

STYLE SHEET FOR *TRADUÇÃO EM REVISTA*

Articles are accepted in Portuguese, English, Spanish and French.

I – Formatting the text:

- ⇒ Use Microsoft Word[®], font Times New Roman 12 (except in the cases below) space 1.5, indentation 1.25cm at the beginning of paragraphs, and justified margins.
- ⇒ Use *italics* to emphasize words and expressions, for foreign terms which have not been anglicized (e.g., *Belles infidèles*, *parole*, *Verfremdung*), and for book titles.
- ⇒ Use inverted commas for quotations and to indicate either a change of register or that a word is being used in an auto-referential way (e.g.: *Frame* is being translated as “moldura”).
- ⇒ The dash to be used is the symbol —. In order to use it, please go to the menu “Insert symbols” or press Alt (left-hand key) and simultaneously press 0151 on the right-hand number panel.
- ⇒ Skip a line between the end of a section and the beginning of the next section.
- ⇒ Use CAPS LOCK for the title of the article and the name of the author, both in **bold** and in Times New Roman 14; use **bold** for the title of the section and *italics* for the title of subsections. When the title of the article of the section has more than one line, use simple spacing.
- ⇒ Include an introductory page with the following information:
 - The title in Portuguese and English, if the article is written in Portuguese; the title in English only (to be translated into Portuguese by the editors), if the article is written in English.
 - The name(s) of the author(s);
 - Information on the university of the author(s) and whether the paper (or part of it) have been presented previously at congresses;
 - A 90-word summary in Portuguese plus an English translation if the article is in Portuguese; a 90-word summary in English (to be translated into Portuguese by the editors) if the article is written in English.
 - Biodata of the author(s).

- ⇒ Notes should be kept to a minimum, and notes merely containing bibliographical information should be avoided. Insert notes at the end of the page using Word, with *default* formatting, and choose justified margins in size 10 font.
- ⇒ Quotations should be placed between inverted commas. Quotations longer than three lines should be placed in a separate block, should not be placed between inverted commas, and be in font size 11, simple space between lines, indented 1.25 cm from the left-hand margin. The quote should be typed without using the tabulator at the beginning, and a space of one line should be left before and after the quoted text, and these empty lines should be simple-spaced. The following is an example of a longer quotation:

Familiar with the German original from his boyhood, the publisher does not fear having committed any errors in interpreting the author's meaning, nor has he departed from his very words more than was necessary to preserve fluency and, as far as possible, the author's energy of diction (Bohn 1849, p. viii).

- ⇒ Any epigraphs should not use inverted commas, should be typed in font size 11, with an indentation of 8cm from the left-hand margin. They should be typed without tabulation at the beginning, and an empty line should be left before the beginning of the text, and this empty line should be simple-spaced. Only the name of the author of the phrase used for the epigraph should be mentioned, without the bibliographical reference (though the title of the work from which the epigraph came may be mentioned in italics).
- ⇒ Bibliographical references inserted in the body of the text should include the name of the author, year, and when necessary, the number of the pages, as in the examples below:

It would be reasonable to expect, in this climate, that all foreign texts would have been the target of various forms of censorship. Nevertheless, such was not the case. While foreign texts in the original language circulated freely in Britain (Speirs 2003, p. 85), the same cannot be said for their translations. The British Museum, for example, admitted the originals of some foreign works into the catalogue, "though the English translations were barred" (Fryer 1966, p. 52–53). Morality prize winning writers, such as Andre Theuriet and Octave Feuillet (Portebois 2003, p. 66), were approved by British moral authorities; however, those novels that did not serve as innocent entertainment or that were socially disruptive and sexually explicit, such as Emile Zola's novels, were condemned.

⇒ Use “quoted in” to refer to a quotation that is found in another work, e.g.:

[I]f you charged enough for it you could publish a translation of any work ever published and no one would send you to prison, as they sent poor Mr. Vizetelly to prison for charging only six shillings each for the translations of the novels of Zola, and not because they were bad translations, which would have been reasonable enough. [...] “These works were not intended for the English lower classes.”(Edgar Jepson, quoted in Colburn 1968, p. 29).

