Zeitschrift für Semiotik (ZSem) – Stylesheet

1. Submission of articles

Only articles may be submitted which have not been published or submitted elsewhere.

1.1 Address of the editorial office

Please send your typescript to the following address, either as email attachment or as paper version in duplicate. Submissions as email attachment are preferred:

martin.siefkes [at] phil.tu-chemnitz.de

Email address: Prof. Dr. Ellen Fricke und Dr. Martin Siefkes
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1.2 Length of contributions

The total length of a contribution should not surpass **65.000 keystrokes (including spaces)**. A print page comprises about 3.200 keystrokes. For images, depending on their intended size, a corresponding number of keystrokes has to be subtracted (i.e. for an image of 1/4 page, please subtract 800 keystrokes).

1.3 Anonymization of your manuscript

Please submit your manuscript in a form comprising the following:
- a **cover page** (a separate file in the case of electronic submissions) with (1) the title of the work, (2) the full name of all authors, including academic titles, (3) for each author, the institution where he or she works (if applicable), (4) the office mailing address including telephone number and email,
- the paginated **text of the article** (in Word, Open Document, or RTF format, cf. section 2.3),
- all **figures** as separate image files (cf. section 4).

2. General layout

2.1 Formatting

Please use as little formatting as possible. Specifically,
- please avoid the use of specific title and subtitle layouts, but rather mark titles and subtitles manually,
- please do not use paragraph spacing,
- do not indent the first line of a paragraph manually (e.g. with tabs).

2.2 Layout

- **Page** Standard (top and bottom margin: 2.5 cm; left and right margin: 2 cm)
- **single-line spacing**
- **font size** 12 pt for body text; block citations, footnotes, and bibliography 10.5 pt
- **special characters** Please use standard fonts supplied by Word, such as *Cambria Math* or *Symbol*, wherever possible. If additional fonts are needed, please mark the respective passages in the typescript with a comment. If possible, please supply the necessary fonts.

2.3 Structure of the article

Please submit the article in anonymized form suitable for double-blind peer review. The article itself should exclude your name, and have the following structure:
- **Title of the contribution**
- **Abstract** in English AND German! (ca. 8–15 lines)
  NOTE: A German translation of the abstract has to be supplied by the author(s). It is preferable, but not necessary, that the German translation is included in the submitted version. It can also be supplied after the acceptance notification.
- **Main text of the article**
- **Notes** (optional, cf. section 3.5)
- **Bibliography** (cf. section 5)

On a separate cover page:
- **Name** and **affiliation** for each author (e.g. Peter Noname, University of Bergen)
- **Address** of all authors (email and post address). If you are affiliated with a scientific institution (university or research institute), or your research is connected to your work in a private company, please provide the office address.
- **Academic title(s)** of all authors
- If the contribution is translated, the original language and full name of the translator has to be given: e.g. "translated from the French by Anna Gazillion"). (This information will be shown at the end of the article.)

3. Specific elements

3.1 Headings

Section headings are numbered with decimal numbers, with a maximum of three levels. Full stops have to be inserted after numbers on the highest level, and between levels, as follows:

    3.
    3.1
    3.1.1

Please do not use any indentation or tabs in titles. If there is an introduction section, it should be numbered "1."; the section "Conclusion" is the last numbered section. The sections "Notes" and "References" do not receive numbers.

    Summary
    Zusammenfassung
    1. Introduction
    2. …
        …
    X. Conclusion
    Notes
    References

3.2 Paragraphs

Please mark paragraphs by pressing the return key once, not by additional blank lines.

3.3 References

Please cite articles in the running text as follows:

        Related arguments can be found in Meier and Miller (1992: 94–102).
        Bühler (1934: 22) explains this as an egocentric orientation.
        Descartes includes the body (cf. Schneider 1993: 123) into […]
        The published results (Meier 1983: 45) point towards the possibility […]

Use "et al." for publications with more than two authors:

(Meier 1983: 45ff.)	one author
(Meier and Schulze 1983: 83)	two authors
(Meier et al. 1983: 127f.)	more than two authors

Please note:

- Do not use "op. cit.", "ibid." or similar expressions; if necessary, repeat the in-text reference.
- Please use only the abbreviation "et al." in in-text references, and for more than two authors. In the bibliography (reference list), all authors have to be given.
- Please do not use "&" between authors, but only for publisher names, if they are conventionally written in this form (e.g. "Harper & Row").
- Please number example sentences continuously and by hand: (1), (2), etc.

