

Formatting and style guidelines

Compliance with the formatting and style guidelines hereafter described is the responsibility of the author/s (or editor/s in the case of collective works). As a general rule, the manuscripts should respect the ortho-typographical conventions of the language in which they are written.

Structure of the book

Front matter or preliminaries are those pages to be found at the beginning of the book.

- **Front endpaper:** blank pages at the beginning of the volume (page 1 and 2)
- Front cover: title, sub-title, authors/editors, at the bottom line *Volumen nº 1 de Estudios Monográficos IULMA-UV* and editorial stamp (page 3)
- Acknowledgements/ credit lines: this section is completed by the PUV (page 4)
- Table of contents: parts and chapters of the book (page 5 and subsequent pages)

After the last page of the preliminaries, the text of the book begins, always on an odd page.

- Parts: Roman numerals
- Chapters: Arabic numbers
- Sections: maximum 3 levels (Arabic numbers)
- Bibliography

Submission of the original manuscript (link [Ejemplo de Maqueta, Maqueta en Word](#))

The authors should download the file “ejemplo maqueta” and use it as a template. The template follows the formatting guidelines with regard to page size, margins, line spacing, font size, indentation, paragraph spacing, footnotes, quotations, titles, etc. You can either write directly on the template, or copy and paste your text from another file. In the latter case, you would need to select each part of the text and then apply the appropriate style. The style menu can be found, depending on the MS Word version you are using, on the Format menu or at the beginning of the displayed menu bar. For example, if you have a first-level title such as “2. La lingüística aplicada a la traducción”, you would need to first select the text, then select style “Título capítulo” and it will automatically convert the text into the required format. If special characters or symbols are used as part of the text (such as italics, bold, etc), then, the style would need to be defined manually.

Find below the features of the styles defined:

- Chapter titles: Times New Roman, font size 14, bold, left aligned. All capitals.

- Titles first level: Times New Roman, font size 12, bold, left aligned. All capitals.
- Titles second level: Times New Roman, font size 11, bold, left aligned. Initial capitals and proper names in capitals.
- Titles third level: Times New Roman, font size 11, italic, left aligned. Initial capitals and proper names in capitals.
- Main body of the text: Times New Roman, font size 11, normal roman, paragraph justified.
- Numbering of text notes: Times New Roman, font size 8, normal roman font.
- Foot notes: Times New Roman, font size 9, normal roman font, paragraph justified.
- Quotations exceeding two lines, examples cut out from the main text: Times New Roman, font size 10, normal roman font, paragraph justified, left indentation 1.5 cm, single line spacing.
- Bibliography: Times New Roman, font size 11, normal roman font, paragraph justified, indentation 0.4 cm for the first line, single line spacing.

References in the text

Citations and references in the text should follow the system: “brackets, last name of the author, comma, year of publication, colon, space, page number, brackets”. If the name of the author is cited in the main body of the text, it should not be included in the brackets. If the citation refers to the book, rather than a specific quotation, page numbers can be omitted. If the reference involves several authors, their names should be separated by a semicolon.

[...] com ja s'ha observat (Rubio, 1994: 23).

[...] es la oposición que mencionaba Lliteras (2002) como característica del momento.

[...] “L'any d'edició de l'obra se sap actualment que és el 1872” (Rubio, 1994: 23).

Tal com observa Rubio (1994: 23): “L'any d'edició de l'obra ...”.

[...] parece demostrado a través de numerosos trabajos (Haverkate, 1994; Briz, 1995, 2004, 2005; Casamiglia & Tusón, 2002; Ballesteros, 2002; etc.).

Quotations

Short quotations (1-3 lines) should be cited in the text using quotation marks. Quotations exceeding this length should be in a separate paragraph, without quotation marks, using font size 10, Times New Roman. Ellipsis should be indicated with a row of three full stops enclosed in square brackets, [...].

Notes

Non-bibliographical notes should be introduced as footnotes, using single line spacing and font size 9, Times New Roman. Footnotes will be numbered using Arabic numbers as superscripts straight after the word and before the punctuation mark.

