

## GENERAL INFORMATION ABOUT THE PROCEEDINGS OF THE 30<sup>TH</sup> AEDEAN CONFERENCE (HUELVA, 14<sup>TH</sup>-16<sup>TH</sup> DEC 2006)

Dear AEDEAN 30th participants,

Please find enclosed the document with the Publication Guidelines for the 30<sup>th</sup> Conference Proceedings. Our colleagues from the University of Jaén have been kind enough to let us use most of their rules, so for many of you this should be an easy task. Your cooperation will help us to work quickly and to have the Proceedings ready for next AEDEAN 2007 at the University of La Coruña.

1. **TYPE OF PUBLICATION.** The Proceedings of the 30<sup>th</sup> AEDEAN Conference will be an electronic publication (CD-ROM). All documents in the CD-ROM will be in pdf (Adobe Acrobat).
2. **SELECTION.** Since participation at the 30<sup>th</sup> AEDEAN Conference already implied a refereed selection process, no further selection is required at this stage. Therefore, all papers, roundtable discussions, and lectures delivered at the Conference will be accepted, provided they comply with the publication guidelines.
3. **FORMAT**
  - (a) **File format.** Send your paper in **Microsoft Word** format. No other format will be accepted.
  - (b) **Length.** Papers and round-table contributions should not exceed 3000 words.
  - (c) **Special characters.** If your paper contains **special font-types**, such as Old or Middle English characters, phonetic symbols..., send the font file(s) to the editors. We can thus ensure that the correct font is embedded in the final pdf document and can be read on any computer.
  - (d) **Special features.** Do not include forms, video clips, Word-Art forms, annotations, or links to external files. These will not be converted correctly to pdf format. Internet addresses should be given as text, not links.
4. **IMPORTANT DATES AND INSTRUCTIONS:**
  - (a) **Submission Deadline.** Papers will be accepted for publication until **1<sup>st</sup> March 2007**.
  - (b) **Procedure.** Papers must be sent attached to an email addressed to [aedean30@dfing.uhu.es](mailto:aedean30@dfing.uhu.es). The attached file must be named with the name of the panel, hyphen, first last name of each author separated by hyphens (example: *comparativeliterature-martinez-perez*)  
Do not send printed copies of your paper, unless it contains **special font-types**, such as Old or Middle English characters, phonetic symbols, etc. See address below.
  - (c) **Proofreading.** Should we need to require contributors to make changes in their papers, we will return a Microsoft Word file of the paper.
  - (d) **Publication.** Procedures are expected to be ready for distribution before the next Conference in November 2007.

We thank you in advance for your cooperation

The Editors

UNIVERSIDAD DE HUELVA  
DEPARTAMENTO DE FILOLOGÍA INGLESA



Facultad de Humanidades  
Avda. de las Fuerzas Armadas, s/n-Huelva 21071  
[aedean30@dfing.uhu.es](mailto:aedean30@dfing.uhu.es)

# PUBLICATION GUIDELINES FOR THE PROCEEDINGS OF THE 30<sup>TH</sup> AEDEAN CONFERENCE

## 1. PAGE LAYOUT

- Page size: A4 (21 x 29,7 cm)
- Top and bottom margins: 2.50 cm.
- Left and right margins: 3 cm.
- Justifications: All the text should be fully justified, except the paper title, author(s) and affiliation(s), which must be centred, and the figure and table captions which must be left-justified in line with the left border of the figure or table.

## 2. SPELLING

- Papers in English must follow either British or American spelling conventions throughout.
- Those in Spanish should follow the latest guidelines of the Real Academia Española.
- Please turn off automatic hyphenation.

## 3. TYPOGRAPHICAL CONVENTIONS

### a. FONTS

- **Type:** Trebuchet MS.
- **Size:**
  - (a) 12 point: title.
  - (b) 11 point: author's/authors' name(s) and affiliation(s), section headings, main text, and table and figure captions
  - (c) 10 point: abstract and references (in the final References section).
  - (d) 9 point: footnotes.
  - (e) 8 point: all superscript material (such as reference marks for footnotes).
- **Italics:** foreign words and phrases; emphasis or irony; examples within main text; words or terms which are the subject of discussion themselves (metalinguistic function); titles of books, journals and dissertations cited in the main text, including abbreviations (for example, *OED*); university affiliation.
- **Bold:** article title; emphasis in numbered examples.
- **Regular or normal type:** abstract, author, footnotes, section headings, figure and table captions, and body-text except where italics and bold apply.
- **Capitals:** only first letters of content words in book and dissertation titles, and in names of journals. Do not use capitals for emphasis in the text.
- **Small capitals:** only for linguistic information in examples, semantic cases, etc.

### b. PUNCTUATION

- **Quotation marks:** If the paper is written in English, use English double quotes (“ ”), and English single quotes (‘ ’) for quotations within quotations. If the paper is written in Spanish, use Spanish double quotes (« »), and English double quotes (“ ”) for quotations within quotations.
- **Hyphens and dashes:**
  - (a) **Hyphens** should be used to combine words, as in He was given a good talking-to.
  - (b) **N-dashes**, for ranges of dates and figures, as in “Jones (1999: 50-60)” or “Visser (1963-1973)”.
  - (c) **M-dashes** –if you really have to use them– should only contain parenthetical comments, as an alternative to brackets or commas.