3.4 Abbreviations

- Avoid abbreviations where possible. If you need to use abbreviations such as "GDP", please write in full at the first appearance with the abbreviation in brackets: "Gross domestic product (GDP)".
- The following abbreviations may be used: "cf.", "e.g.", "etc.", "et al.", and abbreviations in city names such as "Boston, MA", "Berkeley, CA" (exceptions: "Cambridge GB"; "Washington, D.C.").
- Abbreviations that are conventional in technical language may be used such as "dpi", "jpg", "BRD" (Bundesrepublik Deutschland), "DVD", logical or chemical symbols, etc.

3.5 Endnotes

- All notes will appear as endnotes, between the body text and the bibliography. If you prefer, you can insert notes as footnotes, but be aware that they will be transformed into endnotes in the typesetting process.
- Endnotes should be used sparingly. If an endnote is set, it should always contain significant additional information that would break the text flow in the body text. Endnotes should always contain full sentences and additional information; references (even extended lists) have to be given as in-text references.
- If a note refers to the title (e.g. acknowledgements), please use a star (as normal text, not as a superscript), as follows: **title***
  Please insert the note manually at the end of the article.
- Notes are numbered with superscripts. The in-text number comes before a comma, semicolon, or closing bracket, but after other punctuation marks:
  xxx[1], xxx[2]; xxx[3]) xxx.[4] xxx:[5] xxx?[6]

3.6 Emphasized passages

- Words or phrases that are emphasized are marked with wider character spacing (not bold or italic print). Please use the following Word function: right click > font > advanced > character spacing to "extended" > 2 pt.
    This is the e m p h a s i z e d word or space.
- Object language expressions (expressions in a language about which the article talks) are either consistently italicized, or marked with double quotation marks:
    The German word *Mutter* is spelled with two *t*.
    The German word "Mutter" is spelled with two "t".
- Meanings or concepts (i.e. the content of signs, especially of expressions and whole sentences) are marked with single quotation marks:
    Engl. "Bachelor" has the meaning / expresses the concept 'unmarried man'.
- Titles of films, books, poems etc. are italicized:

The film *Gattaca* (1997) and David Eggers novel *The Circle* (2015) describe dystopic visions of a surveillance society.

3.7 Citations

- Please use the German or English conventions for citation marks, depending on the article language:
  English text: "citation, und 'second-level citation', in an English passage"
  German text: „zitierter Text und ‚Zitat im Zitat' im deutschen Text"
- In an English article, please use the German citation marks for the German abstract ("Zusammenfassung") and inside German citations.
- For German citations embedded in the running English text, please use English double citation marks to mark the beginning and end of the citation, and German single quotation marks inside the citation, as follows:
  Mahler (2002: 7) points out that "dieses Konzept ist derzeit ein ‚Modetrend' in unserer Disziplin", and proposes to treat the results with care.
- An indented block citation is not marked with citation marks. In this case, please use the same convention as in the running text. At the end of such a citation, the full stop is always given after the reference:
  While there is no consensus on the terms "agent" and "agency", most biosemioticians appear to agree that core attributes of an agent include goal-directedness, self-governed activity, processing of semiosis and choice of action (Tønnessen 2015: 139–140).

4. Figures, tables, captions

- Figures should be submitted as separate files (e.g. .png, .tiff or .jpg), with a resolution of at least 300 dpi.
- Files should be numbered according to the figure number, e.g. "Author's name_fig_1", etc.
- If text is given inside figures (e.g. labels), the font Helvetica should be used (the present stylesheet is set in Helvetica). If that is not feasible, a font should be used that is as similar as possible (e.g. Arial, Switzerland and other SansSerif fonts with a classical and simple look). In some cases, use of two different fonts or font styles may be desirable in figures, e.g. to differentiate between a source and annotations to that text or image; in such special cases, different fonts or font styles (e.g. "bold" or "small caps") may be used. Generally, such typographic means should be used only where needed for clarification.
- For each figure and table, a caption is needed, for example:
  Fig. 2: Tizian: *Assunta* (1517).
- **Images sources** have to be given in the image caption, and should be listed in a separate list of figures (after the list of references).
- Before publication, the author has to check for all images if they can be used according to German copyright. Images can be printed either as a "Großzitat" according to § 51 Urheberrechtsgesetz (UrhG); the authors are responsible for checking if this rule is applicable. Otherwise, the authors have to secure the image rights before the publication can go forward.
- **Tables** should be included in the text; they are numbered separately from the figures. The captions for tables are given **above the table,** for example:
  Tab. 3: Frequency of interjections according to Gaus and Witt (2002: 78).

