***Translatio and the History of Ideas* 2017 Guidelines for Submitting Papers**

**GENERAL INFO**

**DEADLINE**: **January 15, 2018**

**Paper length**: approx. 20000 characters with spaces and footnotes

**Font and font size**:

**Title: Times New Roman 14 (bold)**

**Body**: Times New Roman 12

**Titles of subchapters (if any)**: **Times New Roman 14 (bold)**

**Margins:** upper/lower: 2.5 cm; left/right: 2.0 cm

**Please, number the pages**

**File format**: Please send your copy of the paper in **two** files.

1st file in Microsoft Word (.doc) format. If you use different word processing software, please save the file as (.doc) or as a rich text format (.rtf).

2nd file in .pdf format

Both files should be named as follows: name surname abridged-title

**FORMATTING** (commentaries/instructions in the parentheses)

(2 x Enter, single-space)

**Name and Last Name**

**Affiliation**

**Email**

**(font: bold, Times New Roman 10, single spacing, left alignment)**

(3 x ENTER, single-space)

**Title, central alignment, bold, Times New Roman 14, single-space**

(3 x ENTER, single-space)

**SUMMARY** (**bold**, Times New Roman 12)

(Please write the summary in English using Times New Roman 10, single-space, justify alignment. The summary should be approx. 400 characters long with spaces)

(2 x ENTER, single-space)

The paper: Please use Times New Roman 12, with single-spaced lines and justify alignment.

Please begin paragraphs with a 1.25 cm indent.

If the paper is divided into subchapters, please number them in the following manner (in bold): **1.1.**, **1.2.**, **1.3.**,

If the subchapters have titles, write them in **Times New Roman 14, bold.**

**In-text references**:

For in-text references use (Last name, date: pages) structure for the in-text citations.

If more than one source is cited, use alphabetical order and separate citations with a semicolon ‘;’,

If the source has two authors, connect last names with ‘and’

If there are more than two authors, list all the authors the first time you cite the source, and in the subsequent citations use the first author’s last name followed by ‘et al.’

If the name of the author is mentioned in the sentence, use only date and page.

Examples:

(Scruton, 1996: 11-12)

(O’Neil and Egan, 1992: 107-111; Scruton, 1996: 11-12)

Scruton (1996: 11-12)

(Kernis, Cornell, Sun, Berry, and Harlow, 1993: 15) /1st citation

(Kernis et al., 1993: 15) / subsequent citations

Footnotes should be written in Times New Roman 10. Please single-space the lines with justify alignment.

(3 x ENTER , single spacing)

**WORKS CITED (Times New Roman 12, UPPER CASE LETTERS)**

**Works cited layout:**

The ‘**WORKS CITED**’ should be written in Times New Roman 12, **bold, UPPER CASE.**

Entries should be listed in an alphabetical order.

If there are many works by the same author, please organize entries according to the dates of the publication - earliest comes first.

If **two entries by the same author** were published in **the same year**, please arrange them **alphabetically** by title and **distinguish by adding letters to the publication year, starting with ‘a’** (e.g. 2000a, 2000b). **Use this distinction for in-text referencing**, e.g.

(Hejwowski, 2004a: 11-15)

(Hejwowski, 2004b: 26)

Each ‘works cited’ entry should be written in single-space and divided from another with an empty line.

**Entries basic format:**

**AUTHOR A. A.** (publication date), *Italicized Title*, Location, Publisher.

Some types of entries, examples::

**Article in Journal** (number for volume or number-point-number for volume and issue)

**AUTHOR A.** (date), “Title of Article”, *Italicized Title of Periodical* volume-number.issue-number, pp. Pages.

Example:

**SCRUTON R.** (1996), “The Eclipse of Listening,” *The New Criterion* 15.3, pp. 5-13.

**Article in Journal from an online source**

**AUTHOR A.** (date), “Title of Article”, *Italicized Title of Periodical* volume-number.issue-number, pp. Pages, URL: httpaddress [date of access]

Example:

**HODGDON B.** (1998), “Replicating Richard: Body Doubles, Body Politics”, *Theatre Journal* 50.2, pp. 207-225, URL: http://www.jstor.org/stable/25068519 [date of access]

**Books with one or more authors**

**AUTHOR A**.**, AUTHOR A.** (date), *Italicized Title of the Book*, Location, Publisher.

Examples:

**HEJWOWSKI K.** (2004a), *Kognitywno-komunikacyjna teoria przekładu*, Warszawa, PWN.

**HEJWOWSKI K.** (2004b), *Translation: A Cognitive-communicative Approach*, Olecko, Wydawnictwo Wszechnicy Mazurskiej.

**TILLICH P.** (1960),*Love, Power, and Justice*, New York, Oxford University Press.

**Edited book, no author**

**EDITOR E.** (ed.) (date), *Italicized Title of the Book*, Location, Publisher.

Example:

**DUNCAN G. J., BROOKS-GUNN J.** (eds.) (1997), *Consequences of Growing Up Poor*, New York, Russell Sage Foundation.

**Edited book with an author**

**AUTHOR A**. (date), *Italicized Title of the Book*, E. Editor (ed.), Location, Publisher.

Example:

**PLATH S.** (2000), *The Unabridged Journals*, K. V. Kukil (ed.), New York, Anchor.

**Article or chapter in an edited book**

**AUTHOR A.** (date), “Title of the Chapter”, (in) E. Editor (ed.), *Italicized Title of the Book*, Location, Publisher, pp. Pages.

Example:

**O’NEIL J. M., EGAN J.** (1992), “Men’s and Women’s Gender Role Journeys: A Metaphor for Healing, Transition, and Transformation”, (in) B. R. Wainrib (ed.), *Gender Issues Across the Life Cycle*, New York, Springer, pp. 107-123.

**Example ‘WORKS CITED’** :

**WORKS CITED**

**DUNCAN G. J., BROOKS-GUNN J.** (eds.) (1997), *Consequences of Growing Up Poor*, New York, Russell Sage Foundation.

**HEJWOWSKI K.** (2004a), *Kognitywno-komunikacyjna teoria przekładu*, Warszawa, PWN.

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