

## Guidelines for Contributors to *Babel*

1. Contributions should preferably be in English or French. If not written by a native speaker, please have the paper checked by a native speaker. Articles in Spanish, German or Russian will also be considered.
2. MANUSCRIPTS, of not more than 9000 words, should be submitted in duplo, double spaced, with margins of 3 cm at least, all round. All pages should be numbered consecutively and typed on one side only. Submissions will not be returned; the author should keep a complete copy of the manuscript. The first page should contain the title; the name, affiliation and address of each author; and self-contained abstracts (150-200 words) in English and French. For the French the Editors may assist upon request.
3. Upon acceptance the author will be requested to send the final version on disk or CD-Rom (3½", using WP 5.1, WP 6.0 Windows, WORD Windows. Please indicate the programme used on the label), and two print-outs. In exceptional circumstances a paper can be submitted in typescript after consultation with the Editors.
4. Authors are responsible for observing the laws of copyright when quoting or reproducing material. The copyright of articles published in *Babel* is held by the FIT.
5. SPELLING in papers in English should be British English or American English consistently.
6. Please do not use right-hand justification or automatic hyphenation.
7. Please use Unicode fonts for special characters or supply the required TrueType or PostScript Type 1 fonts with your submission. For texts including examples or fragments in Arabic, Chinese, Japanese, or Korean this is required. Otherwise, any symbols or visual aspects that you cannot produce in electronic form should be marked clearly in red on the manuscript. If a symbol occurs frequently you can use an alternative symbol (e.g. @ # \$ %) and enclose a list of these with their correct transcription.
8. Line drawings (FIGURES) and photographs (PLATES) should be submitted as reproducible originals, numbered consecutively and with appropriate captions. Reference to any Figures or Plates should be made in the main text and an indication should be given where they should appear approximately.
9. TABLES should be numbered consecutively and should be referred to in the main text. Use Tabs to make a table.
10. NOTES should be kept to an absolute minimum. They should be numbered consecutively throughout the paper and be listed in a section 'Notes' following the main text.
11. FOREIGN WORDS in the body of the text should be in italics, followed by the GLOSS in single quotation marks. Other EXAMPLES should be numbered and indented. Use Tabs for alignment.

(1)     *dat*   *hij*   *haar*   *een*   *boek*   *gaf*  
          that   he    her    a     book   gave  
          'that he gave her a book'
12. QUOTATIONS of less than three lines should be inserted in the regular text, marked by double quotations marks and with the source reference supplied. Quotations longer than three lines should be indented and set off from the regular text with the source of quotation added at the end; no quotation marks are required.
13. REFERENCES: References in the text should follow the style: (Brown 1989: 224-256).

The REFERENCE section should follow the NOTES and should list all, but only, references cited in the main text. References should be listed (1) alphabetically and (2) chronologically. Names of journals should be given in full. The use of initial capitals is language-dependent. For English references, please use initial capitals for all main words in a booktitle; in the title of an article or a contribution to a collective volume, please use initial capitals only for the first word of a title or subtitle.

Examples:

Books

De Beaugrande, Robert, Abdulla Shunnaq and Mohamed H. Heliel, eds. 1992. *Language, Discourse and Translation in the West and Middle East* (= *Benjamins Translation Library*, 7) Amsterdam and Philadelphia: John Benjamins. *xii+256 pp* (give always the total number of pages of the monographies)

Article in book/journal

Sarairoh, Muhammad A. 1992. "Terminological inconsistencies in English-Arabic translation". In *Language, Discourse and Translation in the West and Middle East*, ed. by Robert de Beaugrande et al. 79-82. Amsterdam and Philadelphia: John Benjamins.

Waldinger, Albert. 1995. "Decoding self: Leaves of grass in Hebrew". *Babel 41*: 3.149-160.

14. Authors are kindly requested to check their manuscripts very carefully before submission in order to avoid delays and extra costs at the proof stage. Once a paper is accepted for publication, it will be allocated to a forthcoming issue and the author will receive two copies of page proofs of his/her contribution for final correction. These must be returned with corrections by the dates determined by the publication schedule. Any author's alterations other than typographical corrections may be charged to the author.
15. Manuscripts, books for review and all editorial correspondence should be sent to the Editor-in-Chief:

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