

WRITING GUIDELINES FOR SUBMITTING PAPERS

1.- Papers should be sent before August 31st, 2006 to the following e-mail address: Dolores Romero López (doloresromerolopez@gmail.com)

2.- Maximum length: 10 pages for "participants with paper"

20 pages for keynote speakers.

3.- Each page must have 28 lines and 70 characters per line. We recommend to use Times New Roman type, size 12.

4.- The front page of each paper (not on a separate page) must start with:

- a) Three blank lines.
- b) **TITLE** of the article, in capital letters and in bold type, centered on the page.
- c) Author's name (in small letters) and SURNAME (in capital letters) centered on the page.
- d) Name of the institution.
- e) Official or professional e-mail.

5.- Each paragraph together with main and minor epigraphs must be indented.

6.- The numbering of the epigraphs (sections and subsections) after being indented, must be arranged as follows:

- a) Main epigraph, in bold type and in capital letters:

Example: **1. PROSE**

- b) The next epigraph, in bold type and in small letters:

Example: **1.1. English prose**

- c) The next epigraph, in italics and in small letters:

Example: *1.1.1. Novel*

d) The next one, in round letters:

Example: 1.1.1.1. Lyrical novel

Between epigraphs, a blank line must be left.

7.- Please, make all notes footnotes. Reference markers for footnotes incorporated into the text must be made with numbers and without parentheses. Footnotes must be used for comments, not for bibliographical references, that will be indicated inside the text, as it will be specified next.

8.- Long quotations inside the text must be doubly indented, without inverted commas, in italics and single-spaced. A blank space should be left at the beginning and at the end of each quotation.

Short quotations inside the text must be in inverted commas. Text omission from quotations should be indicated by three periods within square brackets [...].

9.- In quoting verses, inverted commas should not be used neither at the beginning nor at the end of the sentence but they will be written in italics and single-spaced.

10.- Punctuation marks should follow inverted commas or reference markers. Examples: "Semiotics": *"Semiotics"*².

11.- Italics should be used (not inverted commas or underlining) to emphasize a word or a sentence inside the text.

12.- It would be fitting to forward a photograph, slide or a digital reproduction in a disk if any type of illustrative visual material is to be incorporated into the text.

13.- Citing works inside the text should be made according to the following points:

a) Author's surname, year of publication, indicate the order with a letter after the year of publication when needed, colon, reference page/s.

Examples: Peirce (1987: 27), Greimas (1988a: 36-38)

b) Multiple reference pages should be separated by commas.

Example: Peirce (1987: 27-29, 31-39)

c) When citing several authors or works, they should be separated by a semicolon.

Example: (Peirce, 1987: 27-29; Greimas, 1988a: 36-38)

d) Whenever the cited author is included within round brackets, a comma should be placed after the surname.

Example: (Eco, 1990)

14.- Three blank lines should be left at the end of the paper. Next, **bibliographical references** (in lowercase letters and in bold type) and another blank line should appear. Alphabetize entries in the list of bibliographical references as follows:

a) Books:

TORDERA, A. (1978). *Hacia una semiótica pragmática. El signo en Ch. S. Peirce*. Valencia: Fernando Torres.

PEIRCE, Ch. S. (1987). *Obra lógico-semántica*, Armando Sercovich (ed.). Madrid: Taurus.

b) Compilations:

ZEMAN, J. J. (1977). "Peirce's Theory of Signs". En *A Perfusion of Signs*, Th. A. Sebeok (ed.), 22-39. Bloomington: Indiana University Press.

c) Articles:

ROMERA CASTILLO, J. (1999). "El Instituto de Semiótica Literaria, Teatral y Nuevas Tecnologías de la UNED". *Signa. Revista de la Asociación Española de Semiótica* 8, 157-177.

The subsequent information should also be taken into account:

a) If an author has more than one book published in the same year, the difference should be marked following the alphabetical order.

Example: (1992a), (1992b)

b) Books by the same author should be organised chronologically.

c) When citing several books by the same author, his name and surname will only be placed in the first reference. Subsequent references will be replaced by a four-space line. Example:

ECO, U. (1990).

____ (1991).

____ (1994).

c) Names of books and journals should be typed in italics. Titles of journal articles and compilations should be in inverted commas.

d) Bibliographical references coming from the Internet websites should be typed in italics.

Example: *<http://www.ucm.es/otros/especulo>*.