GUIDELINES FOR AUTHORS

1. *MonTI* publishes one yearly issue every Spring.

2. Only complete articles are accepted as submissions.

3. Articles accepted for publication must ALWAYS have an English version of the article. Authors who wish to publish their article in a language other than English undertake to submit an English translation of their work within 2 months of the provisional acceptance date. Translation must meet high quality standards. Articles by authors who do not sign this commitment within 10 calendar days after notification of conditional acceptance by the Secretary of the journal will be automatically rejected

4. The contributions, which must be original and unpublished, will be strictly subject to the following requirements:

   a) Maximum length: 10,000 words, including works cited at the end of the document.

   b) Document format:
      - Font: Times New Roman
      - Size: 11 ppt
      - Line spacing: single

   c) Languages: Catalan, English, French, German, Italian or Spanish.

   d) The title page should include the following information in the order given below:
      - Title of the article, followed by a blank line
      - Author(s)
      - <e-mail>
      - Affiliation, followed by a blank line
      - Two abstracts: one in English and one in any of the other official languages of the journal (75-150 words each)
      - An English translation of the title if the article has not been written in English
      - Keywords: up to five keywords in both languages

   e) The text of the article will begin on the second page

   f) Sections: Sections will be identified with titles, with one blank line before and after each title. Section titles will be numbered according to the following system:
      - **1. Section title**
      - *1.1. Section title*
      - *1.1.1. Section title*

   g) Footnotes: Footnotes should be avoided. Specifically, they must not be used to provide bibliographical references that can appear in brackets in the text. If a footnote is used, superscript note numbers should be placed after the last word of the sentence the author wishes to comment upon, after all punctuation marks (including parentheses and quotation marks). They shall be written in Times New Roman 9 ppt.

   h) Examples: Listed and numbered examples illustrating a point should be isolated from the rest of the text by blank lines:

      (1) First example

(2) Second example

When examples are individual or not listed, they should be italicised and quotation marks avoided. If analyses or detailed descriptions of aligned examples or translations are needed, they should be provided within a table.

i) Figures and graphic items: Always state the graphic file format of illustrations (tree analyses, pictures, etc.) and the program used to generate them. All illustrations should be provided both within the manuscript and also as individual files.

j) "Special" characters: If necessary (e.g., for phonetic transcriptions), Arial Unicode MS should be used. If this is not possible, a copy of the font-file should be sent.

k) Quotations: Unless special emphasis is required, prose quotations of up to two lines should be embedded and enclosed in double quotation marks. Longer quotations should be separated from the context, indented and never enclosed in quotation marks.

l) Use of bold type, small capitals, italics and quotation marks: never use bold type or small capitals. Italics are used in the bibliography for book titles and names of journals. Within the text, italics are to be used only for examples in the body of the text and words written in a language other than the language of the article. Double quotation marks (") are to be used for titles of articles and chapters in edited books in the final list of references. Within the text they should only be used for citations. Single quotation marks (') will only be used for translations and the explanation of meaning.

5. Submission of articles: The deadline will be **30 May** for all issues. Submissions shall be done through the journal's OJS management system. In order to streamline the publishing process, we ask authors to use the template that can be downloaded from the *MonTI* website.

6. A bio note for each of the authors must be sent in a separate document (up to 150 words). The bio note must be sent in 2 languages: the language used for the article, and the other of the author's choice. One of the languages used must be English.

7. After receiving the reports from the referees, the journal will provide the authors with a reasoned statement regarding the acceptance of their contributions before 30 September. The assessment reports will be sent to authors so that they can make the relevant changes to their texts. The final text should be sent before 30 October. There will be no further proof-reading after this stage.

8. Gener-inclusive language. Authors must use gender-inclusive language in their papers, including explicit non-binary language when appropriate. If research data involves sex or gender, articles must clearly indicate this to identify any potential differences.

9. Please follow the journal's guidelines. **Failure to comply with them may be sufficient reason for an article to be considered ineligible** for *MonTI*.

10. Parenthetical citations:

a) Surname(s) (year: pages)

b) Example: as Johnson (2003: 18) states

c) (Surname(s) year: pages)

Example: (Pérez González 2003: 18-20)

11. Works cited / references: This section will only include the works cited in the text. Please leave a blank line after the text to insert the references. The full name of the authors will be included whenever possible. The list will be arranged in alphabetical order by author and year of first edition, as shown below:

REFERENCES

A) BOOKS (AND PhD DISSERTATIONS):

☐ *Structure:*

Author's surname(s), Author's first name(s); Second author's name(s) and surname(s) & Last authors' name(s) and surname(s). (Year) *Book Title*. Place (Town, not country): Publisher.

