

# Translation Concepts – Formatting Guidelines

## **General Formatting:**

- page setup: page margins: 3 cm / 1,18 inches (top, bottom, left, right)
- use single rather than double space after full stops, commas and semicolons

## **Font**

- font type: Times New Roman
- font size: 12 for text body, 10 for long quotations, (longer than 40 words), 10 for footnotes
- line spacing: 1,0
- font size and figure and table indications: 10 (italics)
- font size of headlines: heading 1: 14 bold, heading 2: 14 bold, heading 3: 13 bold, heading 4: 12 bold; example

## **1 Translation Theory**

### **Translation Theory: A Historical Perspective**

#### **Modern Developments**

##### **1.2.1**

##### **1.2.2**

##### **1.2.2.1**

etc.

## **Figures and Tables**

- numbering of figures and tables: Arabic numerals
- format of figures and tables; example:  
*Fig. 1: Translation Theories*  
*Tab. 2: Translation Concepts*

## **Quotations**

- authors, date of publication and page number should be provided for all quotations
- quotations shorter than forty words should be incorporated into the text; use double quotes, with single quotes within where necessary.
- quotations longer than 40 words are not incorporated in the text body; they should be taken out of the text and indented (1 cm / 0,393 inches added on left and right border) with font size 10
- numbering of footnotes: Arabic numerals
- quotations from foreign sources should be translated into English; please indicated whether the translation is your own or another author's ; if the latter please provide a full reference, including page number(s)

## References

- list entries in the reference list first by author and then by date; where there are two or more works by the same author in the same year, distinguish them as 2006a, 2006b etc.
- titles of works in less common languages should be glossed in English
- references to multi-author texts should be in the form of first author's last name plus *et al.* in the body of the text, but all names (and first names) should be spelled out in the reference list:

Heine Carmen & Schubert, Klaus & Gerzymisch-Arbogast, Heidrun (eds) (2006): *Text and Translation. Theory and Methodology of Translation*. Jahrbuch Übersetzen und Dolmetschen. Tübingen: Narr.

- If you refer to more than one publication in the body of the text, separate the references by semicolons thus:

The growing ascendancy of English as the world's main language (Crystal 1985; Coulmas 1992; Phillipson 1992) makes the issues surrounding its teaching in many ways atypical

...

The following sample bibliography includes examples of various entries: books, journals, articles, edited volumes etc.:

- Clifford, James (1998): "The Translation of Cultures: Maurice Leenhardt's Evangelism, New Caledonia 1902-1926". In Con Davis, Robert & Schleifer, Ronald (eds): *Contemporary Literary Criticism: Literary and Cultural Studies*. New York: Longman. 680-94.
- Cook, Guy (1992/2001): *The Discourse of Advertising*. London - New York: Routledge. 2nd edition.
- Delabastita, Dirk (1989): "Translation and Mass Communication: Film and TV Translation as Evidence of Cultural Dynamics". In *Babel* 35(4). 193-218.
- (1993): *There's a Double Tongue. An Investigation into the Translation of Shakespeare's Wordplay*. Amsterdam - Atlanta: Rodopi.
- & D'hulst, Lieven (eds) (1993): *European Shakespeares. Translating Shakespeare in the Romantic Age*. Amsterdam - Philadelphia: John Benjamins.
- Meeuwis, Michael (ed.) (1994): *Critical Perspectives on Intercultural Communication*. Special Issue of *Pragmatics* 4(3).
- Polletta, Francesca (1998): "'It Was like a Fever ...' Narrative and Identity in Social Protes". In *Social Problems* 45(2). 137-59.
- Tymoczko, Maria (2003): "Ideology and the Position of the Translator: In What Sense is a Translator 'In Between'?". In Calzada Perez, María (ed.): *Apropos of Ideology – Translation Studies on Ideology – Ideologies in Translation Studies*. Manchester: St. Jerome Publishing. 181-201.
- Arbogast, Alfred (1999): "Isotopy and Translation". In Buhl, Silke & Gerzymisch-Arbogast, Heidrun (eds): *Fach-Text-Übersetzen: Theorie, Praxis, Didaktik*. St. Ingbert: Röhrig. 3-20.
- Assmann, Jan (2000): *Der Tod als Thema der Kulturtheorie*. Frankfurt: Suhrkamp.
- Beaugrande, Robert Alain de & Dressler, Wolfgang U. (1983): *Introduction into Text Linguistics*. Tübingen: Niemeyer.
- Bellert, Irina (1970): "On a condition of the coherence of texts". In *Semiotica* 2. 335-363.
- Brinker, Klaus (1993): *Textlinguistik*. Studienbibliographien Sprachwissenschaft Band 7. Heidelberg: Groos.

- Buhl, Silke (1999): "Gestaltungsprinzipien wissenschaftlicher Texte im Sprachenpaarvergleich Deutsch-Englisch am Beispiel von Texten Einsteins und Russels zur Relativitätstheorie". In Gerzymisch-Arbogast, Heidrun & Gile, Daniel & House, Juliane & Rothkegel, Annely (eds): *Wege der Übersetzungs- und Dolmetschforschung*. DGÜD Jahrbuch Übersetzen und Dolmetschen, Bd III. Tübingen: Narr.
- Clyne, Michael (1994): *Intercultural Communication at Work. Cultural Values in Discourse*. Cambridge: Cambridge University Press.
- Daneš, Frantisek (1970): "Zur linguistischen Analyse der Textstruktur". In: *Folia Linguistica* 4. 72-78.
- Floros, Georgios (2003): *Kulturelle Konstellationen in Texten. Zur Beschreibung und Übersetzung von Kultur in Texten*. DGÜD Jahrbuch Übersetzen und Dolmetschen, Bd III. Tübingen: Narr.
- (2004): "Cultural constellations and coherence". In House, Juliane & Koller, Werner & Schubert, Klaus (eds): *Neue Perspektiven in der Übersetzungs- und Dolmetschwissenschaft*. Festschrift für Heidrun Gerzymisch-Arbogast zum 60. Geburtstag. Bochum: AKS-Verlag. 289-300.
- Galtung, Johan (1985): "Struktur, Kultur und intellektueller Stil. Ein vergleichender Essay über sachsenische, teutonische, gallische und nipponische Wissenschaft". In Wierlacher, Alois (ed.): *Das Fremde und das Eigene*. München: iudicium Verlag. 151-193.
- Gerzymisch-Arbogast, Heidrun (1987a): *Zur Thema-Rhema-Gliederung in amerikanischen Wirtschaftsfachtexten. Eine exemplarische Analyse*. Tübingen: Narr.
- (1987b): "Passepartoutwörter als fachsprachliches Übersetzungsproblem". In *TEXTconTEXT* 1/2. 23-31.