

Style Sheet for *The Journal of Specialised Translation, JoSTrans*

PART 1: PREPARING THE MANUSCRIPT

1. Editorial address

Send an electronic version of your manuscript (Word) as an e-mail attachment to the following address:

Lucile Desblache
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London SW15 5PU
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or

editor@jostrans.org

2. File format

Use MS Word with extension *.doc.
Do not send Mac files.

3. Layout

3.1. Page layout

The final layout of your text will be done by us, so please restrict your preliminary layout: do not hyphenate, indent, centre or justify, and do not use headers or footers. Only use the 'Enter' key at the end of a paragraph.

3.2. Margins, spacing and font

Please use the following standard values:

- page size A4
- margins (top, bottom, left and right): 2,5 cm,
- spacing: 1 (including endnotes and bibliography),
- font text: 12 pt Verdana,
- font endnotes, bibliography, long indented quotes: 10 pt Verdana.

3.3. Emphasis and foreign words

- Use emphasis sparingly.
- Emphasised words and foreign words should be printed in italics. Use single inverted commas to indicate meanings (e.g. the Dutch verb *lezen* 'to read').

3.4. Endnotes

Use endnotes, not footnotes. Try to keep their number down as much as possible. Do not use them for simple bibliographical references.

3.5. References and quotations

- Insert brief parenthetical acknowledgments in the manuscript, do not use footnotes (see Part 2, Point A).
- Quotations shorter than three lines should be incorporated into the main text and signaled by means of double quotes. Use smart quotes at the top of the line, e.g. "This is a quotation." Quotations of four lines or longer should be in font size 10 pt and indented by 1 cm in the left margin. No quotation marks are used in this case.
- Editorial interventions should always be marked as such by means of square brackets. For example: [...], [sic].

3.6. Divisions of the text

If you decide to use sub-sections, use the decimal system:

1.

1.1.

1.1.1.

Do not exceed 3 (or – exceptionally - 4) levels.

4. Tables and illustrations

Submit tables and illustrations in separate files (TIF, BMP, JPG).

Insert the accompanying captions in the running text to indicate where the tables/illustrations should be inserted.

5. Article size

Articles should be between 4000 and 7000 words (21 000- 40 000 characters) including endnotes, reviews should be between 500-800 words (3000 – 5000 characters).

6. Language

Articles can be submitted in: Dutch, English, French, German, Greek, Italian, Portuguese, Polish, Russian or Spanish. If you wish to write in other languages, contact the editor. Articles submitted in a language other than English should normally also include an English version. If you are not writing in your native language, please have your text checked by a native speaker.

Use British English spelling conventions. In some cases, other conventions may be justified. Contact the editor if in doubt.

For German texts the new spelling is preferred, but texts in old spelling will not be rewritten.

Language should be gender-inclusive and sexist usage should be avoided wherever possible. The generic masculine should be avoided both in pronominal and nominal form but:

- Try to reword some instances to avoid using pronouns rather than overusing 'he and she'. Consider using the plural 'they' if it seems appropriate. If rewording is not possible, it is preferable to use 'he or she', not 's/he' or 'he/she'.

- Avoid using the word 'Man' to refer to the species and avoid its use in stereotyped clichés e.g. 'they decided he was the right man for the job'.

For articles submitted in English, see:

Miller, Casey and Kate Swift (1995) *The Handbook of Non-Sexist writing for Writers, Editors and Speakers* (London: The Womens' Press) and Doyle, Margaret (1998) *The A-Z of Non-Sexist Language* (London: The Womens' Press)

7. Deadlines

For the January issue, we must have contributions by September 1st.

For the July issue, we must have contributions by March 1st.

8. Quality control

We reserve the right to refuse contributions that:

- have been previously published,
- are submitted after the deadline,
- do not comply with the instructions of this style sheet,
- do not correspond content-wise with the abstract,
- fail to come up to the required language standards.

9. Title of the article

Place the following information at the top of your article, in this order:

Title of the Article

Author's Name and Surname, Name of Institution

Example:

Empirical studies of revision: what we know and need to know

Brian Mossop, York University School of Translation & Government of Canada Translation Bureau

10. Abstract – keywords – biographical notes

- Insert an English abstract of 150 – 200 words (1000 – 15000 characters) in between these data and the main text.
- Provide between 5 and 10 keywords at the end of the abstract (in English and in the language used if it is not English).
- Include a short biographical paragraph (50 to 70 words) and contact email address at the end of your article.

PART 2: BIBLIOGRAPHICAL REFERENCES

A. Bibliographical information in the text

Do not cite complete bibliographical information in the text. The author's surname, the date of the work referred to, and the page numbers (where appropriate) are sufficient. If you are referring to an author with several contributions in the same year, distinguish them by adding a letter to the year (2001a, 2002b).

Newmark (1988: 217) finishes the short section that he devotes to the translation of puns by stating that "the translation of puns is of marginal importance ..."

Allison Beeby (1996: 305) describes this awareness as an awareness "of text types, strategies for approaching a SLT"

B. Bibliography

Start on a new line for each bibliographical entry.

Works are listed alphabetically by the author's surname, and arranged chronologically when two or more publications by the same author are referred to. In the case of two or more publications by the same author, editor or team in the same year, distinguish them by adding a letter (2002a, 2002b)

For the bibliographical descriptions, authors must follow the model of the sample bibliography provided below. Use the language in which your article is written for parenthetical information in the bibliography (e.g. Ed. versus Hrsg.).

