Style Sheet

2nd International Conference “Translation and Cultural Sustainability” (University of Salamanca), 2024

The page layout should be as simple as possible. Please, use the styles provided in the template and refrain from using manual formatting and structure. Do not number the pages or add headers or footers. Deadline for submissions: 31 May, 2024. Final texts should be between 2500 and 3500 words and must follow this style sheet precisely.

1. USING THE TEMPLATE

Please, use our “Template_EN_Conference2024.dotx” file to write your paper. It should be opened, then immediately saved and renamed as: SurnameName.docx or .doc.

Use the default template styles, which can be accessed from the “Styles” toolbar on MS Word:

- Title
- Translated Title
- Author
- Organisation
- Abstract
- Keywords
- Heading 1 (level 1 subsection)
  - Heading 2 (level 2 subsection)
    - Heading 3 (level 3 subsection)
- Body (“Body” style is set as default if the document is based on this template) / “Normal” style can also be used
- Quotation (more than 3 lines of quotation)
- Footnote text
- Reference Heading / Heading 1
- References

2. AUTHOR GUIDELINES

1. Articles should be sent in Microsoft Word format (.doc, .docx), using Times New Roman font, size 12.

2. The heading of the article should contain the following information in the order provided: Title (in the language in which the article is written, accompanied by its translation into Spanish or into English if the article has been written in Spanish), name of the author, affiliation, and email address.

3. Articles should be accompanied by an abstract of 100-150 words and a list of a maximum of 6 keywords. The abstract and the list of keywords should be included
in the language in which the article is written, accompanied by the corresponding translation into Spanish or into English if the article has been written in Spanish.

4. Articles can be divided into numbered sub-sections (e.g. 1. Introduction, 3. Results, etc.). Where a subheading has been numbered, the number should be followed by a full stop (e.g. 2. Methodology). If subheadings are included, they should be capitalised. The Reference Heading title of the References section should also be capitalised.

5. Tables and figures should be numbered and named (e.g. Table 3. Number of Translations Published in Spain, 1936-1975; Figure. 3 Directionalities of Translation in the Catalan Market).

6. Comparisons of texts across more than one language should be placed in tables with the source text in the left column and the translation(s) in the right column(s) (See 5 above for additional information about tables and figures).

7. Monolingual examples should be indicated with the abbreviation “Ex.” and placed between parentheses and numbered where necessary. They should also be indented if they meet the criteria of 8 (see below).

8. Foreign words or phrases should be written in italics, e.g. raison d’être. Quotations within Spanish texts should be marked with angular quotation marks (« »). Double quotation marks (“ ”) should only be used for quotations in English or to denote a quotation within another quotation in Spanish texts. Short quotations should be incorporated into the main body of the text inside quotation marks, but those longer than three lines should be indented, separated from the main body of the text and in a smaller font size (size 11).

9. Author’s notes should appear as footnotes in font size 10.

10. All articles submitted should follow the 17th edition of the Chicago Manual of Style (CMS) format for listing bibliographic references. Please, see below a list of some example sources from the field of Translation Studies; the CMS guidelines should be consulted for more specific examples not illustrated below. These guidelines are also available in the following webpage: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

11. Bibliographic references should be included in parentheses within the text itself, citing the surname of the author followed by the year of the edition and, where necessary, a comma should be included before the page(s) on which the quotation appears, without the abbreviations p. or pp. If the author has published more than one work in the same year, lower case letters should be used to differentiate them, e.g. (Watson 2003a, Watson 2003b). Reprinted works will include, in brackets, the year of first publication, for example (Foucault [1977] 1992)].
3.  SAMPLE LIST OF BIBLIOGRAPHIC REFERENCES

3.1.  Books


3.2.  Book Chapters


3.3.  Journal articles published in print


3.4.  Journal articles published only online


3.5.  Book translations


3.6. **Exclusively online sources**

3.6.1 **With author attribution:**

3.6.2 **Without author attribution:**

3.7. **Films**
Shanley, John Patrick, dir. 1990. *Joe Versus the Volcano*.

3.8. **Doctoral and Master’s dissertations**

3.9. **Personal Interview**