Bibliography

Bibliographic lists are placed at the end of the book and ordered alphabetically by first author's name.

1. AUTHOR. First letter of the author's surname should be in upper case, the rest should be in lower case, followed by a comma and the first name. If there are between one and three authors, you should use & between the second and third author's name and they should be referenced as follows: Surname, Name, Surname, Name & Surname, Name. In the case of more than three authors, the reference should include only the name of the first author followed by *et al.*

In the case of editor/s, coordinator/s or director/s of the volume, their names must be followed by (ed./eds.), (coord./cords.) etc enclosed within brackets.

Where more than one reference has the same author/s, the name must be repeated each time.

2. YEAR. After the author's name and, enclosed within brackets, the year of publication must be indicated, followed by a colon. In the event of two or more references by the same author and date, they should be placed in chronological order, adding a letter to the year: (2009a), (2009b), etc.

If the year of publication does not correspond to the original or first edition, you may indicate it by using square brackets: (1998 [1972]). If the author wishes to specify the edition used, a superscript indicating the number can be used after the year (1998¹).

3. BOOKS

Name of the author, first name (year): *Title and subtitle*. Place of edition: Publisher name.

Spang, Kurt (1993): *Géneros literarios*. Madrid: Síntesis.

Bravo, Diana & Briz, Antonio (eds.) (2004): *Pragmática sociocultural: estudios sobre el discurso de cortesía en español*. Barcelona: Ariel

Blas, José Luís *et alii* (eds.) (2005): *Discurso y Sociedad. Contribuciones al estudio de la lengua en el contexto social*. Castellón: Universidad de Castellón.

4. CHAPTER IN A BOOK

Name of the author, first name (year): "Title of the chapter". In: Name, first name of the author of the book or editor of the publication followed by (ed./eds.). *Title of the book*. Place of edition: Publisher, first page-last page of the chapter.

Kerbrat-Orecchioni, Catherine (2004): "¿Es universal la cortesía?". In: Bravo, Diana. & Briz, Antonio. (eds.). *Pragmática sociocultural: estudios sobre el discurso de cortesía en español*. Barcelona: Ariel, 39-54.

Schegloff, Emanuel (1982): "Discourse as an interactional achievement". In: Tannen, Deborah (ed.). *Analyzing Discourse: Text and Talk*. Washington DC: Georgetown University Press, 73-93.

5. ARTICLE IN A JOURNAL AND PERIODICAL PUBLICATION

Name of the author, first name (year): "Title of the article". *Name of the publication* in italics, followed by the complete publication data (Arabic numbers): first page-last page of the article.

Chillón, Albert. (1995): "Discurs periodístic i fraseologia". *Caplletra* 18: 165-176.

Lope Blanch, Juan Miguel. (1997c): "Las *Osservationi* de Miranda". *Historiographia Linguística* 24: 29-40.

6. CONFERENCE PROCEEDINGS

- a) As a general rule. Name of the author, first name (year): "Title of the contribution". In: Name, first name of the editor of the publication followed by (ed./eds.). *Title of the conference (place and date if needed)*. Place of edition: Publisher's name, first page-last page of the contribution.

Yates, Alan (1998): "Sobre les característiques (sub) genèriques de la novel·la curta o *nouvelle*". In: Alonso Vicente *et alii* (eds.). *Actes del I Simposi Internacional de Narrativa Breu*. Barcelona: PAM, 9-40.

Bernal, María (2005): "Hacia una categorización sociopragmática de la cortesía, descortesía y anticortesía en conversaciones españolas de registro coloquial". In: Bravo, Diana (ed.). *Actas del Primer Coloquio Edice. La perspectiva no etnocentrista de la cortesía*. Estocolmo: Universidad de Estocolmo, 365-398.