☐ *Example (one author):*

Nida, Eugene Albert. (1993) *Language, Culture, and Translating*. Shanghai: Shanghai Foreign Language Education Press.

☐ *Example (several authors editing a book):*

Frank, Armin Paul; Kurt-Jürgen Maass; Fritz Paul & Horst Turk (eds.) (1993) *Übersetzen, verstehen, Brücken bauen*. Berlin: Erich Schmidt.

☐ *Example (PhD dissertation):*

Sun, Xue Fen. (2000) *La traduction juridique du français vers le chinois, éléments de réflexion*. Paris: Université de la Sorbonne Nouvelle. Unpublished PhD thesis.

B) CHAPTER IN AN EDITED BOOK:

☐ *Structure:*

Author's surname(s), Author's first name(s); Second author's name(s) and surname(s) & Last author's name(s) and surname(s). (Year) "Chapter's title." In: Editor's surname(s), Editor's first name(s); Second editor's name(s) and surname(s) & Last editor's name(s) and surname(s). (eds.) Year. *Title of edited book*. Place: Publisher, pp. xx-yy.

☐ *Example:*

García Yebra, Valentín. (1994) "Problemas de la traducción literaria." In: Eguíluz Ortiz de Latierro, Federico; Raquel Merino Álvarez; Vickie Olsen; Eterio Pajares Infante & José Miguel Santamaría (eds.) 1994. *Transvases culturales: literatura, cine, traducción*. Vitoria: Universidad del País Vasco, vol. 2, pp. 9-21.

C) JOURNAL ARTICLE:

☐ *Structure:*

Author's surname(s), Author's first name(s); Second author's name(s) and surname(s) & Last authors' name(s) and surname(s). (Year) "Title of article." *Journal* Volume:Number, pp. xx-yy.

☐ *Example:*

Toury, Gideon. (1986) "Natural Translation and the Making of a Native Translator." *TextContext* 1:1, pp. 11-29.

D) ONLINE WORKS:

☐ *Structure:*

☐ Relevant citation style depending on text type (Book, Chapter, Article, etc.) + Electronic version: <URL>

☐ *Example:*

García Yebra, Valentín. (1981) "La traducción en el nacimiento y desarrollo de las literaturas." *1616. Revista de la SELGYC* 4, pp. 7-24. Electronic version: <http://descargas.cervantesvirtual.com/servlet/SirveObras/46826953004683617400080/018419.pdf >

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Monografías de Traducción e Interpretación
Monografies de Traducció i d'Interpretació
Monographs in Translation and Interpreting
Monographies de Traduction et d'Interprétation
Monographien zur Translation

E) WEBSITE

☐ *Structure (several authors):*

Several authors (Entity or Institution). (Year) "Title of the home page." <URL>

☐ *Example:*

☐ Several authors (Instituto de Investigación Pedagógica). (2007) "Página de inicio." <http://instituto_pedagogico_inicio>

☐ *Structure (single author):*

Author's surname(s), Author's first name(s). (Year) "Title of the home page." <URL>

☐ *Example:*

Pérez Escudero, Francisco. (2014) "Blog Viva la TAV - Los audiodescriptores." <http://escudero_yeah/04_06_2014>

F) WORKS CITED IN TRANSLATION:

☐ *Structure:*

Citation format depending on text type (Book, Chapter, Article, etc.) + Cited in the [Language] translation by [Translator's name in its usual order] + Complete reference of the translated version (except author), with year at the end.

☐ *Example:*

Snell-Hornby, Mary. (1988) *Translation Studies. An Integrated Approach*. Amsterdam & Philadelphia: John Benjamins. Cited in the Spanish translation by Ana Sofía Ramírez: *Estudios de traducción: hacia una perspectiva integradora*. Madrid: Almar, 1999.

G) ANONYMOUS, INSTITUTIONAL OR CORPORATE WORKS:

☐ *Structure:*

Citation format depending on text type (Book, Chapter, Article, etc.) and replace Author's name with "Several authors". If necessary, it is possible to add an institutional or corporate name in brackets after "Several authors".

☐ *Example:*

Several authors (Observatorio de la Lectura y el Libro). (2016) *Panorámica de la edición española de libros 2015*. Madrid: Ministerio de Educación, Cultura y Deporte.