PUBLICATION GUIDELINES FOR THE PROCEEDINGS OF THE 29TH CONFERENCE OF AEDEAN

1. **PAGE LAYOUT**
   a. **Page size**: A4 (21 x 29,7 cm)
   b. **Top and bottom margins**: 2.50 cm.
   c. **Left and right margins**: 3 cm.
   d. **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.
   e. **Create a footer** in the first page of your paper, with four lines. To do this, click on the *View/Ver* button in the toolbar; click on *Header and Footer/Encabezado y pie de página*; in the new toolbar, click on the fourth button from the right (*Change between header and footer/Cambiar entre encabezado y pie*), and create the four lines. Leave the first line blank. Write the following in the next three lines (font size: 10 points):
      - *blank line*
      - © 2006 [name and surname(s) of the author(s)], [affiliation], [email address]
      - AEDEAN 29 Proceedings
      - Completed [date]

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.
   - Turn off automatic hyphenation. Click on the *Tools/Herramientas* button, then on the *Language/Idioma* option, then on the *Guiones* option, and make sure *División automática* is not selected.
   - Run the spelling checker function in Word before sending your paper. Click the *Tools/Herramientas* button in the toolbar; click on *Language/Idioma*; click on *Define language/Definir idioma*; make sure the box *Do not check spelling/No revisar la ortografía* is unchecked.

3. **TYPOGRAPHICAL CONVENTIONS**
   a. **FONTS**
   - **Type**: Times New Roman.
   - **Size**:
      - 14 points: title.
      - 12 points: author's/authors' name(s) and affiliation(s), section headings, main text, and table and figure captions.
      - 11 points: abstract, independent quotations and references (in the final References section).
      - 10 points: footnotes.
      - 9 points: 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.

- **Roman 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**
  - **Hyphens** should be used to combine words, as in *He was given a good talking-to*.
  - **N-dashes**, for ranges of dates and figures, as in "Jones (1999: 50–60)" or "Visser (1963–1973)". In Word, press <u>Ctrl + the minus sign</u> on the numeric keypad at the same time.
  - **M-dashes** —if you really have to use them— should only contain parenthetical comments, as an alternative to brackets or commas. In Word, press <u>Ctrl + Alt + the minus sign</u> on the numeric key pad at the same time.

c. ORDER OF PUNCTUATION MARKS
- If the whole sentence goes inside brackets, the stop falls inside. (Remember this.)
- 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). Before you send us your paper, please run the Search and Replace function in Word to check this.
- **Colours**. Do not use any colours in your paper, unless it is absolutely necessary. It may look good on a computer screen, but will not produce good results if printed.

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. 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: 12 points. 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:

<div align="center">AuthorA
AffiliationA</div>

AuthorA and AuthorB
AffiliationA and AffiliationB

AuthorA, AuthorB, and AuthorC
AffiliationA, AffiliationB, and AffiliationC

AuthorA[1], AuthorB[2], and AuthorC[2]
[1]AffiliatonA, [2]AffiliationBC

c. **ABSTRACT**. Roman type, 11 points. Write "**Abstract**" in bold. Leave a blank line before the abstract text. Size: 200 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**, 12 points, with a two-line space above and a one-line space below.
- *Subheading 1.1.* In *italics*, 12 points, with a two-line space above and a one-line space below.
- *Subheading 1.1.1.* In *italics*, 12 points, 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.
- You can use the multi-level numbering system to automatize this in Word. Click on the Format/Formato button in the toolbar; click on Bullets and Numbering/Numeración y viñetas; choose the Outline Numbered List/Esquema numerado tab.

e. **PARAGRAPHS, LINES AND PAGE NUMBERS**
- **Indentation**
  - Section headings or subheadings must not be indented.
  - The first line of paragraphs must be indented 0.64 cm.
  - The first line of paragraphs of a new section or sub-section in papers written in Spanish must be indented.
  - The first line of paragraphs of a new section or sub-section in papers written in English must not be indented.
- **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.
- 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.
- Skip one line before and after the examples. In order to keep the alignment, you may use a table, as in the following example:

(1)	Pater	amat	fillam.
(2)	Patrem	amat	filla.
(3)	Pater	amat	fillam.
	Father NOM	loves PRES	daughter ACC
	The father	*loves*	*the daugher.*

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 three lines should be written in an independent paragraph, indented both left and right (1.27 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.
- All references in the text should appear in the References section.

6. REFERENCES SECTION
a. **GENERAL GUIDELINES**
- Include this section after any appendices you may have.
- Do not number it.
- Title this section "References".
- 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.

- Begin the first line at the left margin.
- If an entry runs to more than one line, indent the second and subsequent lines 0.63 cm (*sangría francesa*). Do not use returns and tabs in the middle of a reference to create hanging indents. Use the paragraph setting options in the Format menu in Microsoft Word.

b. PARTS OF THE REFERENCES
- **Authors**
  - Give the full surname, but only the initials of the first name(s) of the author(s) or editor(s). Examples:

    Portman, A.
    Portman, A. B.

