



TECHNICAL UNIVERSITY
OF CIVIL ENGINEERING BUCHAREST



DEPARTMENT OF FOREIGN LANGUAGES
AND COMMUNICATION



RESEARCH CENTRE FOR
SPECIALISED TRANSLATION AND INTERCULTURAL COMMUNICATION

GUIDELINES FOR CONTRIBUTORS

TO THE VOLUME OF THE INTERNATIONAL CONFERENCE

“IN THE BEGINNING WAS THE WORD” – ON THE LINGUISTIC MATTER OF WHICH THE WORLD IS BUILT

Program: Microsoft Word; **format:** A4

Structure of Paper:

- **TITLE** in uppercase letters, centered, Tahoma 14 **bold**.
- Blank paragraph of 11 points (press “Enter” key once).
- **Author(s):** Name, Surname, Tahoma 11 points, **bold**, aligned right.
- University, Faculty/Department, e-mail; Tahoma, 11 points, aligned right.
- Blank paragraph of 11 points (press “Enter” key once).
- **Abstract:** 100-150 words, **in English**; Tahoma, 9 points, normal, justified, single-spaced.
- Blank paragraph of 9 points.
- **Keywords:** 5 representative words, in English; Tahoma, 9 points, normal, justified, in *italics*.
- Blank paragraph of 11 points.
- **Main text:** Tahoma, 11 points, justified, 1.15 line spacing. The first line in each paragraph is indented 1.25 cm. There are no spaces between paragraphs, except for long quotations and tables.
- **Titles of divisions** are written in lowercase letters, Tahoma, 13 points, **bold**, indented 1.25 cm.
- **Titles of subdivisions** are written in lowercase letters, Tahoma, 11 points, **bold**.
- There is a blank paragraph of 11 points between two successive titles.
- **Divisions and subdivisions are numbered** according to the model “1. [Division]”, “1.1 [Subdivision]”.
- **Explanatory notes** are positioned at the **bottom of the page as footnotes**, Tahoma, 9 points, normal, justified, 1.0 line spacing.

- **Tables** (if need be): Tahoma, 9 points. The title of the table is to be centered and written in bold font.

Text of Paper

- **Words/Expressions** written in other languages than the one of the paper appear in *italics*;
- **Highlighting ideas/ concepts**, use bold letters.
- **Quotations in other languages** have the same style as those written in the language of the paper (normal font, not *italics*).
- **Punctuation marks** are used in accordance with the punctuation rules of the language in which the paper is written.

Quoting

- **Short quotations** (which do not exceed 3-4 lines) are inserted **in the body of the text** in quotation marks. The quotation marks to be used **are those specific to the language of the paper**. Should quotation marks be used inside a quotation, they should be used according to the rules of the language of the paper.
- **Quotations longer than 3-4 lines** are written with font size 10, without quotation marks and the final punctuation marks are placed before the brackets containing the bibliographic reference. Each such quotation appears as a **paragraph**, indented 1.25 cm to the right and to the left of the main body of the text and separated from the main body of the text by single spacing. **The long quotation** should not exceed 10 lines. When more pages are quoted, the express authorization of the copyright holder is required.

(1) Example of a long quotation:

Et on ne traite pas un sujet dit « théorique » en se bornant à relire et à citer quelques livres ; de même qu'on ne traite pas un sujet dit « empirique » en se bornant à rassembler des informations factuelles.

Dans les deux cas, il faut construire la problématique et mettre en œuvre la démarche d'analyse adéquate. (Michel Beaud, 1997 : 44)

Bibliographic references for quotations

- For the bibliographic references of quotations the system **author-date** is used, the reference containing only **three elements**: *author* (name and surname), *the year* of publication for the source and the page number for the information cited. The letters „p.” or „pp.” before the page numbers are **not** to be used.

(2) Example:

« Vos notes seront portées en bas de page, en corps de 10 points et en numérotation continue sur l'ensemble de votre travail. » (Daniel Fondanèche, 1999 : 55).

- For references to the previous information cited, the Latin words and abbreviations, in *italics*, can be used **in the text**: *ibidem*, *idem*, *op.cit.*. ***Ibidem*** – in the same place; it is used in order to simplify the bibliographic reference of a quotation by the same author and from the same work as the previous one. When the page differs, it must be mentioned (ex: *ibidem*: 210); ***idem*** – the same (as something previously mentioned); it is used in order to avoid repetition of a name; ***op.cit.*** in Latin ***opus citatum*** – in the work cited; it refers to only one work of an author, previously mentioned, indicating the page.

