

Guidelines for Authors

1. **REVIEW PROCEDURE:** All submissions are pre-screened by the editorial board and only those papers are submitted to the anonymous review procedure which fit the aims and scope of the journal.

2. **MANUSCRIPT:** Submissions should be between 5000–7000 words in length (book and conference reviews should be 1,500–2,500 words). The text should be divided into sections, and, if necessary, subsections with appropriate headings. All submissions should be sent in electronic format via e-mail (in a Word for Windows file and in a pdf file) to klaudy.kinga@btk.elte.hu, pal.heltai@gmail.com, or karoly.krisztina@btk.elte.hu. The file containing the **paper must not include the author's name**. It should contain, on the first page, (1) the **title** of the article, (2) a list of 4–6 **keywords**, and (3) a 200-word **abstract**. The name(s) of the author(s) should be sent in a separate file, including (1) the **title** of the article, (2) the name(s) of the **author(s)**, and (3) full institutional **address**, phone, e-mail address of the author(s).

3. **PROOFS AND REPRINTS:** One set of proofs will be provided, which is requested to be returned within 48 hours of receipt to the Editor. Alterations in the illustrations are expensive and should be avoided. *Self-archiving. Offprints and PDF files.* The Author is entitled to self-archive the preprint version of his/her manuscript. The preprint version is the Author's manuscript or the galley proof or the Author's manuscript along with the corrections made in the course of the peer review process. The Author's right to self-archive is irrespective of the format of the preprint (.doc, .txt, .pdf) version and self-archiving includes the free circulation of this file via e-mail or publication of this preprint on the Author's webpage or on the Author's institutional repository with open or restricted access. When self-archiving a paper, the Author should clearly declare that the archived file is not the final published version of the paper, he/she should quote the correct citation and enclose a link to the published paper ([http://dx.doi.org/\[DOI of the Article without brackets\]](http://dx.doi.org/[DOI of the Article without brackets])).

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4. **LAYOUT:** Manuscripts should be **typed** in Times New Roman CE 12, 1.5 spaced, with 1 inch margin on all sides. **Title** must be placed in the middle in bold Times New Roman CE 16, with **author(s) name** below it, also in the middle in Times New Roman CE 14. First (1.) **subtitles** are bold and capitalized, second (1.2.) subtitles are bold and the first letters of content words are capitals, third (1.2.1.) subtitles are bold (without capitals), the rest of the subtitles are italicised. The **abstract** should be between 150–200 words. **Foreign words** should be italicised and followed by a translation in single quotation marks. **Keywords** must appear in bold. **Language examples** in text should be italicised. Emphasis within language examples must appear italicised in bold. Book and journal article **titles** in the text should not be translated and should appear italicised. **Citations** from professional texts may appear in the original language but if they are translated into English, the translator's name must be mentioned (if it is the author's translation, please indicate it in the footnote). In the case of literary citations, the published translation should be used, with the author's name, the year of publication of the translation, the page number, and the name of the translator indicated (e.g., Rilke 1983:69, György Rónay's translation).

5. **TABLES AND FIGURES:** Tables and figures should be completely understandable, independent of the text. Tables should contain only horizontal lines, and shading and vertical borders are to be avoided. Each table and figure must be mentioned in the text, given a title, and consecutively numbered with Arabic numerals.

6. **LANGUAGE:** Contributions should be in English. Authors whose native language is not English are asked to have their article carefully checked by a native speaker.

7. **CONTENTS:** All research articles must offer new results, demonstrate that the author is aware of the research findings relevant to the given topic and should make a clear distinction

between these and the author's own original research results. Book reviews must contain a critical perspective, including the author's own ideas and opinion, and should address a particular audience. Conference reviews must contain the given paper's exact place and time and the name of the conference in footnote.

8. **IN-TEXT CITATION:** Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page number where appropriate, in the following style: Nida (1964), (Nida 1964), or (Nida 1964:411). If more citations are listed in brackets, they should be separated by a semicolon (e.g.: Nida 1964; Pym 2005).

9. **LONG QUOTATIONS:** When quoting more than 40 words, leave a space and set off the quotation by indenting it from the left margin. Do not use quotation marks, but indicate the name of the author, the date of publication and the page number(s) in brackets at the end.

10. **FOOTNOTES:** Footnotes should be kept to a minimum. They should be used only in the following two cases: (1) if the author intends to add something to the title and (2) if the author of the paper provides his own translation of a particular quotation.

11. **NOTES:** Content-related notes must appear as end notes not footnotes. Notes should be indicated by consecutive superscript numerals in the text and should be listed as **Notes** at the end of the study.

12. **REFERENCES:** The **References** section should only contain authors cited in the article. The sources of language data should be listed separately in the **Sources** section. References must be listed in alphabetical order, in the following style (please note that in titles you should use lowercase initials in the following cases only: conference paper, unpublished manuscript and dissertations):

Book:

Baker, M. 1992. *In Other Words*. London: Routledge.

Journal article:

Bielsa, E. 2010. Cosmopolitanism, Translation and the Experience of the Foreign. *Across Languages and Cultures* Vol. 11. No. 2. 161–174.

Edited volume:

Tymoczko, M. (ed.). 2010. *Translation, Resistance, Activism*. Boston: University of Massachusetts Press.

Paper in edited volume:

Chesterman, A. 2005. Problems with Strategies. In: Károlyi, K. & Fóris, Á. (eds) *New Trends in Translation Studies. In Honour of Kinga Klaudy*. Budapest: Akadémiai Kiadó. 17–28.

Conference volume:

Nida, E. A. 1997. The Principles of Discourse Structure and Content in Relation to Translating. In: Klaudy, K. & Kohn, J. (eds) *Transfere Necesse Est. Proceedings of the 2nd International Conference on Current Trends in Studies of Translating and Interpreting (5–7 September 1996, Budapest, Hungary)* Budapest: Scholastica. 37–43.

Conference paper:

Klaudy, K. 2001. *The asymmetry hypothesis. Testing the asymmetric relationship between explicitations and implicitations*. Paper presented to the Third International Congress of the European Society for Translation Studies, Claims, Changes and Challenges in Translation Studies, Copenhagen, Denmark, 30 August – 1 September 2001.