- b) When referring to three or more contributions from the same proceedings, the reference can be simplified as indicated hereafter. A bibliographic reference should be included for each author of the contributions: Name of the author, first name (year): "Title of the contribution". *In*: Name, first name of the editor of the publication followed by (ed./eds.), comma and pages of the article. A complete reference to the volume, following the referencing guidelines for a book should also be included in the reference list.

Yates, Alan (1998): "Sobre les característiques (sub)genèriques de la novel·la curta o *nouvelle*". In: Alonso *et alii* 1998: 9-40.

Alonso, Vicente *et alii* (eds.) (1998): *Actes del I Simposi Internacional de Narrativa Breu*. Barcelona: PAM.

7. ELECTRONIC SOURCES: BOOKS

Name of the author, first name (year): *Title in italics*. Place of Edition: Publisher's name (if known). <URL address> [Accessed dd/mm/yy].

Gurak, Laura *et alii* (eds.) (2004): *Into the Blogosphere: Rethoric, Community, and Culture in Weblogs*. <<http://blog.lib.umn.edu/blogosphere>> [Acceso 15/04/2010].

8. ELECTRONIC SOURCES: ARTICLE IN AN ONLINE JOURNAL

Name of the author, first name (year of the journal): "Title of the article: subtitle". *Title of the journal in italics*, no. of volume (first page of the article-last page of the article if known). <URL address> [Accessed dd/mm/yy] or <DOI>.

Bustelo Ruesta, Carlota y Elisa García-Morales Huidobro (2000): "La consultoría en organización de la información". *El profesional de la Información*, 9: 4-10. <<http://publishersnet.swets.nl/direct/issue?title=2246163>> [Acceso 15/04/2010].

9. ELECTRONIC SOURCES: WEBPAGES

Name, first name/ Editor (year of last update): *Title in italics*. Place of Edition: Publisher's name (if known). <URL address> [Accessed dd/mm/yy].

Modern Language Association (2003): *MLA Style*. <<http://www.mla.org/style>> [Acceso 15/04/2010].

10. ELECTRONIC SOURCES: CD-ROM AND DVD

Name, first name/ Editor (year): *Title in italics*. [Type of electronic medium].Place of Edition: Publisher's name (if known).

Real Academia Española (RAE) (2001): *Nuevo Tesoro Lexicográfico de la Lengua Española* [DVD-ROM]. Madrid: Espasa.

ADDITIONAL NOTES ON REFERENCING

When a work is made up of several volumes, you should indicate the one referred to by adding the Roman number after the title separated by a space (for example: *Historia de la Literatura* II).

If you want to indicate the number of volumes that a work is made up of, you may introduce it after the publisher name using Arabic numbers.

Co-edition of works should be indicated by using a slash (Barcelona/València: PAM/IIFV).

It is also possible, if you wish to, to include after the bibliography a list of works that have been used as the basis of the analysis or as a corpus. Referencing of these works should follow the guidelines given above.

COPYRIGHT

It is the author's or authors' responsibility to indicate to whom we need to apply to obtain written permission to use copyrighted material, including fragments of prose, poems, diagrams, tables, photographs and illustrations. In Spain, copyright protection lasts for the entire life of the author plus seventy years after his/her death. Copyright protection laws, however, vary between countries. Therefore,

please refer to us for advice before assuming that you can reproduce material without permission. The guidelines below will help you to decide if you need to obtain permission:

1. In prose, you should secure permission when:

- Using a quotation of over 400 words.
- Using a number of shorter quotations that amount to over 800 words in total.
- Using a number of quotations, where one of them is over 300 words.
- Using a quotation or several quotations which represent over a quarter of the original work

2. In poetry, you should secure permission when:

- Using an excerpt which represents a quarter or over of the complete poem.
- Using a number of quotations that together represent a quarter or over of the complete poem.

When reviewing a book or carrying out a critical analysis of a work, it is generally accepted that one may include more quotes than what has been specified above. On the other hand, the editor of an anthology should secure permission for all the quotations and excerpts included in the volume, irrespective of their length.

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4. Permissions for illustrations and photographs

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