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Please make sure you avoid the most typical mistakes, paying close attention to the following:

1. In REFERENCES put the TITLE of the edited volume first, **followed by its editor(s)**.
2. Use the format "name of the journal + issue / volume number + COMMA, pages" such as in the presented example: *Cognitive semantics*, 1, p. 55-77.
3. Remember to enter the **place of publication** before the name of the publishing house throughout your references.
4. Differentiate between the hyphen - , which is used mostly in compounds, like *blue-eyed* (morphological level), and the en dash – , which is slightly wider than the hyphen and may substitute a predicate in the sentence (syntactical level). We kindly ask you to use a hyphen identifying the pages of the publication (see item 2) and en dash, when several cities represent the publishing house, like London – New York.
5. Mind that in our Journal we only use a capital letter for the first word of an English title, hence: *Cognitive linguistics*.

Follow these steps, please:

Step 1. Please send your paper of at least 15 pages (text with references), providing the title and the author's name to our Managing Editors. Follow this text presentation structure: title, author, institution, place, country, abstract with keywords, text, notes / abbreviations, references, contact data. **MAKE SURE YOUR TEXT HAS BEEN PROOFREAD BY A NATIVE SPEAKER PRIOR TO THE SUBMISSION.**

Those authors who use the Cyrillic alphabet should avoid any abbreviations in the list of references, like 'М.', 'К.', 'изд-во', or 'ун-та', i.e. the ones unfamiliar to the wide international audience.

When the articles are uploaded on the platform of our website, the Internet links become active. It is

the author's responsibility to make sure that every Internet link is easily accessed. All the hyperlinks must have the corresponding blue colour both in the text as well as in the list of references.

The authors are requested to check that the **year of publication** of each source and the **pages** consulted coincide with the information given in the text as well as in the list of references.

In our publications, we use Oxford commas and a comma after e.g. and i.e.

Step 2. Please edit your article according to your reviewers' suggestions. React to the remarks in the form of a table (see the example below) or in the margin if requested by your Managing Editor(s).

Step 3. Wait for the Language Editor's remarks. React to the remarks in the form of a table or in the margin if requested by your Language Editor.

Step 4. Discover your Citation Index results.

Step 5. Prepare, sign, and send your Open License Agreement and Author's Rights Transfer. The sample can be downloaded from our home website <https://lartis.sk/guidelines/>. Please fill in the form in Word format using modern versions (the oldest acceptable is **Office 2010**), print it, and then put the date and your signature on it. These two scanned pages must be saved in PDF (other formats are not accepted) as **A SINGLE FILE** consisting of two pages. The name of the file is your surname, e.g., smith.pdf

Step 6. Pay for your publication by transferring the money to our account. The invoice will be sent to your e-mail. It will be in the state language of the country, which issues it, i.e. in Slovak. The publication fee is 250 euros or more depending on the article size (only for papers with international research). Contact the Editor-in-Chief editor@lartis.sk or our Treasurer tatiana.podmakova@ucm.sk for payment details.

Mind that we have no deadlines. We start processing the article as soon as we receive it and publish those first, which are ready for uploading. The rough article processing terms are as follows: Managing Editor (the first technical reading/editing) – 3-5 days + time for editing and final Managing Editor's approval; 2 reviewers – up to 30 days + time for editing and each reviewer's final approval; Language Editor – 2-3 weeks + time for editing and final Language Editor's approval; Managing Editor (the second technical reading/editing) – up to 3 days + time for editing and final Managing

Editor's approval; Urkund system – 1-2 days; the author's final proofreading – up to 7 days. Thus, it may take 6-18 months to prepare and upload your paper. This term also highly depends on how readily the author responds to our remarks.

Traditionally, the number of co-authors in linguistic journals is limited to one or two. We accept the papers with the team consisting of no more than three people. The exception may be made for the international team representing different countries or the research based on many languages.

In order to facilitate the process of editing and correcting your paper, we kindly ask you to respond to the critical remarks using tables.

Table 1. Reactions to the reviewer's remarks

p.	Remarks + typos	Correction
2	in in	in
	on the Internet	accepted
3	a broad spectrum of features are profiled	accepted (though either version – semantic or formal agreement – is OK)
	Lakoff, & Johnson	Lakoff & Johnson
7	the issue of the nature and functions of cognitive models remains	left as it is
	to the concepts that are directly grounded in our sensory experience	to those concepts that are ...)
	are manifested	left as it is – are manifest – see https://english.stackexchange.com/questions/44464/manifest-vs-manifested
21	<i>in figures</i> – sources are to be added	sources added both in captions to figures and in references
References		
	Capitalization of notional words in titles	changed to lowercase throughout the list
26	<i>EU divorce bill</i> – source to be added	<i>EU divorce bill</i> . (s.a.). Available at: https://en.wikipedia.org/wiki/EU_divorce_bill
27	Helm, T. (2017). Either add this source to the text or remove it from References	removed from References
	Chicago-London	accepted

Table 2. Reactions to the Language Editor's remarks

page	suggested correction	status: accepted or rejected
all over the paper	article	accepted
3	research into monomodal, multimodal metaphors , and hypermodal conceptual metaphors	partially accepted: research into monomodal, multimodal, and hypermodal conceptual metaphors (the first mention of 'metaphors' is removed)
	since it aims	accepted

4	The conclusion sums up the results and outlines prospects for further research	accepted
	and the associated political process (Oxford English Dictionary, <i>s.a.</i>)	rejected – it's a verbatim quote from Oxford English Dictionary
	which appeared (remove a bit) earlier	accepted
5	The Eurosceptic position	accepted
	is bound to change	accepted
7	to sort out those relevant for ongoing communication	accepted
8	as a need for them arises	accepted
9	the whole structure into which it fits	accepted
10	Figures 1, 2 They look like a table	changed
11	one amongst many of the same kind because for over a year (remove by) now journalists and bloggers	accepted
13	Possible scenarios of the UK's withdrawal from the EU are a much-discussed topic	accepted
20	followed suit on the Internet	accepted
23	Figure 7. Reframing of the abbreviation GB–2 (Starecat.com 2016) source	rejected ; (Starecat.com 2016) is the source

30	belong to the same or different semiotic modes .	accepted

Table 3. Author's final proofread

pages & lines	errors detected	corrections suggested
p. 47, one line above the abstract	II (2), December 2017, p. 47-94. DOI:10.1515/lart-2017-0013 ISSN 2453-8035	II (2), December 2017, p. 47-96. DOI:10.1515/lart-2017-0013 ISSN 2453-8035
p. 229	in the line: "productivity of the stem rises considerably, especially with the base form", the line is shorter than the others	Done
p. 230	one line ends with: "1800: 2.56 ," I think there is a space too much between the number and the comma	Done