with a hyphen (e.g. San Martin de Tor – St. Martin in Thurn).

- Write **maximum three** entries per category (authors, editors, places); if there are more than three entries per category, only provide the first entry and replace the others by **et al.** (“et alii”).
- To **refer again** to entries you have already provided the information for previously, use the following abbreviations: **op.cit.** (“opus citatum”), **loc.cit.** (“loco citato”) **ib.** (“ibidem”), **id.** (“idem”).
- Generally **do not indicate publishers and series titles.**

### 3.2. BOOKS

SURNAME (in small caps), first name: *Title* (in italics). *Subtitle* (in italics), place year (without comma, edition superscript), vol. (number of volumes for works with several volumes).

#### Examples:

BAUER, Roland: *Dialektometrische Analyse des Sprachatlases des Dolomitenladinischen und angrenzender Dialekte (ALD-I)*, Salzburg 2003a, 2 vol.

BELARDI, Walter: *Breve storia della lingua e della letteratura ladina*, San Martin de Tor 2003<sup>2</sup>.

GASCA QUEIRAZZA, Giuliano et al.: *Dizionario di toponomastica. Storia e significato dei nomi geografici italiani*, Torino 1990.

KOSTNER, Barbara/VINATI, Paolo: *Olach'al rondenësc. Musiche e canti tradizionali in Val Badia*, San Martin de Tor/Udine 2004.

### 3.3. EDITED BOOKS / CONFERENCE PROCEEDINGS / COMMEMORATIVE PUBLICATIONS / ...

SURNAME (in small caps), first name (ed./eds.): *Title* (in italics), place year, vol.

#### Examples:

COMPLOI, Emma et al. (eds.): *ad Gredine forestum. L nridlamënt de na valeda – Das Werden einer Talschaft – Il costituirsi di una vallata*, San Martin de Tor 2000.

HILPOLD, Peter/PERATHONER, Christoph (eds.): *Die Ladiner. Eine Minderheit in der Minderheit*, Wien/Bozen/Zürich 2005.

PRESTON, Dennis R. (ed.): *Handbook of Perceptual Dialectology*, Amsterdam/Philadelphia 1999, vol.1.

VERRA, Roland (ed.): *La minoranza ladina. Cultura, lingua, scuola*, Bulsan – Bolzano – Bozen 2000.

### 3.4. CHAPTERS IN EDITED BOOKS

SURNAME (in small caps), first name: *Title of the article* (in italics), in: Edited book (see 3.2., no italics), page number(s).

### **Examples:**

CRAFFONARA, Lois: *Das Ladinische aus sprachwissenschaftlicher Sicht*, in: HILPOLD, Peter/PERATHONER, Christoph (eds.), *Die Ladiner. Eine Minderheit in der Minderheit*, Wien/Bozen/Zürich 2005, 181–193.

PFISTER, Max: *Germanisch und Romanisch*, in: HOLTUS, Günter/METZELTIN, Michael/SCHMITT, Christian (eds.), *Lexikon der Romanistischen Linguistik. Vol. VII: Kontakt, Migration und Kunstsprachen. Kontrastivität, Klassifikation und Typologie*, Tübingen 1998, 231–245.

### **3.5. JOURNAL ARTICLES**

SURNAME (in small caps), first name: *Title of the article* (in italics), in: “Journal” (in double quotation marks), volume number/issue number, year, page number(s).

### **Examples:**

ASCOLI, Graziadio Isaia: *Saggi ladini*, in: “Archivio glottologico italiano”, 1, 1873, 1–556.

GOEBL, Hans/BAUER, Roland: *Der “Sprechende” Ladinienatlas. Vorstellung des akustischen Moduls des ALD-I samt Hinweisen zur Installation und Benützung der beiliegenden DVD*, in: “Ladinia”, XXIX, 2005, 125–154.

AAVV: *Arbeitsberichte 1–11 zum ALD-I / Relazioni di lavoro 1–11 per l’ALD-I*, in: “Ladinia”, X, 1986, 5–32; XI, 1987, 183–218; XII, 1988, 17–56; XIII, 1989, 185–229; XIV, 1990, 259–304; XV, 1991, 203–254; XVI, 1992, 169–184; XVII, 1993, 125–152; XIX, 1995, 307–330; XX, 1996, 191–221; XXIII, 1999, 281–301.

### **3.6. REVIEWS**

SURNAME (in small caps), first name: *Review of*: SURNAME (in small caps), first name (author of the work reviewed), title of the work reviewed (see 3.2.–3.3.), in: “Journal” (in double quotation marks), volume number/issue number, year, page number(s).

### **Examples:**

GSELL, Otto: *Rezension zu*: KRAMER, Johannes, *Etymologisches Wörterbuch des Dolomitenladinischen (EWD)*. Vol. VI, Hamburg 1995, in: “Ladinia”, XX, 1996, 225–260.

BELARDI, Walter: *Recensione a*: PELLEGRINI, Giovan Battista (ed.), *Il ladino o “retoromanzo”*. Silloge di contributi specialistici, Alessandria 2000, in: “Rivista Italiana di Dialettologia”, 27, 2003, 288–290.