Special Issue of *IberoSlavica*

Style Sheet

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1. Introduction

All articles submitted must be original and unpublished texts. They should not be under consideration for publication elsewhere. The main criterion for the selection is that papers comply with the required quality standards.

Please note that the papers should be submitted in English language. Contributions should be consistent in their use of language and spelling, so please use British English or American English consistently throughout. An English translation should be added to all quotations in other languages. The authors are responsible for having their text revised by an English native speaker before submission.

2. Paper submission

Authors wishing to submit articles for publication in the special issue of *IberoSlavica* are requested to send two versions of the electronic document by e-mail attachment to the guest editors at t.seruya@fl.ul.pt and hannapieta@campus.ul.pt, as well as to the journal's editor-in-chief, i.e., Beata Cieszyńska, at compares.yerabook@gmail.com.

As all papers will be double-blind peer-reviewed, please ensure that all identifying markings in the text and in the document properties are removed from **one** of the electronic versions provided. If works cited in the paper are identifiable as your own, please mark them as NN in the citation and in the list of references.

Use the model below for naming your file and the e-mail subject:

IberoSlavica_Author's Name

E.g.:

IberoSlavica _John Smith
IberoSlavica _John Smith_blinded

3. Deadline

31 December 2012

4. Article size

Between 5000 and 8000 words (including references and abstract).

5. Formatting

Please use the 'dummy article' created in Word: *template.doc*. This dummy contains all the page settings and styles that are necessary to create your own document.

a. **Page Layout:**

Title page: this page is the first page of the paper and it should contain the article's title, author's name; author's affiliation and author's e-mail address.

Abstract and key words: this page follows the title page. Please provide an abstract in English (100-140 words) and a list of 5 to 10 key-words.

b. **Format:** Word (preferably 2003 or more recent versions), justified.

c. **Font type and size:** Please use Times New Roman 12 point. Use italics for foreign language, highlighting and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface). For terms or expressions (e.g., 'context of situation') please use single quotes. For glosses of citation forms use double quotes.

d. **Interline spacing:** Please use double spacing throughout (i.e., in the main text, in the notes and references).

e. **Foreign words and expressions:** inserted in the text should be in *italics*.

f. **Notes:** Notes should be kept to a minimum and used to supply a brief commentary or additional information. Note indicators in the text ([1], [2,], [3]) should appear at the end of sentences and follow punctuation marks. Please format your notes as **endnotes** . Have the notes as part of running text. Do not leave them embedded!

g. **Quotations:**

Quotations with 4 or more lines: do not use quotation marks; indent to the left, 1,75 cm; set off from the text (1,5 space); size 12; 1 space.

<u>Quotations in the text</u>: please use "double quotation marks". If you use punctuation marks after the quotation, place them after closing the quotation marks. Use 'single quotation' marks when quoting an excerpt with an inner quotation.

h. Page settings: 210 x 297 mm (8.27" x 11.69") text area.

i. Page numbering: pages should be numbered consecutively. The page number should appear in the bottom centre.

j. Illustrations and tables:

Please supply Figures and Plates in separate files. Do not embed them in the running text. Please supply them as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the source files. Please ensure the resolution is fit for print media, preferably 300 dpi.

Tables and figures should be numbered consecutively using Arabic numerals, provided with appropriate captions and be referred to in the main text in this manner: "in table 2", and never like this "in the following table: ..." . Please indicate the preferred position of the table or figure in the text in this way:

INSERT FIG 1 HERE

Figure 1. Diachronic distribution of book-length translations of Polish literature published in Portugal (1855-2010).

k. Sections and headings:

Articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the headings as follows:

Level 1 = bold italics, 1 line space before, section number flush left. Text immediately below.

Level 2 = italics, 1 line space before, section number flush left. Text immediately below.

Level 3ff = italics, 1 line space before, section number flush left. Heading ends with a full stop, with the text following on the same line.

