Detailed style guide (Style: Meta01-Article Title)

Firstname LastName (Style: Meta02-Author name)

Institution, City, Country\* (Style: Meta03-Affiliation)

email@email.email (Style: Meta04-Author email)

Firstname LastName of 2nd author (if applicable)

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RÉSUMÉ (Style: Meta05-Titre Résumé)

Le résumé comporte 200 mots environ. (Style: Meta06-Résumé/Abstract).

ABSTRACT (Style: Meta07-Abstract Title/Keywords)

The abstract contains about 200 words. (Style: Meta06-Résumé/Abstract).

RESUMEN (Style: Meta07-Titre Abstract/Mots-clés)

Resumen de aproximadamente 200 palabras. (Style: Meta06-Résumé/Abstracts)

MOTS-CLÉS/KEYWORDS/PALABRAS CLAVE (Style: Meta07-Titre Mots-clés)

cinq mots-clés en français séparés par une virgule, sans majuscules (Style: Meta08-Mots clés)

five keywords separated by a comma, no capital letters (Style: Meta08)

cinco palabras clave separadas por una coma, sin mayúsculas (Style: Meta09)

You may insert a quotation here along with its reference. Maximum of 100 words. Note that the quotation and reference are aligned to the right. (Style: Meta10-Excerpt)

(Author 2012: 23) (Style: Meta11-ExcerptAuthor)

1. Introduction and first-level sections (Style: Meta14-Heading 1)

It is highly recommended that you use these guidelines or insert the *Meta* styles into the document when editing your article. It is also possible to overwrite the present document and save it under a different name. Please save your document as a .docx Word file. The article must be between 7,500 and 9,000 words, approximately 15 to 20 single-spaced pages, including notes and bibliographical references. Notes must not exceed one page. If notes do exceed one page, use an appendix. The appendices, added to the article, must not exceed three pages.

All sections and subsections of the following paragraphs are indented, including after figures and tables. (Style: Meta13-Other paragraph). In cases where special characters are used (languages that do not use the Latin alphabet, symbols, etc.), a PDF version in addition to the Word version is required. Use either the Canadian, British or American English Word Setting throughout your article. English texts must follow English typographical rules (spacing, quotation marks, etc.).

* 1. Second-level subsection (Style: Meta15-Heading 2)

Sections and subsections are numbers, as are the introduction and conclusion. Each subsection number is followed by a period and a space. Only four levels are provided. You should not have only one section or sub-section (for example, a section 1.1 without a section 1.2.). The introduction and conclusion should be numbered.

* + 1. Third-level subsection (Style: Meta16-Heading 3)
       - 1. Fourth-level subsection (Style: Meta17-Heading 4)

1. Guidelines for lists

Spacing for most document elements is covered by the different styles, with some exceptions, such as for lists. When a list is inserted, a space must be added before and after the list, as in the following example:

– element of a classified list (Style: Meta18-Element of list)

– element of a classified list

a) Element of a classified list; (Style: Meta18-Element of list)

b) Element of a classified list;

c) Element of a classified list.

Continuation of the text/paragraph...

1. Guidelines for quotations and examples
   1. Argumentative quotations

Quotations used for argumentative purposes (generally taken from articles or books by other researchers) are not numbered. Quotations that do not exceed three lines are inserted in the text in Roman characters (regardless of the language) with English quotation marks: “Here is a short imaginary quotation” (Author 2015: 45). The period is placed after the reference to the author’s name, and not before the closing quotation marks. If a quotation exceeds three lines, indent it in 10 pt., as in the example below. Indicate the author’s name and citation information in parentheses at the end of the quotation, after the period.

Quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation quotation. (Author 2016: 3) (Style: Meta20-Quotation)

[n]ote that if the first letter is uppercase in the original, it becomes lowercase within square brackets. If a part of the original text is [added], [modified] or omitted […], this should be indicated with square brackets. (Author 2010: 21; our translation/translated by the author/translated by…)[[1]](#endnote-1)

* 1. Examples

Examples taken from other sources or from a corpus should be numbered.

1. Original text. (Style: Meta21-Citation numérotée)

(Author 1994: 34) (Style: Meta19-Auteur ou source)

a) Translation 1. (Style: Meta22-Traduction ou glose)

(Auteur 1994/2006: 32, translated by Name of Translator)

b) Translation 2. (Style: Meta22)

(Our translation)

In certain cases, a gloss is required, even when the author has provided their own translation. Glosses are presented in square brackets.

1. 머리에서 **앵 하는** 사이렌 같은소리가 나면서 정신이 흐려졌다 .

