

**TEXTUS
ENGLISH STUDIES IN ITALY
STYLESHEET**

1. *Submission of manuscripts*

Please submit:

- an electronic version (RTF or Word) as an e-mail attachment;
- a printout of the paper;
- a suggested running head;
- a brief description (max. 6 lines) of current and past teaching/research positions, main research interests and publications;
- an abstract (12-14 lines), which should come before the main text.

2. *Style*

a) Formatting

- use font 11;
- use single line spacing;
- number pages progressively (top left corner);
- indent paragraphs (0.5 cm) except the first in each section or after a line space;
- the standard page is 38 lines x 68/70 characters including spaces (approx. 2,600 characters per page)
- use italics for emphasis or for non-English words;
- use British English spelling conventions (such as ‘analyse’ and not ‘analyze’, ‘specialise’ and not ‘specialize’) in your text, though it might include American quotations which of course you will quote as published.

b) Footnotes

- use footnotes, not endnotes; they should be used only when strictly necessary for explanatory purposes and be as brief as possible;
- in the main text the footnote number should be directly after the word in question and before any punctuation marks, with the exception of question marks in which case it comes after; there should be no space between numbers and punctuation marks; the footnote should be full line.
- use font size 9;
- no line spaces between footnotes.

c) *Quotations in the text*

Short quotations (2-3 lines) should run on in the main text; use rounded double quotation marks (“ ”).

Longer quotations should have a line space before and after the quotation; do not use quotation marks; use font size 10; quotations should be full line with no indenting left or right. E.g.:

said of English speakers:

we are more apt to make a grasping gesture when we speak of grasping an elusive idea than when we speak of grasping a door knob. (Whorf 1956: 157)

Use single quotation marks for quotes within quoted passages. E.g.: “the so-called ‘campus novel’”.

d) *Citation in the main text*

The sequence should be author’s surname, space, year, colon, space, page number; use ‘f’ or ‘ff’ to indicate subsequent pages, as follows:

- one author: (Buxton 1967: 59ff) or ... Buxton (1967: 59ff);
- for two authors separate surnames with *and*: (Chouliaraki and Fairclough 1999: 16);
- for three or four authors, separate surnames with commas: (Baker, Frances, Tognini Bonelli 1993: 12);
- for five or more authors use *et al.* after the main author: (Pollard *et al.* 1923: 43);
- separate works by different authors and more works by the same author with a semicolon (Bay 2000; Chomsky 2001) (Hansen 2002; 2010);
- use italics for play or poem titles. E.g.: Tennyson (*The Lady of Shalott*, ll. 10-14)
- citations of plays should include act, scene and line number. E.g.: Shakespeare (*The Tempest*, I.ii.323-26);
- for omitted text use three dots between square brackets. E.g.:

When it first appeared in 1975, *After Babel* created a sensation, quickly establishing itself as [...] a seminal study of literary theory.

- always give the full author-date citation: do not use “op. cit”, “loc. cit”, or “*ibidem*”.
- When many quotations from the same work follow in little space, you just need to insert page number preceded by p. or pp. in brackets.
- Example:
- Says Murphie, “magic had always been [...] as well” (Murphy 2006: 114). [...] He goes on to argue [...] (p. 114).

e) Tables and graphs

IMPORTANT! graphs should be black and white and submit in Word, RTF or Excel.

Graphs, line drawings, photographs and the like should be labelled as “Figures” and numbered consecutively. A brief description of the figure is to be added above it. Information presented in rows and columns should be labelled as “Tables” and numbered consecutively, with text ranged left and numbers ranged on the last figure as follows:

TABLE 1

This is the caption for Table 1

<i>Verb types</i>	<i>Occurrences</i>
Auxiliary verbs	131
Modal verbs	25
Other verbs	3

f) Examples and lists

All examples should be numbered progressively. Items in lists should be numbered or be introduced by a), b), c) etc. or i), ii), iii).

g) Acknowledgements and appendices

Permission acknowledgements should go in a footnote at the beginning of the article.

Other acknowledgements and appendices should go at the end of the main text before the References section.

h) References (bibliography)

Check that all citations in the main text have a reference.

List references alphabetically at the end of the article.

Format references in accordance with the examples below; please pay attention to the following:

- single author or editor: surname followed by a comma followed by full first name;
- two authors or editors: as above; separate names with “and”;
- three or more authors or editors: as above; separate names with commas;
- put the date of the first edition in square brackets followed by the date of the edition used. Example: POE, EDGAR ALLAN, [1840] 1984, “The Man in the Crowd”, in P. F. Quinn (ed.), ...
- if you are using the English translation of a foreign text, the note and

bibliographical record must refer to both the original (with date of first publication) and to the translation.