5. Bibliography

Please give the references in the bibliography according to the following format:

5.1 Journal article

Surname, First name and First name Surname (Year). Title: Subtitle. *Journal name* volume, issue, page number–page number.

Kull, Kalevi (2001). Biosemiotics and the problem of intrinsic value of nature. *Sign Systems Studies* 29, 1, 353–365.

Matthews, Danielle, Tanya Behne, Elena Lieven and Michael Tomasello (2012). Origins of the human pointing gesture: A training study. *Developmental Science* 15, 817–829.

Callicott, J. Baird (1988). Animal liberation and environmental ethics: Back together again. *Between the Species: An Online Journal for the Study of Philosophy and Animals* 4, 3. URL: http://digitalcommons.calpoly.edu/bts/vol4/iss3/3 [retrieved June 29, 2016].

5.2 Journal article (translated)

Surname, First name (Year). Title: Subtitle. *Journal name* volume, issue, page number–page number. English translation by First name Surname as: Surname, First name (Year). English article title. *Journal name* volume, issue, page number–page number.

Uexküll, Jakob von (1917). Darwin und die englische Moral. *Deutsche Rundschau* 173, 215–242. English translation by Morten Tønnessen as: Uexküll, Jakob von (2013). Darwin and the English morality. *Biosemiotics* 6, 3, 449–471.

5.3 Monograph

Surname, First name (Year). *Title: Subtitle*. Place of publication: Publisher.

Goodman, Nelson (1976). *Languages of Art: An Approach to a Theory of Symbols*. 2nd ed. Indianapolis, IN: Hackett.

5.4 Monograph (translated, more than one volume)

Surname, First name (Year). *Title: Subtitle*. Vol. 1: *Volume title*. Place of publication: Publisher. English translation by First name Surname. *Title: Subtitle*. Vol. 1: *Volume title*. Place of publication: Publisher Year.

Cassirer, Ernst (1964). *Philosophie der symbolischen Formen*. Bd. 1: *Die Sprache*. Nachdruck. Darmstadt: Wissenschaftliche Buchgesellschaft. English translation by Ralph Manheim: *The Philosophy of Symbolic Forms*. Vol. 1: *Language*. New Haven: Yale University Press 1955.

5.5 Edited volume

Surname, First name (Year) (ed.) / (eds.). *Title: Subtitle*. Place of publication: Publisher.

Bouissac, Paul, Michael Herzfeld and Roland Posner (eds.) (1986). *Iconicity: Essays on the Nature of Culture*. Tübingen: Stauffenburg.

Cornelia Müller, Alan Cienki, Ellen Fricke, Silva H. Ladewig, David McNeill, and Jana Bressem (eds.) (2014). *Body – Language – Communication: An International Handbook on Multimodality in Human Interaction*. Berlin and Boston: De Gruyter.

5.6 Chapter in an edited volume

Surname, First name (Year). *Article title: Article subtitle.* In: First name Surname and First name Surname (eds.). *Book title: Book subtitle.* Place of publication: Publisher, page number–page number.

Kress, Gunther (2014). What is mode? In: Carey Jewitt (ed.). *Handbook of Multimodal Analysis.* 2nd ed. London: Routledge, 60–75.

Deely, John N. (2008). Words, thoughts, things: Aristotle's triangle and the triadic sign. In: John Deely and Leonard Sbrocchi (eds.). *Semiotics 2008.* Ottawa: Legas, li–xc.

5.7 Image sources

Anselm Feuerbach (1829–1880). *Iphigenie* (1871). Oil on canvas, Staatsgalerie Stuttgart.

Eva Meijer (*1980), *Hond* (2009). Performance, Zzondag, Den Haag, Courtesy of the Artist.

5.8 Filmography

Das Cabinett des Dr. Caligari (D 1919, directed by Robert Wiene).

5.9 Discography

Take the "A" Train (arrangement: Dollar Brand, DA-Music, 1965, original: Duke Ellington).