Bibliography

- It is written in the alphabetical order of the authors' names and placed at the end of the article; Tahoma, normal, font size 10, **single spaced**. The bibliographical item **must not be numbered** and always ends with a **full stop**. The lines that follow the first line of the bibliographical item are indented 1.25 cm to the right, as in the examples below (hanging indent).
- Bibliography is **not divided into categories** (ex.: dictionaries, webography), the writing criterion being strictly the alphabetical one.
- The title “**Bibliography**” is written with lowercase letters, Tahoma, bold, font size 13, aligned left, at a two-paragraph distance from the last line of the body of the paper and one paragraph before the first author mentioned in the bibliography.
- The title “**Bibliography**” and its content (ex: “retrieved ...”, “available at ...”, “volume”, “ed.”, etc.) are written in the language of the paper.
- Titles of *books*, *periodicals* and *collective works* are written in *italics* and those of articles and studies published in journals or collective works are not written in italics but between quotation marks.
- **Bibliography** is written according to **the same system** adopted for the **bibliographic references for quotations** (the system *author-date*) and in the language in which the paper is written. The author's full first name is mentioned, not only the initial of the first name.
- The information referring to **books** contains:
The author's name, the author's first name. Year of publication. The *Title* written in italics. Place of Publication: Publishing House.

(3) Example:

Cronin, Michael. (2003). *Translation and Globalization*. London & New York: Routledge.

- For a **study** or **chapter** published in a collective volume, the reference contains:
The author's name, the author's first name. Year of publication. The Title of the study/chapter between quotation marks. The Latin Preposition *in*. The Coordinator or editor (coord., edited by, ed. by, sous la dir., de, ed.) complying with the information provided by the cover of the collective volume. The *Title* of the collective volume written in *italics*. The number of the volume (if necessary). Place of Publication: Publishing House, the first and the last page of the study or chapter).

(4) Example:

Goodman, Michael. (2004). “Today's Corporate Communication Function”. In Sandra Oliver (ed.). *Handbook of Corporate Communication and Public Relations: Pure and Applied*. London: Routledge.

- For an **article in a periodical**, the structure of the bibliographic item is:

The author's name, the author's first name. Year of Publication. The Title of the article in quotation marks. The *Title* of the revue (in italics), the number of the volume, the first and the last page of the article.

(5) Example:

Boldea, Iulian. (2008). „Marin Sorescu – spectacularul ironic”. *Studia Universitatis „Petru Maior”. Philologia 7*: 32-46.

- For an **electronic resource (published on the Web)**, the structure of the bibliographic item is: the author’s name/ the name of the institution represents the first element of the bibliographic item as in the case of the other works. Except for the information presented *supra* (author, title, etc.) this bibliographic reference includes the mention “Retrieved [date] from [URL address]”.

(6) Example:

Prejmorean, Mihaela Cornelia and Simona Vasilache. (2007). *Standards and Markets for University-Originated Organizational Intelligence*. München: Munich Personal RePEc Archive. Retrieved 20 February 2013 from <http://mpira.ub.uni-muenchen.de/5574/>.

- When there are **two authors**, their names are given and linked by conjunction – “și”, “et”, “and”, “und”, “y”, etc. according to the language of the paper. When there are **three authors**, the first author’s name is separated from the second author’s name by comma, and the third author’s name is preceded by conjunction (“și”, “et”, “and”, “und”, “y”, etc.); In such cases, only the first author has his/her name followed by his/her first name, in order to write it alphabetically correct while the other author(s) have their first names followed by their names.

(7) Example:

Beetham, Helen, Lou McGill and Allison Littleton. (2009). *Thriving in the 21st century: Learning. Literacies for the Digital Age (LLiDA project, a JISC funded study)*. Glasgow: The Caledonian Academy. Glasgow University.

- When the work has **more than three authors or editors**, only the first author’s name and first name are written, followed by *et alii* (abbreviated *et al.*)

(8) Example:

Cerghit, Ioan *et al.* (2001). *Prelegeri pedagogice*. Iași: Polirom.

- When the **author is unknown**, instead of the author’s name write letter X (in capitals) three times, undivided by any punctuation mark, then the title, etc.

NOTE: The text referring to the manner of quoting and the bibliographic references for quotations, the content and the structure of bibliography as well as **the examples** (1), (2), (5), (7) and (8) used and **the explanatory notes** have been taken from the following volume: Mihaela Șt. Rădulescu. *Metodologia cercetării științifice. Elaborarea lucrărilor de licență, masterat, doctorat*, ediția a II-a, revizuită și adăugită, București: Editura Didactică și Pedagogică, R.A., 2011, Partea a IV-a – Capitolul 4 *Redactarea* (Subcapitolul 4.8. *Aspecte privind utilizarea punctuației în limbile română, franceză și engleză*, p. 122-124), Capitolul 5 *Împrumutul de idei* (Subcapitolul 5.3. *Modalități de trimitere la sursa citatului*, p. 131-133) and Capitolul 7 *Bibliografia* (Subcapitolul 7.1. *Conținutul și structura listei bibliografice*, p. 139-143) and Subcapitolul 7.2. *Reguli de înregistrare a surselor în bibliografie*, p. 143-150).

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