1. Monographs

1.1. Monograph by one or more authors

Laviosa, Sara (2002). *Corpus-based Translation Studies: Theory, Findings, Applications*. Amsterdam/New York: Rodopi.

Africa, Vidal & María Carmen (1998). *El futuro de la traducción. Últimas teorías, nuevas aplicaciones*. Valencia: Diputación de Valencia.

Stam, Robert, Burgoyne, Robert & Sandy Flitterman-Lewis (1992). *New Vocabularies in Film Semiotics. Structuralism, post-structuralism and beyond*. London/New York: Routledge.

1.2. Unpublished dissertation

Baines, Andrew (1993). *Aspects of Language in Literature and Film*. PhD thesis.

University of Texas at Austin.

1.3. Unpublished lecture notes

Hantson, André (2002). *An Introduction to Generative Grammar*. Unpublished lecture notes. University of Namur.

2. Collections with one or more editors

Wilss, Wolfram (Hrsg.) (1980). *Semiotik und Übersetzen*. Tübingen: Narr.

Gambier, Yves & Henrik Gottlieb (eds) (2001). *(Multi)Media Translation. Concepts, Practices, and Research*. Amsterdam/Philadelphia: John Benjamins.

Note: full stop after ed. (singular) but not after eds (plural).

For works with more than three authors or editors, name only the first and add "et al."

Special edition of a journal:

Mason, Ian (ed.) (1999). *Dialogue Interpreting*. Manchester: St Jerome. Special issue of *The Translator* 5 (2).

3. Articles

3.1. Article in collections

Nord, Christiane (1992). "Text analysis in translator training." Cay Dollerup & Anne Loddegaard (Eds) (1992). *Teaching translation and interpreting. Training, talent, and experience*. Copenhagen Studies in Translation. Amsterdam/Philadelphia: Benjamins, 39-48.

If the collection is also listed in the references:

Nord, Christiane (1992). "Text analysis in translator training." Dollerup & Loddegaard (1992), 39-48.

3.2. Article in journal

Birgit, Strolz (1995). "Une approche asymptotique de la recherche sur l'interprétation." *Target* 7(1), 65-74.

3.3. Newspaper article

Fletcher, Martin (2001). "Peace Lines That Have Never Seen Ceasefires." *The Times*, Sept. 6, 6.

3.4. Unpublished conference paper

Malmkjær, Kirsten (1994). "Literary Translation as a Research Source for Linguistics." Paper presented at *Literary Translation in Higher Education: An International Colloquium* (University of Warwick, 16-18 December 1994).

3.5. Forthcoming article

Amícola, José (forthcoming). "La incertidumbre de lo real." To appear in *Foro Hispánico*.

Bertinetto, Pier Marco (forthcoming). "On the undecidable syllabification of /sC/ clusters in Italian: Converging experimental evidence." To appear in R. Smyth (ed.). *Festschrift for Bruce L. Derwing* (provisional title). Torino: Rosenbergh & Sellier.

4. Series

If a publication forms part of a series, this can be indicated as follows:

Fawcett, Peter (1997). *Translation and Language. Linguistic Theories Explained*. Translation Theories Explained. Manchester, UK: St. Jerome.

Nord, Christiane (1992). "Text analysis in translator training." Cay Dollerup & Anne Loddegaard (Eds) (1992). *Teaching translation and interpreting. Training, talent, and experience*. Copenhagen Studies in Translation. Amsterdam/Philadelphia: Benjamins, 39-48.

5. Work of reference

Works of reference (lexical and other) are listed under the author's or editor's name, in as far as this is relevant for the identification of the volume, otherwise such works are listed by title (abbreviated form):

Bußmann, Hadumod (1990). *Lexikon der Sprachwissenschaft*. Stuttgart: Kröner.

Webster 1978 = *Webster's New Twentieth Century Dictionary. Unabridged Second Edition*. Collins World 1978.

6. Norms

DIN 2330 (1979). *Begriffe und Benennungen. Allgemeine Grundsätze*. Berlin: Beuth.

7. Other sources

7.1. Printed matter, prospectuses, catalogues

Körper-Stiftung (1996). *Visuelle Zeitenwende? Bilder – Technik – Reflexionen*.

Deutscher Studienpreis. Der Forschungswettbewerb für Studierende.
Prospekt.

Hamburg: Körper-Stiftung.

Mittler, Elmar (1986) (Hrsg.). *Bibliotheca Palatina. Katalog zur Ausstellung vom 8. Juli bis 2. November 1986*. 3 Bde. Heidelberg: Edition Braus.

Whitney Catalog No. 436 B (1983).

7.2. Manual, textbook ... without author

BMW 7er (1994). *Betriebsanleitung 730i, 730i VS, 740i, 740iL, 750i, 750iL*.

München: Bayerische Motoren Werke AG.

8. Translation and text edition

Shakespeare, William (1995). *King Henry V* (Ed. T.W. Craik). London and New York: Routledge.

Winterson, Jeanette (1989). *La pasión* (tr. E. Rius). Buenos Aires: Sudamericana.

9. Internet publication

"Especulo." On line at:

<http://www.ucm.es/info.especulo/numero14> (consulted 26.05.2002)

Struijke, Caro (2001). *Existential Faithfulness: A Study of Reduplicative TETU, Feature Movement, and Dissimilation*. Revised Doctoral dissertation. University of Maryland at College Park. <http://roa.rutgers.edu> (consulted 20.02.2002)