### c. ORDER OF PUNCTUATION MARKS

- If the whole sentence goes inside brackets, the stop falls inside.
- If the bracket is at the end of a sentence but inside a sentence, the stop falls outside (like this).

### d. OTHERS

- **In-line spaces.** Leave only one blank space after stops and colons (no double spacing).

## 4. PARTS

The various elements of the paper should be ordered as follows: title, author's/authors' name(s), affiliation(s), abstract, main text (with sections, figures, tables and footnotes), references.

- a. **TITLE AND SUBTITLE.** Font size: 12 point. Use bold type. Capitalize the first letter of content or important words. Do not put all the title in capitals.
- b. **AUTHOR(S) AND AFFILIATION(S).** Font size: 11 point. Use bold type for author(s) and italics for affiliation(s). Author's/Authors' name(s) and affiliation(s) must be written on different lines. Do not leave blank lines between the title, author and affiliation lines. Leave two blank lines between the affiliation line and the abstract. If there is more than one author, their institutional affiliations should follow the same order. Examples.

AuthorA  
AffiliationA

AuthorA and AuthorB  
AffiliationA and AffiliationB

AuthorA, AuthorB, and AuthorC  
AffiliationA, AffiliationB and AffiliationC

AuthorA<sup>1</sup>, AuthorB<sup>2</sup>, and AuthorC<sup>2</sup>  
<sup>1</sup>AffiliationA, <sup>2</sup>AffiliationBC

- c. **ABSTRACT.** Normal type, 10 point. Write "Abstract" in bold. Leave a blank line before the abstract text. Size: 150 words.
- d. **SECTION HEADINGS OF THE MAIN TEXT.** If the paper is divided into sections and sub-sections, all headings and subheadings should be numbered consecutively with Arabic numerals. Use the following system:
- **Heading 1.** In bold, 11 point, with a two-line space above and a one-line space below.
  - *Subheading 1.1.* In italics, 11 point, with a two-line space above and a one-line space below.
  - *Subheading 1.1.1.* In italics, 11 point, with a one-line space above and no space below (i.e. the text follows on next new line).
  - The number section of the heading or subheading should end with a stop.
  - If the subheading immediately follows the heading, do not skip a line.
- e. **PARAGRAPHS, LINES AND PAGE NUMBERS**
- **Indentation**
    - (a) Section headings or subheadings must not be indented.
    - (b) The first line of paragraphs must be indented 1.25 cm.
  - **Distance between lines.** Lines must be single-spaced.
  - **Distance between paragraphs.** There must be no blank lines between paragraphs.
  - **Page numbers.** Do not number pages. We will.
- f. **EXAMPLES**
- They should be numbered with Arabic numerals in parentheses. The number in parenthesis must be aligned to the left margin. The example itself must be indented 1.25 cm (use the tab key, do not insert spaces to keep the alignment). Examples longer than one line should keep the alignment with the example not with the number.
  - Use the same font and font size as the text of the paper.
  - Use SMALL CAPITALS (VERSALITAS) for linguistic information in the examples.
  - Use *italics* for translations of examples.
- g. **NOTES**
- Notes should be kept to a minimum and not be used to provide references.
  - They should be sent as footnotes.
  - Reference marks to footnotes should be numbered consecutively for the whole paper with Arabic numerals.
  - It is preferable to place them at the end of sentences, after the stop, not in the middle of the sentence.
- h. **TABLES AND FIGURES**
- They must be in the actual position where you want them to appear in the paper, not placed at the end or on separate pages.

- The captions should be placed at the top. Write: “Table 1” or “Figure 1”, followed by a stop and by a name or short description.

#### i. QUOTATIONS

- Appropriate reference to the source should be given for in-text and independent quotations.
- Quotations longer than four lines should be written in an independent paragraph, indented both left and right (3.5 cm), without quotation marks, font size 11.

#### 5. IN-TEXT CITATIONS

- It should be as precise as possible and give page references wherever necessary. Page numbers should be written in full (i.e. “201-225”, not “201-25”). Examples:

“[...]” (López, 1999: 201-225).  
 As Kay and Portman (2003: 35) say, “[...]”.  
 [...] (see also McGregor 1980: 58 and ff.)

- In the case of Spanish authors, remember to use the usual two surnames, unless the author cited uses only one.

#### 6. REFERENCES SECTION

##### a. GENERAL GUIDELINES

- Include this section after any appendices you may have.
- Title this section “References”.
- Do not number it.
- Make sure that all in-text references are included in the references section.
- References should be listed alphabetically and chronologically.
- If two works by the same author are included which were published in the same year, the year should be followed by a letter, with no space in-between and the author’s name must be repeated in full. Example:

Smith, A. 1990a.  
 Smith, A. 1990b.

