

## STYLE SHEET

Manuscripts must be submitted to *Hermes* in Microsoft Word format and must carefully observe the style guidelines of the journal. Since all manuscripts received by the editors are converted for processing in a desktop publishing programme, contributors should use only the formatting described here.

### TITLE, ABSTRACT AND KEYWORDS

- In articles and review articles, the title of the contribution must be set as shown in the below example. The title in English manuscripts should have the first letter of each new word in capitals (except for prepositions, articles, conjunctions and particles).

Applications of Multimodal Concordances

- This is followed by an abstract in English of max. 250 words. If the manuscript is in a language other than English, the abstract should include an English version of the title.
- Provide your manuscript with 6-8 keywords.
- Reviews and short reviews must start with a heading containing the following details: The author's first name and surname, year of publication, book title, place of printing, publisher, number of pages and ISBN number.

Mary Snell-Hornby 2006. *The Turns of Translation Studies: New Paradigms or Shifting Viewpoints?* Benjamins Translation Library Vol. 66. Amsterdam/Philadelphia: John Benjamins, 205 pages. ISBN 90 272 1674 6.

### FONT SIZE, FONT TYPE, MARGINS, ETC.

Authors are free to use the font size, font type and margins they prefer. These will be set automatically by the desktop publishing programme.

### LINE SPACING

Line spacing should be set at 1.5.

### HEADINGS AND SUBHEADINGS

Headings and subheadings must be numbered in the decimal system. Do not use more than three decimal points in headings:

1. Introduction
2. Specific focus
  - 2.1. Surface-level features
  - 2.2. Lexico-grammatical features
    - 2.2.1. Nominalisations

## CITATIONS AND SHORT REFERENCES

- Citations (max. 3 lines) must be incorporated into the main text and be placed inside double quotation marks. The short reference should be placed in parentheses with a colon and a space before the page number:

The result is that the pamphlets share a "set of communicative purposes" (Bhatia 1993: 13) and a number of conventions and constraints.

- Longer citations or important passages requiring emphasis must be placed in a separate paragraph. If the author quoted is mentioned in the immediately preceding text, the short reference should be placed here (the same as with citations of max. three lines). Otherwise, the short reference should be placed after the last word cited. The citation must be left and right indented to indicate that the text is a citation:

In the concluding paper, Matilla (2002: 173) provides the following description of linguistic studies of legal language and legal texts:

It is characteristic of researchers who have a linguistic background that they apply quantitative methods in their studies, normally by means of computers. A typical research is formed by the occurrences of different terms and other words, prefixes and suffixes, and so forth in legal language. Another important topic is the intelligibility and legibility of legal texts from a layman's point of view. The theory of text linguistics often forms the starting point of these studies.

- If two authors are cited, their names should be separated by a slash:

Inspired by the American research of Hartcourt/Krizan (1989) and Spinks/Wells (1987, 1993), Verckens (1994) conducted a survey in which recruitment officers were asked to give examples of what they believed to be good and bad letters.

- If more than two authors are cited, the name of the first author should be followed by *et al.*:

As also stated by Tirkkonen-Condit et al. (2002: 340), the practising translator does not bother.

- Do not use 'ibid' and 'op.cit'. As shown by the examples, author name, year of publication and page number should be given at each repeated reference. Instead of 'ff.', please give inclusive page numbers: (Hatim/Mason 1997: 78-83). Use 'see' instead of 'cf.' when referring to relevant works:

See, e.g., Gilsdorf/Leonard (2001) for a comprehensive review.

(For a more detailed discussion, see Van Els 1984: 312-332)

## EXAMPLES

Examples should be consecutively numbered and without quotation marks. The example must be left and right indented to indicate that the text is an example:

- (6) Cuba is in a unique position, and not just geographically. Because there has been little recent development, this beautiful island...

## TABLES AND FIGURES

Tables and figures must be consecutively numbered and have captions. Captions should be placed below tables and figures:

Table 1. Classification of metadiscourse

Figure 1. The Triangle model of translation

## FOOTNOTES

Footnotes should be used only when absolutely necessary. If used, the footnote must be placed at the bottom of the page to which it refers.

## TYPOGRAPHICAL REQUIREMENTS

- Specialised terminology, concepts and constructs requiring emphasis should be shown in bold type:

The model also shows the **linguistic knowledge** aspect that requires little analytical skill and a low level of control.

- Linguistic objects, single words and short phrases in foreign languages, hypotheses, book titles, etc. should be italicised:

Example 10 also contains evaluative adjectives, such as *stunning*, *beautiful*, *exceptional*.

So, *confianza* in business settings seems to trigger friendship.

Initially, we hypothesised that *learners will be drawing on fairly similar competence elements in free, oral communication and in oral translation*.

The symposium volume *The Development of Legal Language* offers stimulating reading.

- Particular phrases or expressions requiring emphasis should be placed in single quotation marks:

Photographs were used to show the relevance of grammar to 'real life'.

The headline 'So how would you translate that?' is an authentic informant comment from our data.

- Hyphens should be used in hyphenation of words and names, in compound adjectives and to separate a prefix from the rest of the word. En-dashes, i.e. long hyphens, are used in indication of time spans, as a minus sign, or as an alternative to commas around a parenthetical element (press Ctrl + numeric minus):

1987–1988

Their function is to increase the content and to create – or help create – the atmosphere that the text communicates.

- Do not underline for emphasis, etc.

## REFERENCES

References must be listed in alphabetical order. Publications by the same author(s) must be listed chronologically with the most recent item first. If the same author is listed with two or more works from a single year, they should be differentiated by suffixing letters to the publication year, e.g. 2002a, 2002b. If possible, authors' first names should be given in full. Use italics as shown in the examples below:

- Book, monograph and dictionary:

Hyland, Ken 2000: *Disciplinary Discourses: Social Interactions in Academic Writing*. Harlow: Pearson.

- Edited book:

**Bhatia, Vijay/Candlin, Christopher, N./Gotti, Maurizio (eds.) 2003:** *Legal Discourse in Multilingual and Multicultural Contexts: Arbitration Texts in Europe*. Bern: Peter Lang.

- Chapter in edited book:

Facchinetti, Roberta 2003: The 1998 Rules of the International Court of Arbitration as Implemented in Italy. In Bhatia, Vijay/Candlin, Christopher N./Gotti, Maurizio (eds.), *Legal Discourse in Multilingual and Multicultural Contexts: Arbitration Texts in Europe*. Bern: Peter Lang, 155-176.

- Journal article:

Paltridge, Brian 1995: Working with Genre: A Pragmatic Perspective. In *Journal of Pragmatics* 24, 393-406.

- Webpage or other electronic source:

Bach, Kent. Speech Acts. *Routledge Encyclopedia of Philosophy* [online].  
<http://userwww.sfsu.edu/~kbach/spchacts.html> (accessed 15 October 2008).

## LINK TO EXAMPLE ARTICLE

The article "Translating Instructive Texts" in *Hermes* 40 shows the prescribed manuscript format. You can download the article from the *Hermes* webpage (see Submission instructions).