[When a noise like that of a siren’s *aeng* (nee naw) echoed in his head, he felt faint.]

(Auteur 1994: 46, our underlining)

Only examples with dialogue (with audiovisual translation, for example) are preceded by a long dash (square space: — ).

1. Guidelines for tables, graphs, and images
   1. Tables

In general, tables should be in the body of a text rather than in an appendix. Appendices may be used in case of large tables with numerous data. Formatting must be simple: tables are aligned to the left; the text in the table is Times New Roman 10 pt.; borders are black and a shade of gray can be used to mark sections. Adding a legend below the table, in 10 pt., is also possible.

Table 1 (Style: Meta24-numérotation de tableau)

Title of the table (Style: Meta25-Titre du tableau)

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Legend, if necessary

Insert an additional line after the table and indent the next paragraph, where applicable.

* 1. Figures (graphs, line diagrams, images…)

Do not use Word functions to insert images or to create graphs or drawings. Each figure should be provided in a separate file (.tiff or .jpg format, high resolution, 300 dpi). They can also be included in a PDF version of the article in order to indicate the desired final layout. Only black, white and shades of gray are accepted. For graphs and images that include text, please copy the text into a Word file and include with your article.

Number and title each figure using the Table Title style. Indicate the figure’s desired location by typing the file name in angle brackets.

Figure 1 (Style: Meta24-numérotation de tableau)

First title (Style: Meta25-Titre du tableau)

<insert figure1.tiff>

As with tables, insert a blank line after each figure. Tables and figures are referred to in the text as follows: in Table 1, Figure 2, or in parentheses, with the first letter in uppercase (Table 1).

Other guidelines

* 1. Citing authors in text

Except in specific cases, first names should not be used in the text. There are several options for citing authors. If the author is mentioned in the text, cite them as follows: for example, the work published by Author1 (2010) shows that… However, according to Author2 (2012: 45), we must conclude that… In the latter example, the page is included. The year is followed by a colon, a space, and the page number. Separate pages can be cited using commas (Author 2005: 2, 4, 18), or as a series of pages (Author 2007: 12-20). In cases where there are two authors, the names are separated by the conjunction “and”: (Dupont and Dupond 2006). If there are more than two authors, the names of the first author is followed by *et al.*: (Dupont *et al.* 2004). All names should be listed in the References section.

When several references are listed, they should be separated by a semi-colon (Author1 2004: 45; Author2 2003: 567-569) or, if referring to more than one publication by the same author, (Author 2006; 2008: 67). Please avoid expressions such as ff., *passim*, etc. but give instead the page range. *Ibid*. may be used when referring to a reference immediately preceding the mention.

All authors/sources cited in the text must also appear in the references and vice-versa. All non-cited references will be deleted. Indirect quotations (authors cited in another source) should be avoided as much as possible. This practice is reserved only for cases where the original text cannot be found (Author1 1898: 56, cited by Author2 2008: 67). Ideally, both references, in complete form, should be listed in the *References* section.

When two different references by the same author are published in the same year, the year is followed by a, b, c… (Author 2007a; 2007b).

When the cited source is a new edition or a translation, the year of the original publication is listed first, followed by a slash and the year of publication of the new edition (Author 1989/2015) or translation. In the latter case, the name of the translator should be given (Author 1994/2006, translated by Name of Translator) and should appear in the *References* section.

* 1. Words or phrases in different languages

Words and expressions in another language than that of the main text should be italicized. For languages using another system than the Latin alphabet, please provide a transliterated version alongside the original citation.

* 1. Special citations

Titles of books, films, television shows and newspapers cited in-text should be in italics, as well as the name of any tool used (software, tests, questionnaires…). Please refrain from using italics for emphasis: rhetorical or discursive devices should be preferred. Similarly, inverted commas and quotation marks should be strictly reserved for citations. When emphasizing specific words or expressions in a cited passage, please underline them and add: (our emphasis).

* 1. Special sections

The following sections: Acknowledgements, References, Interviews, and Appendices, must appear in that order at the end of the article. The body of the text is in Times New Roman, 10 pt. The *Notes* section must not be longer than one page. In the body of the article, notes are in superscript and found at the end of the article (and not at the bottom of the page).[[2]](#endnote-2)

* 1. Bibliographical references

The *References* section includes bibliographical details of articles, monographs, theses... as well as literary works, websites, articles from magazines and newspapers or non-scholarly journals, films, conference presentations, and online or paper dictionary entries. See below for detailed typographical norms and examples. Primary and secondary sources may be listed distinctly, where appropriate. When the volume of references related to a specific corpus is excessively large, it should be placed in an appendix.

