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 editor
Lucja Biel l.biel[at]uw.edu.pl
or
editor@jostrans.org

2. File format
Please use the article template which is available here
Use Word with extension *.docx.
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, or customise numbering. 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 or website addresses.
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
Unless tables are simple Word tables, send them and illustrations in separate files (TIF, BMP or 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 5000 and 7000 words (30 000- 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:

### 7. Deadlines

*JoSTrans* alternates thematic and non-thematic issues. Submissions for thematic issues should be sent to the guest editor(s) in charge if known. If not, they can be sent to the managing editor. Call for papers are posted on the contact and the Facebook pages usually 18 months before publication.

For non-thematic issues, submissions will be considered within a window of 3 months starting 18 months before the publication.

For instance:
Issue 35 (January 2021): thematic issue, deadlines as specified in the call
Issue 36 (July 2021): submissions will be accepted between April 1, 2020 until June 30, 2020, with a decision on acceptance / rejection by December 2020.
Issue 37 (January 2022): thematic issue, deadlines as specified in the call
Issue 38 (July 2022): submissions will be accepted between April 1, 2021 until June 30, 2021, with a decision on acceptance / rejection by December 2021.

### 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,
- contravene the journal’s code of conduct (see http://www.jostrans.org/about.php).

### 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 and Government of Canada Translation Bureau

10. Abstract – keywords – biographical notes
- Insert an English title and abstract of 150 – 200 words (1000 – 1500 characters) in between these data and the main text. If your paper is in a language other than English, please provide the abstract also in the language of the paper.
- 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), a photo 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). If you are referring to a publication written by more than three authors, please provide only the first author’s surname and et al. (Faber et al. 2006: 30).

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


Note: please provide the author’s full first and second names rather than initials.

1.2. Unpublished dissertation

1.3. Unpublished lecture notes

2. Collections with one or more editors

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.” in italics.

Special edition of a journal:


Special issue of *The Translator* 5 (2).

3. Articles

3.1. Article in collections
If the collection is also listed in the references:


3.2. Article in journal

3.3. Newspaper article

3.4. Unpublished conference paper

3.5. Forthcoming article


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


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):


6. Norms

7. Other sources

7.1. Printed matter, prospectuses, catalogues


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


9. Internet publication