Numbering should be in Arabic numerals; no italics; do not use dot after the last number, except for level 1 headings.

6.   References

It is *essential* that the references be formatted to the specifications given in this style sheet. Please, DO NOT use capital letters for authors' names and papers and books' titles. Use uppercase and lowercase characters instead.

a.   **References in the text:**
All references in the text should appear in the references section. If necessary, they should include page numbers. For example:

(Toury 1995: 262)

or

as has been suggested in Toury (1995).

b.   References section:

Please list references in alphabetical order according to the last name of the author. The section should include all the references mentioned in the paper. References that have not been mentioned in the paper should not be included.

When listing the references, please avoid using pre-defined automatic formatting devices (numbering, points, hyphens, arrows, etc.).

When referring to a whole book do not include page numbers. When referring to an article in a book or journal, give the page numbers of the *whole* article. Please supply full bibliographical data, including first names of authors and editors, wherever available, publishers and inclusive page numbers. Please use no abbreviations and acronyms. Please note punctuation, capitalization, and indication of subtitle and series, if applicable.

Examples:

I.   Book (monograph)

One author

Toury, Gideon. 1995. *Descriptive translation studies and beyond*. Amsterdam-Philadelphia: John Benjamins.

<u>Two authors</u>

Williams, Jenny and Andrew Chesterman. 2002. *The map: a beginner's guide to doing research in translation studies*. Manchester: St. Jerome Publishing.

<u>Four our more authors</u>
Burns, Jack et al. 1996. *Literature and medicine*. London: David Editions.

II.   Book (edited volume)

Gambier, Yves and Luc van Doorslaer, eds. 2010. *Handbook of Translation Studies*. Amsterdam-Philadelphia: John Benjamins.

III.   Articles (in book)

Lambert, José and Henrik van Gorp. 1985. "On describing translations". Theo Hermans, ed. *The manipulation of literature*. New York: Saint Martin's Press, 1985. 42–53.

<u>If a collection referred to forms a separate entry:</u>

Lambert, José and Henrik van Gorp. 1985. "On describing translations". Hermans 1985. 42–53.

IV.   Articles (online edition)

Ringmar, Martin. 2007. "Roundabouts routes: Some remarks on indirect translations". Francis Mus, ed. *Selected papers of the CETRA research seminar in translation studies 2006*. Accessed April 22, 2011. http://www.kuleuven.be/cetra/papers/papers.html.

V.   Articles (in journal)

Heilbron, Johan. 1999. "Towards a sociology of translation: Book translations as a cultural world-system". *European Journal of Social Theory* 2:4. 429-444.

VI.   Book review

Delabastita, Dirk. 2011. Review of *Exploring translation theories* by Anthony Pym (London and New York: Routledge, 2010). *Target* 23:2. 380–386.

<u>If the reviewed book itself is on the list, the entry should look as follows:</u>

Delabastita, Dirk. 2011. Review of Pym (2010). *Target* 23:2. 380–386.

VI.   Thesis or dissertation

Dinis, Dora. 2005. A recepção da ficção científica em Portugal [The reception of scientific fiction in Portugal]. MA thesis, Évora University.

VII.   Website

Provide the identifying URL and date when the citation was taken in the running text, and complete URL in the list of references.

For example:

Main text:

This term has been chosen because it appears to have gained ground over the other terms, as attested by its use in the *Bibliography of Interpreting and Translation (BITRA)* (http://aplicacionesua.cpd.ua.es/tra_int/usu/buscar.asp?idioma=en, May 2011) and the *Translation Studies Bibliography (TSB)* (http://www.benjamins.com/online/tsb/, May 2011).

References:

http://aplicacionesua.cpd.ua.es/tra_int/usu/buscar.asp?idioma=en

http://www.benjamins.com/online/tsb/

7. Appendixes

Appendixes should follow the References section.

For further guidelines, please consult the Chicago Manual of Style, 16th Edition or http://www.chicagomanualofstyle.org/tools_citationguide.html .