  - If there is more than one author, from the second one onwards, write name initials first followed by full surname. Do **not** use the ampersand (&) instead of *and* to join two authors. Example:

    Portman, A. and B. C. Williams.

  - This part must always end with a stop.
  - If it is an edited volume, you should add "*Ed*." or "*Eds*.", in italics. Example:

    Smith, J., D. Jones and K. Murdock. *Eds*.

  - Write the name of **all** authors or editors. Do **not** use "*et al.*".

- **Book editors with no in-text references**
  - The title of the book in a book article or conference paper reference follows the title of the article.
  - Name initial(s), name of the editor(s). *Ed(s).* Page range. Place of publication: Publisher. Example:

    Portman, R. 1989. "The treatment of foreign characters in novel". *Collected Essays on 19th Century Fiction*. J. Smith. *Ed*. 125-129. London: Blackpit Publishers.

- **Book editors with in-text references**
  - In the reference of a book article or conference paper, if the book or the proceedings are also included in the references section, only the surname of the editor, the year of publication and the page range should be given. Example:

    Portman, R. 1989. "The treatment of foreign characters in novel". Smith, 1989: 125-129.

- **Year of publication and editions**
  - It follows the last author's name. This part must always end with a period. Do not use brackets. Example:

    Smith, A. 2004. *La traducción de los guiones cinematográficos*.

  - In the case of edited works, it follows the word *Ed(s)*. Example:

    Smith, A. *Ed*. 2004. *La traducción de los guiones cinematográficos*.

  - Contributors should refer to the edition they have used or cited in the article. However, if that edition is not the first one, they should include the year of

the first edition in square brackets. In this case, the year of the edition used is not followed by a stop. Example:

> Smith, A. 2004 [1990]. *La traducción de los guiones cinematográficos.*

- You may also cite the number of the edition in full, after the title. Example:

> Smith, A. 2004 [1990]. *La traducción de los guiones cinematográficos.* Third edition / Tercera edición.

- This part must always end with a stop.

- **Title (and subtitle) of a work**
  - Titles of books and dissertations must be written in italics.
  - Titles of book chapters, journal articles and unpublished works must be written in Roman type and enclosed within double quotes (Spanish or English depending on whether your paper is in Spanish or English).
  - Title of unpublished manuscripts must be written in italics, without quotes, and the words "Manuscrito" or "Ms" must appear after the title.
  - If your paper is written in English, capitalize the first letter of the content or important words of the titles and subtitles of the works references, whether they are books, dissertations, journal articles, book chapters or papers in conference proceedings. Put a stop between title and subtitle. If the article is written in Spanish, do not capitalize content words.
  - If you refer to a volume of a monograph, write "Volume #" in Roman type, between the title and the place of publication, followed by a stop. Example:

> *The Cambridge History of the English Language.* Volume 4.

  - In the case of translations, contributors must give the name of the translator and the reference of the original work, in parentheses. Example:

> Amis, M. 2000. *Experiencia.* Translated by/Traducida por M. Zulaika. Barcelona: Anagrama. (*Experience: A Memoir.* New York: Vintage Books, 2000).

  - Non-English or non-Spanish titles of works should be immediately followed by square brackets containing a published translation title in italics or a courtesy translation in roman type. Examples:

> Wülfing, J. E. 1894-1901. *Die Syntax in den Werken Alfreds des Grossen* [La sintaxis en la obra de Alfredo el Grande]. Bonn: P. Hanstein.

- **Journals**
  - **Names of journals**. They must be given in full (no abbreviations) and written in italics.
  - **Volume and issue numbers**. They must be written in Roman type separated by a colon and followed by a stop. Example:

> *Journal of Lexicography* 1: 2.

  - **Page numbers**. Page numbers should be written in full. Example:

> *Journal of Lexicography* 1: 2. 125-129 (not 125-9 or 125-29).

- **Place of publication and publishing house**
  - Avoid ambiguity.

Cambridge
Cambridge (Mass)

- Place names should be given in the language of the work cited or mentioned, whether the article submitted is written in English or Spanish.
- The place of publication and the name of the publishing house are separated by a colon.
- Give the full name of the publishing house.
- Examples:

  Cambridge: Cambridge University Press (not "Cambridge: CUP" or "Cambridge: University Press").

- **Internet documents**
  - Follow the above guidelines, particularly if it is an academic article or paper, or an electronic journal.
  - For the date of publication of a webpage or website, give the date on which it was created or last revised, if provided. If older versions are still online, you may refer to them as if they were book editions.
  - Whatever the type of document, always include at the end of the reference the complete Uniform Resource Locator (URL) in angle brackets followed by the date on which you last accessed the document. Be careful that the address does not turn into a link when you insert a space after it. If this happens right-click on the address and delete the link. Example:

    <http://www.ujaen.es> 13 November 2004.

  - See examples below for different types of online documents.

EXAMPLES

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/rodríguez-gil.htm> 1 October/octubre 1999.

Oliver, L. 2004. "The Laws of Æthelberht: A Student Edition". *Old English Newletter Online* 38: 1. 51-72. <http://www.oenewsletter.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.