

MANUSCRIPT SUBMISSION GUIDELINES FOR *PARALLÈLES*

1. General guidelines

Journal Editorial Board and manuscript submission

For more information, please consult the [Contact](#) page on our website.

To submit a manuscript, please consult the [Submissions](#) section on our website. Manuscripts should be submitted in MS Word (docx). Please use the document template we have provided ("[Paralleles Word-template](#)"), including styles.

Once you have submitted your manuscript through EasyChair, you must send the "Declaration to establish the status of your manuscript" to the following address: paralleles@unige.ch. The review process will only begin once this declaration has been received. You will find the necessary form in the [Checklists section](#) of our website, under "Checklist for Authors".

Language

You may submit a manuscript in any of the following languages: English, French, German, Italian, or Spanish. You can choose any variety of the aforementioned languages (e.g., British English or American English), provided that you are consistent throughout the manuscript.

If the manuscript is written in a language that is not your mother tongue, we request that you have it reread by a native speaker before submitting it.

Article length

An article should be between 4,000 and 8,000 words (including the abstract, footnotes, bibliography and annexes, if applicable).

Abstract and keywords

Your manuscript should include – after the title and before the body text – a summary and a list of keywords in English. The summary should be 150-200 words long and the list should comprise no more than five keywords.

If your article is written in English, the heading of the abstract should simply be *Abstract*. If the article is written in another language, the heading should be an English translation of the title of your article, followed by a dash and the word “Abstract”.

Cover page

All manuscripts undergo a double-blind review process before publication. Authors are requested to delete all identifying information, both in the text and document properties. If you wish to cite some of your other publications in the text or bibliography of your manuscript, please replace the identifying reference with the initials “NN”. Authors must make sure that their manuscripts remain completely anonymous.

If your manuscript is accepted, you must submit a revised version that includes a cover page with the following information: your full name (including academic titles), institutional affiliation (university, research institute, etc.), email and full address of your institution. The cover page should also include a short biography written in the language of the article (50-100 words). In the revised version, you must also reinsert any identifying information you may have removed (in the text and/or bibliography).

To create your **cover page**, use the cover page template on the [Parallèles website](#).

2. Layout

Document template and styles

Please use the “[Paralleles Word-template](#)” document (available online) for the presentation of your manuscript, including styles.

3. Specific guidelines

Citations

Short citations should be included in the body of the text. Please use the “P Quotation” format. Longer citations (more than three lines) should be presented on a new line and indented, without quotations marks.

Footnotes

In general, try not to use footnotes. When necessary, however, the notes must be placed at the foot of the page and must end with a period; a horizontal line should separate the body of the text and footer. The purpose of footnotes is to give additional information and references (e.g., acknowledgements at the beginning of the manuscript) or cross-references that cannot be integrated into the text (e.g., web addresses); **they should not be used to provide bibliographic information** (see section 6). The footnote should be placed after the punctuation mark.

Please use the “P Footnote” format.

Figures and tables

All graphics (including figures and tables) should be accompanied by a descriptive caption. Captions should be centered beneath the graphic and numbered in the order in which they are intended to appear in the article, e.g., Figure 1, Figure 2, etc. or Table 1, Table 2, etc.

Graphics should be placed in the text as close to the reference as possible. Avoid making reference to the position of the graphic itself (e.g. "the figure below"). Instead, use the appropriate number reference. For instance: (see Figure 1).

For legends, please use the “P_Legend” format and put the word “Figure” or “Table” in bold, along with the number that accompanies it.

Numbering

If you wish to divide your text into several sections, please use the following numbering system:

- 1.
- 1.1
- 1.1.1

4. Quality control

We reserve the right to refuse a manuscript if:

- a) The article has been submitted or published elsewhere (in part or in whole).
- b) The author has not complied with our guidelines.
- c) The quality of language is unsatisfactory.

5. Proofreading

Authors will receive the article in PDF format before publication, and must ensure that it contains the final, approved text. They will have one week to carry out any formal corrections (spelling or punctuation mistakes...). No major changes to the text will be accepted at this stage.

6. References in the running text

The names of authors and publication years must be mentioned again in each new paragraph. **Abbreviations such as “ibid.” or “ibidem” will not be accepted.** If a work is cited several times in a row within one and the same paragraph (no other works are cited in between), simply refer to the page cited, i.e., (p. 11) or (pp. 11-12) after the first complete reference (author, year, page). In accordance with the APA manual, bibliographic references that appear in the running text should be inserted as follows:

One author

If **the author** is already mentioned in the text, simply insert the date in parentheses (2014). If you are referencing a direct or indirect quote, you should also include the applicable page number (2014, p. 2) or page numbers (2014, pp. 2-3).

If the author's name is not mentioned in the running text, please include it in the parentheses: (Mossop, 2014, p. 2) or (Mossop, 2014, pp. 2-3).

