

Acta Semiotica Fennica (ASF): Style Guidelines and Instructions for IASS9

1. Contributions - the language of which MUST be checked by a native speaker - should be written in English, French, German or Spanish. Length must not exceed 10 pages (double-spaced lines), including end-notes and list of references. Send your contribution (by email attachment) to both associate editors of ASF: Paul Forsell in Finland: paul.forsell@helsinki.fi AND Richard Littlefield in the USA: foifou@hotmail.com as well as to Maija Rossi of the ISI at Imatra, Finland: majja.rossi@Helsinki.FI

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2. Emphasized expressions should be marked in italics (NOT boldface type).
3. Use “double quotes” throughout the article, and ‘single quotes’ only within double quotes.
4. No line spaces between paragraphs. New paragraphs start flush left.
5. Do not underline, italicize, boldface, or capitalize headings. When necessary, sections may be numbered as follows: 1. Main heading 1.1. Section heading 1.1.1. Subsection heading; etc.
6. Figures, musical examples, tables, and other images must be camera-ready and should be submitted as separate files (by email attachment), carefully numbered and labeled and saved in TIFF, EPS, PDF or GIF formats as well as in the native format.
7. Indicate clearly in the body of the text where examples, figures, tables, etc. are to be inserted. (E.g., “INSERT Figure 1 HERE.”)
8. All figures, musical examples, tables, etc. must be accompanied by descriptive captions. The captions should appear in the body of the text. (E.g., “Example 1. Beethoven, Piano Sonata Op. 53/I, mm. 1-13”; or “Figure 1. C. S. Peirce, illustrations of Thirdness.”; etc.)
9. Notes should be kept to an absolute minimum. Do not use the footnote or endnote commands of your word processing program. Use ENDNOTES only. These must be placed manually at the end of the body of the text, before the list of References. In-text references to notes must be typed as follows: “... as discussed above (NOTE 1).”
10. References:
 - 10.1. References are to be cited in the text in parentheses, give the name of the author(s), year of publication, and page number(s). E.g.:

“... as mentioned by Morris (1971: 321)”
“... as has been argued (Morris 1971: 287-294)”
 - 10.2. All citations in the text listed in a list of References at the end of the manuscript, in alphabetical order of authors, and with complete bibliographical details.

10.3. Titles of books and journals must be given in full and must be italicized. Include date, full title, city, name of publisher. Give the complete page numbers of essays that appear within a collection of articles and/or essays in journals.

10.4. Do NOT capitalize titles of articles in journals or in anthologies, and do NOT put them in quotation marks. Examples of reference-list entries:

Barthes, Roland 1970. *Elements of Semiology*. Tr. A. Lavers and C. Smith. Boston: Beacon Press.

— 1985. Semiology and cinema. In: *The Grain of the Voice*. 30-37. New York: Hill and Wang.

Bouissac, Paul 1976a. *Circus and Culture: A Semiotic Approach* (= Advances in Semiotics 2). Bloomington: Indiana University Press.

— 1976b. The “golden legend” of semiotics. *Semiotica* 17(4): 371-382.

Fisch, Max H. 1964. A first supplement to Arthur W. Burks’s bibliography of the works of Charles S. Peirce. In: E. Moore and R. Robin (eds.), *Studies in the Philosophy of Charles S. Peirce*. 477-485. Amherst: University of Massachusetts Press.

10.5. Titles of books and/or articles not written in English, French, or German, should be accompanied by an English paraphrase and/or translation of the title enclosed in [brackets]. E.g.:

Lotman, Jurij M. (1974). *Ogledi iz tipologije kulture* [*Essays on the Typology of Culture*]. *Treci program* 23: 439-586.

10.6. Do NOT include in the list of References any work NOT cited in the body of the text.

PLEASE NOTE: IT IS CRUCIAL TO USE THE CORRECT FORMATS FOR THE LIST OF REFERENCES, IN-TEXT CITATIONS, AND ENDNOTES. ARTICLES THAT FAIL TO DO SO WILL BE RETURNED TO THE AUTHORS, WHO WILL BE ASKED TO SUPPLY MISSING INFORMATION AND/OR REARRANGE THE FORMATTING ACCORDING TO THESE GUIDELINES.

11. Corrections. Authors are asked to check their manuscripts very carefully before submitting them, in order to prevent delays at the proof stage. Especially, check in-text citations against the works cited in the list of References, to be sure that dates and spelling match, and to be sure that all works cited are listed.