- If an entry runs to more than one line, indent the second and subsequent lines 0.75 cm (*sangría francesa*). Do not use returns and tabs in the middle of a reference to create hanging indents.

##### b. PARTS OF THE REFERENCES

Follow the rules exemplified below.

##### BOOKS

Ramírez Freijo, J. A. 1999. *Introducción a la lexicografía moderna*. Barcelona: Orbe.  
 Williams, J. and P. D. Smith. 1999. *Introduction to Modern Lexicography*. London: Lomond Press Ltd.  
 Amis, M. 2000. *Experiencia*. Translated by/Traducida por M. Zulaika. Barcelona: Anagrama. (*Experience: A Memoir*. New York: Vintage Books, 2000).

##### EDITED BOOKS AND WORKS

Ramírez Freijo, J. A. Ed. 1999. *Introducción a la lexicografía moderna*. Barcelona: Orbe.  
 Williams, J. and P. D. Smith. Eds. 1999. *Introduction to Modern Lexicography*. London: Lomond Press Ltd.  
 Thatcher, W. and W. Wright. Eds. 1999. *Proceedings of the 12th Annual Meeting of the American Literary Society*. Orlando: Florida Press.

##### DISSERTATIONS

Jeremías Santos, L. 1998. *Adaptaciones cinematográficas de obras literarias en inglés*. Tesis doctoral. Universidad de Salamanca.  
 Jeremy, L. 1998. *English Literature in Films*. Ph.D. Dissertation. University of Durham.

##### ARTICLES OF BOOKS AND CONFERENCE PROCEEDINGS

Heredia Contreras, J. 2000. «El doblaje de películas». *De profesión, traductor*. A. Mena Rodríguez. Ed. 34-60. Madrid: Ediciones La Granja.

Portman, R. 1999. "The Treatment of Foreign Characters in Novels". *Nineteenth Century Fiction. Collected Essays*. W. Thatcher and W. Wright. Eds. 123-150. Cambridge: Blackpit Publishers.

#### BOOK ARTICLES OF BOOKS ALSO INCLUDED IN THE REFERENCES

Heredia Contreras, J. 2000. «El doblaje de películas». Mena Rodríguez. 2000. 34-60.

Portman, R. 1999. "The Treatment of Foreign Characters in Novels". Thatcher and Wright. 1999. 123-150.

#### JOURNAL ARTICLES

Heredia Contreras, J. 2000. «Menorca y los escritores ingleses». *Revista Balear de Estudios Ingleses* 5: 2. 123-150.

McGregor, D. "The Lowering of Middle English Vowels". *Journal of Phonology* 45: 3. 67-102.

#### UNPUBLISHED CONFERENCE PAPERS

Domínguez Soto, A. 1990. *Las nuevas tecnologías y el aprendizaje del inglés*. Comunicación presentada en VI Congreso de la Asociación Española de Didáctica de la Lengua Inglesa, Huelva, España, 13-15 de octubre.

Dickens, J. 1987. *Dialectal Features in Early Modern English Fictional Characters*. Paper presented at the 3rd Conference of the Society of English Renaissance Literature, Bournemouth, U.K., 12-15 September.

#### UNPUBLISHED MANUSCRIPTS

Hierro, J. 1996. *La expresión de la modalidad en español*. Manuscrito. Universidad de Cartagena.

Iron, J. 1996. *English Modal Verbs and Spanish Equivalents*. Ms. University of Edinburgh.

#### INTERNET DOCUMENTS

##### Personal site

Ruiz Mateos, S. Home page/Página inicial. 16 December/diciembre 1998. <<http://www.ujaen.htm>> 1 October/octubre 1999.

##### Professional site

Departamento de Filología Inglesa. Universidad de Jaén. 16 December/diciembre 1998. <<http://www.ujaen.es/...>> 1 October/octubre 1999.

AEDEAN (Asociación Española de Estudios Anglo-Nortearicanos/Spanish Association for English and American Studies). <<http://www.aedean.org>> 1 October/octubre 1999.

##### Book

Robinson, N. *Look for me*. 1999. <<http://www.onlinebooks.com.uk/robinson.htm>> 1 October/octubre 1999.

##### Article in an electronic journal or database

Rodríguez Gil, M. 2002. "Ann Fisher: First Female Grammarian". *Historical Sociolinguistics and Sociohistorical Linguistics* 2. <[http://www.let.leidenuniv.nl/hsl\\_shl/rodriguez-gil.htm](http://www.let.leidenuniv.nl/hsl_shl/rodriguez-gil.htm)> 1 October/octubre 1999.

Oliver, L. 2004. "The Laws of Æthelberht: A Student Edition". *Old English Newsletter Online* 38: 1. 51-72. <[http://www.oennewsletter.org/OEN/pdf/oliver38\\_1.pdf](http://www.oennewsletter.org/OEN/pdf/oliver38_1.pdf)> 1 October/octubre 1999.

##### Academic database

EBSCOhost. Electronic Journals Services. 1997-2006. <<http://ejournals.ebsco.com/direct.asp?JournalID=101829>> October/octubre 1999.