

**translation [journal]**

**Manuscript Submission Guidelines**

Journal editor, Siri Nergaard: [siri.nergaard@fusp.it](mailto:siri.nergaard@fusp.it)

**These Guidelines** are designed to help the journal editors efficiently handle the reviewing and editing of articles, reviews, letters, and other material being submitted for possible publication in translation. These focus mostly on format issues and other things authors can easily adjust in the settings options of their word processing system. Upon acceptance, additional editorial changes may be applied to manuscripts to bring the text into line with the journal's Style Sheet. Authors will have an opportunity to review and approve any such changes in their ongoing conversations with the editor.

## **Document Format and Settings**

- File format** MS Word (1997 or later). If you are working in Word Perfect, save document in Word format or as RTF. If your MS includes any special elements or non-Roman fonts, please submit your MS in both Word and PDF formats.
- Page size** A4 format.
- Margins and tabs** Set ALL margins (top/bottom/left/right) to 1 inch (or 2.5cm) and tabs to .5 inches (1.25cm).
- Alignment** Justify left (ragged right).
- Hyphenation** Set Word option to “none.” (This will turn off end-of-line hyphenation but allow for manual insertion of hyphens in compound words, names, etc., and automatic formatting of longer URLs).
- Fonts** Use a standard sans serif face that clearly distinguishes Cap. “I” from lower case “l” and numeral “1”; Cap “O” from numeral “0.”
- Non-Latin Fonts** Use Unicode fonts only.
- Type treatments** Limit yourself to roman and italic type; bold face, small caps, and underlining are acceptable but should be used on a limited basis and only with good reason.
- Headings/Titles** Try not to have more than three distinct levels of headings or titles (main heads, sub-heads, and sub-sub-heads). You may use either sentence-style or headline-style capitalization (see *Chicago Manual of Style* CMoS/16: 8-155-162), but your chosen style should be consistently applied.
- Line spacing** Line spacing should be set for “double.”

**Paragraph style** All paragraphs, excluding the first ones after any main or sub-headings, should be indented (.5 inch, or 1.25cm). Also, choose a paragraph style option that does not put an extra line space between paragraphs. If you wish to insert an extra line space (such as between a subsection and an untitled new section), signal this by inserting the statement: <Insert blank line>.

**Extracts** Quotations of fifty (50) words or more will be block indented when typeset and should be visibly indented in your MS (.5 inch/1.25cm left). [NOTE: You will need to supply us with photocopies (or PDFs) of any quotations from private documents or difficult-to-locate resources so that we have something to proofread against!]

**Sidebars** If your manuscript includes sidebars or text boxes, be sure to clearly mark where such an item begins and ends; e.g., <Sidebar begins> and <Sidebar ends>.

**References** *translation* uses “author-date references” system (CMoS/16: ch. 15). Author is required to provide complete, accurate information for all referenced sources and to compile a fully inclusive reference list following CMoS guidelines.

**Artwork** Provide images, charts, maps, etc. as separate files. Flat art and high quality photographic prints should be scanned at 300 dpi and saved as TIFF files. The author is required to secure written permission to publish artwork not of her own creation from anyone with legitimate claims to its reproduction rights. Images for which a usage fee is being assessed must be approved by the editor in advance.

**Author biographies** Authors of full articles should provide a photograph of themselves and

a biography of no more than 100 words. The biography should open with primary academic/professional affiliation and relevant credentials and may include information about key publications, honors received, and areas of current work and ongoing interests.

### **Style Overview**

**General style** Except where to do so would distort the author’s argument or intended meaning, American spelling and punctuation will be employed. Follow *Chicago Manual of Style* (16th edition) for style, punctuation, and usage issues. Set your language setting in Word to “English (US)” or follow *Webster’s Dictionary*.

**Punctuation style** Follow American punctuation style as *per Chicago Manual of Style* (16th edition).

**Quotation marks.** Use double *curly* or *smart* quotes (single *curly* or *smart* quotes for quotations within quotations). Also, commas and periods should be placed inside closing quote marks; colons and semi-colons, outside (see *CMoS* 16: 6.9–6.11).

**Serial comma, or Oxford comma.** Insert a comma before the concluding conjunction (“and,” “or”) in a series (see *CMoS* 16: 6.18–6.21).

**Hyphens and dashes/rules.** Use hyphens for compound words (e.g., “day-to-day practices”); use en dashes or en rules (–) to indicate date and page ranges; and use em dashes/em rules (—) as grammatical punctuation. Three em dashes (— — —) are to be used for repeated author's names in

the References list (see *CMoS* 16: 14.63).

**In-text translation.** Confer with the journal's editors to determine best method on case-by-case basis (e.g., translations of short phrases might best be placed in parentheses immediately after the original language phrase; longer portions of text might best be assigned to footnotes or placed in a distinct font within square brackets beneath original text).

**Numbers (numerals versus words).** Follow indications as per *CMoS* 16 (especially 9.2–9.53). “In nontechnical contexts, Chicago advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers” (p. 464). See *CMoS* 16: 9.2–9.53.

**Numbers (ordinals).** Spell out in running text (“fifth century BCE”). If Arabic numerals are used within the text, make sure the appropriate suffix is set on base line and not superscript (e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc., and NOT 2<sup>d</sup>, 3<sup>d</sup>, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> [see *CMoS* 16: 9.6]).