

## **EDITORIAL PROTOCOL *TRANSLATIONES***

### **FOR THE ARTICLES IN ENGLISH**

#### **PAGE LAYOUT. GENERAL RECOMMENDATIONS**

**TITLE: 13 Georgia** (select from *Styles and Formatting*, Heading 1/ Styliste, Title 1)

**Author's FIRST (GIVEN) NAME AND LAST (FAMILY) NAME: 13 Georgia**

**AFFILIATION: University, Country: 11 Georgia**

**INSTITUTIONAL EMAIL ADDRESS: 11 Georgia**

**LINK ORCID: 11 Georgia**

**ABSTRACT (9 Georgia).** The summary in the language of the article will be about 80-100 words long and will be written in a « Text summary » format **9 Georgia**, line spacing – single.

**ABSTRACT (9 Georgia).** The English version of this abstract (80-100 words) follows the same style as the first one.

**KEYWORDS:** A list of key words in the article's language, separated by commas.

**KEYWORDS:** A list of key words in English, separated by commas.

**TEXT OF THE ARTICLE (11 Georgia):** line spacing – single (select from *Styles and Formatting*, Normal/Styliste, Normal)

- **INDENTATION:** justified
- **POLICE: 11 Georgia**
- **LENGTH: 4000 – 5500 words**
- **PAGE SETUP** (menu **Format, Page setup, Margins**): top: 5 cm; bottom: 5,5 cm; left–right: 4 cm.
- **GUTTER:** 0
- **RELIURE:** 0
- **DEFAULT TAB STOP:** 1,27 cm

**Select the language of the text for the whole document – French, English or other language from** (Tools / Language/ Set Language / French).

## REFERENCES WITHIN THE TEXT

References within the text take the form Author-Date

### 1. in the text of the article:

- (Durand, 1998: 75-78)
- “Durand (1998) supports the idea that...”
- “Durand also said (17-25) that...”.

### 2. following a quotation:

- if the title is mentioned in the text (and also if it is repeated), indicate the pages only (245-46);
- if the title is not mentioned in the text, indicate the author’s name and the pages (Cary 139);
- if only one author is quoted in the text, indicate the title and the page, without separating them by a comma (*Comment faut-il traduire ?* 25).

### 3. reference to an electronic document:

- indicate the number of the paragraph, if this occurs in the electronic version: (Neefs, 2005: §5).
- if you are referring to a PDF document, please indicate the page: (Quintili, 2006: 38).

## QUOTATIONS

1. **The article inserts short quotations, no more than three lines**, between inverted commas specific to its language.

*Example for English:*

“Many a morning hath he there been seen, / With tears augmenting the fresh morning’s dew” (Shakespeare 124).

2. **Quotations longer than three lines:**

- retreated, no inverted commas, line spacing – single.
- final punctuation occurs before the reference in brackets.
- no indentation is applied to the body of the text that continues a retreat quotation if the paragraph is not complete.

3. Any **intervention in the text of a quotation** (deletion, addition, replacement of letters or words) will be shown within square brackets: deletion of parts of the text: [...].

- follow the original **punctuation**, both before and after the intervention in the text.

4. Single inverted commas are used on a secondary level, within double inverted commas: “Have you said ‘bizarre?’”

5. All quotations in other languages, than the language of the article will be translated. You may insert the originals in a footnote.

### **FOOTNOTES (inserted automatically)**

- **9 Georgia**; line spacing – single; justified.
- for notes: use automatic numbering (Insert / Reference / Footnote...)
- include only **additional information** in the footnotes, and do not include full bibliographic references. These are to be found in the references list, at the end of the article.

### **REFERENCES**

- **10 Georgia**; Line spacing – single
- mention the authors’ full first names (initials are insufficient).
- the content words in the titles of the works cited are written with capital initial letters: *Translation and Conflict. A Narrative Account*.
- If you are mentioning a **new** edition of an older book, please include the date of the first edition in square brackets after the date of the used edition.  
*For example: 2006 [1992].*
- translate into the language of the article, within square brackets, the titles of studies in other languages.

#### **Examples:**

#### **Book, textbook, etc.**

Author’s first name, author’s last name. *The title of the book: The subtitle*. Edition.  
Place of publication: Publishing house, year of publication.

*Example:*

Cronin, Michael. *Translation and Identity*. London: Routledge, 2006.

#### **Article in a journal**

Author’s first name, author’s last name. “The title of the article”. *The title of the journal*, no. of the volume, year: pages.

*Example:*

Schaffner, Christina. “Political Discourse Analysis from the Point of View of Translation Studies”. *Journal of Language and Politics*, 3(1), 2004: 117-150.

### **Contribution to a joint volume**

Author's first name, author's last name. "Title of the chapter/contribution". In: first name(s) last name(s) of the editor(s) (ed). *Title of the book*. Place of publication: Publishing house, year: pages.

N.B. Use the colon before the number of the pages.

*Example:*

Jacquemond, Richard. "Translation and Cultural Hegemony: The Case of French – Arabic Translation". In: Lawrence Venuti (ed.). *Rethinking Translation*. London: Routledge, 1992: 139-158.

### **Electronic documents**

Author's first name, author's last name. *Title of the source*. [Type of media]. The document's access date includes the day, month, and year.

*Example:*

Filipovici, Rudolf. *English as a Word Donor to Other Languages of Europe*. [online]. 1998. URL: <<http://www.intellectbooks.com/europa/number5/hart.htm>>. (Accessed 24 September 2008).

### **ITALICS**

- are used to highlight words or groups of words in the text, especially those that are the object of an analysis; do not use bold or underlined characters);
- are used for book, journal, magazine, film, paintings, etc. titles or names; the titles of articles or chapters in joint volumes are written in Roman characters, within single inverted commas; if a title appears within the title of an article/book chapter, it is written in italics; if a title occurs in the title of a book, it is written in italics, within single inverted commas;
- are used for terms and phrases of foreign origin or unadapted.

### **SPACES**

- avoid using spaces between words and punctuation marks that follow them;
- use a space before and after the dash (today – Friday – we shall...)

### **DATES**

Use: the **XVth** century, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>.