Example: SCHLEIERMACHER, FRIEDRICH, “Über die verschiedenen Methoden des Übersetzens”, 1813, Italian trans. “Sui diversi modi del tradurre”, by G. Moretto, in G. Moretto (ed.), *Etica ed ermeneutica*, Bibliopolis, Napoli, 1985, pp. 85-120.

- use (ed.) for singular, (eds) for plural; vol. for singular and vols for plural;
- when referencing online publications, please include the most recent access date as follows: <http://...>, last accessed May 12, 2011.
- when you are quoting publications by University Presses please use U.P. (Manchester U.P., but for ex. the abbreviation of Oxford University Press usually used is O.U.P.)
- if there are two towns (as in John Benjamins, Amsterdam-Philadelphia) please unite them with a hyphen, not with “and” or other solutions.

i) Books

- VAN DIJK, TEUN A., 1993, *Elite Discourse and Racism*, Sage Publications, Newbury Park (CA).
- CHOULIARAKI, LILIE and FAIRCLOUGH, NORMAN, 1999, *Discourse in Late Modernity*, Edinburgh U.P., Edinburgh.
- BAKER, MONA, FRANCES, GILL, TOGNINI BONELLI, ELENA (eds), 1993, *Text and Technology: in Honour of John Sinclair*, John Benjamins, Amsterdam-Philadelphia.
- POLLARD, ALFRED W., GREG, WALTER W., THOMPSON, EDWARD M., WILSON, JOHN D., CHAMBERS, RAYMOND W., 1923, *Shakespeare's Hand in the Play of Sir Thomas More*, C.U.P., Cambridge.
- HOLDSWORTH, ROGER V., [1990] 1991, *Three Jacobean Revenge Tragedies*, Macmillan, London.

ii) Articles in books

- SCHLEIERMACHER, FRIEDRICH, “Über die verschiedenen Methoden des Übersetzens”, 1813, Italian trans. “Sui diversi modi del tradurre”, by G. Moretto, in G. Moretto (ed.), *Etica ed ermeneutica*, Bibliopolis, Napoli, 1985, pp. 85-120, and in S. Nergard (ed.), *La teoria della traduzione nella storia*, Bompiani, Milano, 1993, pp. 143-79.
- HILL, LESLIE, 1990, “The Trilogy Translated”, in L. Hill (ed.), *Beckett's Fiction: in Different Words*, C.U.P., Cambridge, pp. 59-78; also in J. Birkett and K. Ince (eds), *Samuel Beckett*, Longman, London-New York, 2000, pp. 99-116.

iii) *Articles in journals*

- ULRYCH, MARGHERITA and BOLLETTIERI BOSINELLI, ROSA MARIA, 1999, "The State of the Art in Translation", *Textus* 12, pp. 219-41.
 ELLIOTT, WARD and VALENZA, ROBERT, 2010a, "Two Tough Nuts to Crack", *Literary and Linguistic Computing* 25 (1), pp. 67-83.
 LEPPihalme, RITA, 2000, "The Two Faces of Standardization. On the Translations of Regionalisms in Literary Dialogue", *The Translator* 6, pp. 247-69.

iv) *Films, video, TV series, movies*

Information and data to be provided and order: *film title* (in italics), Dir. (followed by a full stop), production and distribution company, country, year. For TV series or series in general, "episode title/season" in rounded letters between double quotation marks, *series title* in italics; episode writer/screenwriter should be listed as well as the director.

Examples:

- (L')*Auberge Rouge*, Dir. Jean Epstein. Pathé-Consortium-Cinéma, France, 1923.
Borderline, Dir. Kenneth Macpherson. The Pool Group, Great Britain, 1930.
Thaïs, Dir. Anton Giulio Bragaglia. Novissima Film, Italy, 1917.
Voyage dans la lune, Dir. Georges Méliès. Star Film, France, 1905.
Scooby-Doo and the Witch's Ghost. Dir. Jim Stenstrum. Warner Brothers Animation, USA, 1999.
Scooby-Doo! Legend of the Phantosaur. Dir. Etan Spaulding. Warner Brothers Animation, USA, 2011.
 "Asylum". *Supernatural*. Dir. Guy Bee. Writer Richard Hatem. Season 1, Episode 10, 2005.
 "The French Mistake". *Supernatural*. Dir. Charles Beeson. Writer Ben Edlund. Season 6, Episode 15, 2011.