⇒ When two or more references to the same author and work follow each other at short intervals it is only necessary to quote the page number, e.g.:

Um dos traços proeminentes do matrilinearismo dos Pueblo era a naturalidade com que era encarada a sexualidade: a menstruação “não fazia diferença na vida da mulher” (Benedict, 1934, p. 120); as casas eram construídas pelos homens mas “pertencem às mulheres” (p. 106); o ciúme conjugal era “atenuado” (p. 107).

⇒ If there is any possibility of doubt, repeat the name of the author and year.

⇒ Only include references to works that are quoted in the text.

⇒ Words of a Latin origin such as *ibidem* and *et alii* (or *et al.*) should not be written in italics.

II – *Bibliographical references:*

⇒ Use the models below. Use a simple space between lines. Each item should have an indent of 1.25 cm.

⇒ Whatever the language of the work, the following criteria should be obeyed:

(a) Other than in the case of journals, only the first word of the title should be in capitals;

(b) In the case of the titles of academic journals, magazines and newspapers, etc, all words except prepositions, conjunctions and articles should be in capitals.

⇒ When two or more items are by the same author, please place ten underlinings, as in the example below.

⇒ Book titles should be in italics.

A book with just one author:

FISH, Stanley. **Surprised by Sin: the Reader in *Paradise Lost***. Cambridge: Harvard U.P., 1967.

_____ **Is there a text in this class? The authority of interpretive communities.**
Cambridge: Harvard U.P., 1980

SAUSSURE, Ferdinand de. **Curso de linguística geral.** In: BALLY, C.; A. SECHEHAYE, A. (Eds.) Trans. A. Shelini, J. P. Paes and I. Blikstein. São Paulo: Cultrix, (1975 [1916]).

NB: When the edition or translation used is at least twenty years after the first edition, the dates of both editions, as seen in the above example, should be mentioned.

A book with two authors or editors:

SCHULTE, Rainer; BIGUENET, John (Eds.) **Theories of translation: an anthology of essays from Dryden to Derrida.** Various translators. Chicago/London: Chicago U.P., 1992.

A book with more than two authors or editors:

MATEUS, Maria Helena Mira et al. **Gramática da língua portuguesa.** Coimbra: Livraria Almedina, 1983.

An article in an academic journal:

SCHMIDT, Siegfried J. What advertising can tell scholars of empirical aesthetics. **Poetics** v. 19, n. 4, p. 389-204, 1990.

LORENZO, Maria Pilar. Competencia revisora y traducción inversa. **Cadernos de Tradução** 10, 133-166, 2002.

NB: There is no need to specify the institution which edits the journal mentioned.

Book chapter with editor:

TARALLO, Fernando. Sobre a alegada origem crioula do português brasileiro. In: ROBERTS, Ian; & KATO, Mary (Orgs.) **Português brasileiro: uma viagem diacrônica.** Campinas: Ed. da UNICAMP, 1993. p. 35-68.

NB: When the book mentioned is a translation, the name of the translator should come after the title (and the page numbers if necessary), before the name of the place of publication and the publisher.

Internet article:

HANNS, Luiz Alberto. Existe uma língua freudiana? 2002.
<http://www.uol.com.br/percurso/main/pcs22/HannsSouza.htm>. Accessed on Oct. 20
2002.

Newspaper text:

VERISSIMO, Luis Fernando. Pintar um clima. **O Globo**, Rio de Janeiro, Caderno, Aug 8,
2004, Segundo Caderno, p. 3.

Thesis or dissertation:

GOMES Renato Cordeiro. Todas as cidades, a cidade: literatura, experiência urbana. Rio de
Janeiro, 1993. Tese (Doutorado em Letras) - Programa de Pós-Graduação em
Letras, PUC-Rio.

Article without an author:

Jornal do Brasil. Tradutores começam a ser valorizados. Sept. 9, 2008. Caderno B, p. 5.