Authors are requested to pay particular attention to formatting and double check their references to make sure that all in-text citations have a corresponding entry in the References section (and vice-versa).

As is consistent with norms for citing a source in-text (section 5.1.), when the work cited is a new edition or a translation, the year of publication of the original edition is listed first, followed by a slash and the year of publication of the new edition or translation. When one author has published several works, these are indicated in chronological order (from oldest to most recent).

It should be noted that for languages not commonly accessible to *Meta* readers, a translation of the title in French must be given between square brackets after the original title. However, if the original work contains a title in English or in Spanish, it may be left as is.

When the title is written in a language that does not use the Latin alphabet (Mandarin, Arabic, Korean, etc.), a phonetic transcription between parentheses may be given, but is not mandatory.

When a text has no author, anonymous may be used (in small caps) in place of the name (last name and first name). A URL will be given only for exclusively online references (see examples below).

ACKNOWLEDGEMENTS (Style: Meta26)

Optional acknowledgement text that mentions collaborators, research assistants, sources of financing, etc. (Style: Meta27-Notes)

NOTES (Style: Meta26-Titre Notes)

\* This note is optional and can only be used for information on an author’s affiliation that cannot be provided in the title (name of laboratory, research group, CNRS group, etc.). (Style: Meta27-Notes)

1. Notes will be inserted here during final layout by the publisher, Presses de l’Université de Montréal.

REFERENCES (Style: Meta28-Titre Références)

**Literary works and other primary sources:**

Name, FirstName (2015): *Title of* *book*. City [in the same language as the book]: Publisher.

Author, FirstName (1723/2012): *Title of work*. (Translated from the [language] by FirstName Name). City: Publisher.

Anonymous (1904): *Title of book*. City: Publisher.

**Scholarly volumes:**

Name, FirstName, ed. (2005): *Title of collection*. City: Publisher.

Name, FirstName, Name, FirstName, Name, FirstName (etc.), eds. (2005): *Title of collection*. City/City: Publisher.

Author, FirstName (1723/2012): *Title of work*. (Translated from the [language] by FirstName Name). City: Publisher.

**Articles and chapters in collections:**

Name, FirstName (2008): Title of the article. *Name of scholarly journal.* vol(num):page‑page.

Name, FirstName and Name, FirstName (2016): Title of the article. *Name of scholarly journal.* 6(7):45-78.

Name, FirstName, Name, FirstName, Name, FirstName (etc.), (2007): Title of the article. *Name of scholarly journal.* 3:171-179.

Name, FirstName (2001): 以跨学科的视野拓展口译研究 [Translated title]. *Name of scholarly journal.* 8:17-29.

Name, FirstName (2005): Title of chapter. *In*: FirstName Name and FirstName Name, eds. *Title of collection*. City: Publisher, 567-586.

**Presentations, proceedings, theses, etc.:**

Name, FirstName (2014): Title of presentation. *Name of conference*, University, City, Day Month Year.

Name, FirstName, (2005): Title of published conference paper. In:FirstName Name, ed. *Title of proceedings.* (Name of conference, City, XX-XX Month Year). Vol. 5. City: Publisher, 567-586.

Name, FirstName (2005): *Title of dissertation or thesis*. Doctoral or master’s dissertation or thesis, unpublished. City: University.

**Dictionary/encyclopedia entries:**

Name, FirstName, ed. (1998): Entry title. *Title of Dictionary*.City: Publisher, page number.

Name of online dictionary (2016): title of entry. *XYZ Translation Dictionary*. Consulted on Day Month Year, <http://www.xyz.com/dictionary/english/translation/7961>.

**Articles in magazines or non-scholarly publications:**

Name, FirstName (2013): Title of article. *Name of magazine*. 5(6):56-89.

Name, FirstName [or Press agency] (2016): Title of article. *Name of journal*. Date of publication.

**Websites:**

Name, FirstName [or Name of organization/Website] (2015): Webpage Title. *Website title*. Consulted on Day Month Year, <http://www.address.com>.

**Movies:**

Name, FirstName of director (2006): *Original title of film*. Production company.

APPENDICES

Appendix 1 (Style: Meta26-Titre Notes)

Text. No more than three pages. (Style: Meta27-Notes)

1. The original text of a translated quotation should be included here. [↑](#endnote-ref-1)
2. Notes may be used for factual explanation, commentary, or specification purposes. [↑](#endnote-ref-2)