Two authors

If a work is written by **two** authors, systematically mention both authors in the running text: Cordingley and Montini (2015) or (Cordingley & Montini, 2015).

Three to five authors

If a work is written by **three, four or five authors**, mention them all when you first cite them in the text: Ortega Y Gasset, Miller, Foz, Furlan and Bezerra (2013) or (Ortega Y Gasset, Miller, Foz, Furlan & Bezerra, 2013).

In subsequent references, only cite the first author, followed by "*et al.*": Ortega Y Gasset *et al.* (2013) or (Ortega Y Gasset *et al.*, 2013).

Six authors or more

If there are **more than five** authors, in all cases (and when you first cite the work), only mention the first author, followed by "*et al.*": Meier *et al.* (1999) or (Meier *et al.*, 1999).

Multiple works

The various elements that appear between parentheses (author's name, date of publication, page numbers) should be separated by commas. When multiple works are cited, they should be separated by semicolons and cited in alphabetical order: (Arthern, 1983; Nord, 1999). When multiple works of a single author are cited, they should be listed by year (earliest first) and separated by commas: (Kade, 1961, 1964, 1965).

7. Bibliography

General guidelines

Bibliographic references should appear at the end of the article in a specific section. The bibliography should follow the American Psychological Association (**APA**) format. The bibliography should contain all the works cited and may only include the works cited in the article. **Any other work that is not mentioned in the text should not be included in the bibliography.**

For the presentation of your bibliography, please use the "P_Bibliography" style.

Multiple works by the same author in the same year:

If several publications by the same author have the same date, they should be listed in alphanumeric order by title.

Titles of works:

Use sentence case, i.e., capitalize only at the beginning, with proper nouns and after a colon:

Covert multilingualism: The case of the translation policy in France and Belgium during the French Revolution and the Napoleonic era.

Place of publication:

Provide the place of publication in the language of the document you have consulted (language of the publishing house, and of the title of the work).

Edition number:

If you would like to cite the edition number, you should do so in the language of the publication, as with the place of publication, for example, "2nd ed." for publications in English and "2^e éd." for publications in French.

Edited volumes:

You can choose to use a generic term (e.g., in English, "Ed." and "Eds.") or the appropriate abbreviation in the language of the work being referenced ("dir." for works in French, "Hrsg." for works in German, etc.).

More than seven authors or editors:

There should be no more than seven names in the bibliographical reference. After the sixth author's name, use an ellipsis (three dots) in place of the author names, then provide the final author's name.

Websites:

In your bibliography, websites should always be presented in the form of a hyperlink, but in black, without an underline. Please specify the date on which you consulted the site, unless the document has a DOI. When the URL begins with "www.", there is no need to indicate "http://" or "https://".

Insertion before the URL:

EN	FR	DE	ES
Retrieved June 11, 2018, from www.xxx.com	Consulté le 11 juin 2018, www.xxx.com	Abgerufen am 11. Juni 2018, www.xxx.com	Última consulta: 11 de junio de 2018, www.xxx.com

Examples of references

Monographs:

Hewson, L. (2011). *An approach to translation criticism. Emma and Madame Bovary in translation*. Amsterdam: Benjamins.

Journal articles:

Flórez, S. & Alcina, A. (2011). Catálogo de software libre para la traducción. *Revista tradumàtica*, 9, 57-73.

Reiß, K. (1983). Quality in translation oder wann ist eine Übersetzung gut? *Babel*, 29(4), 198-208.

Chapter in a collective work:

Depecker, L. (2000). Le signe entre signifié et concept. In H. Béjoint & P. Thoiron (dir.), *Le sens en terminologie* (pp. 86-126). Presses universitaires de Lyon.

Multiple works by the same author in the same year:

Peraldi, F. (1982a). Lecture psychanalytique et traduction du texte littéraire. *Meta*, 27(1), 126-128.

Peraldi, F. (1982b). Psychanalyse et traduction. *Meta*, 27(1), 9-25.

Two to seven authors (&):

D'hulst, L. & Schreiber, M. (2014). Vers une historiographie des politiques des traductions en Belgique durant la période française. *Target*, 26(1), 3-31.

Laurén, C., Picht, H., Myking, J., Nuopponen, A. & Pilke, N. (1998). *Terminologie unter der Lupe: vom Grenzgebiet zum Wissenschaftszweig*. Wien: TermNet.

Two to seven editors (&):

Gambier, Y. & Stecconi, U. (Eds.). (2019). *A world atlas of translation*. Amsterdam: Benjamins.

Snell-Hornby, M., Hönl, H. G., Kußmaul P. & Schmitt P. A. (Hrsg.). (1999). *Handbuch Translation* (2^e éd.). Tübingen: Stauffenburg.

Websites:

Translation. (n.d.). In Wikipedia. Retrieved October 16, 2018, from <https://fr.wikipedia.org/wiki/Traduction>