Submission guidelines for contributors to Hieronymus

(Version: April 2022)

NOTE: Care has been taken to make the formatting of this journal as accessible as possible to persons with sight impairment or dyslexia. If you feel that the style sheet could be improved in this respect, do not hesitate to send us your suggestions.

General

We accept submissions throughout the year, but for consideration in our next issue (to be published in December), submissions need to be sent by **15 June** at the latest.

Submissions will first be considered by the Editorial Team and, if they pass this initial screening, they will be forwarded for a **double blind peer review**. The manuscript will be anonymized by the Editorial Team before the review process.

Authors whose papers are accepted for publication must certify that their work has not been previously published. All papers are published in Open Access under the Creative Commons 4.0 open license.

Please send your contributions to the following addresses: mmstanoje@ffzg.hr and gantunovic@ffzg.hr.

Elements of the manuscript in brief:

> Article title
> Author's name
> Affiliation
> Abstract (in the language of the article)
> Keywords (in the language of the article)
> Body of the article
> References
> Abstract(s) and keywords (in other languages, see below)
> Appendices

Maximum length:

The maximum length of the submission for research articles is 9000 words including references, but excluding appendices.

The maximum length of the submission for professional articles is 7000 words including references, but excluding appendices.

For the submission of other types of articles, please contact the editors.

Language:

The preferred languages are English (of your choice) and Croatian. Submissions in other European languages are also possible; please contact the editorial board before submitting the article.

Language of the abstract and keywords:

The abstract and keywords appearing at the beginning of the article should be in the language of the article.

The abstract(s) and keywords appearing at the end of the article should be in one or two other languages.

Regardless of the language of the article, one of the abstracts/keywords must be in English and one in Croatian. In other words, along with the initial abstract, the article may be followed by one or two abstracts. If a third abstract appears, it should be in the language of the article (if it is other than English or Croatian) or in a language connected with the topic of the article (e.g., in French if the article is written in English but deals with English-French translation).

If the author does not speak Croatian, the abstract in Croatian will be provided by the journal.

Please spell-check the paper and be consistent in your spelling throughout the article.

File format:

Doc or docx are preferred. In case of other formats, please consult the editors before submitting the paper.

File name:

The author's surname, underscore, hieronymus, e.g. horvat_hieronymus.docx. Do not use diacritics or other special characters.

Formatting and layout

Article title:

Verdana 14; SMALL CAPS; sentence case; centred; space before: 12 pt; space after: 24 pt

Author's name:

Follows the title of the paper, centred. Space before: 0 pt. Space after: 42 pt. Font: Verdana 11, **bold**.

Abstract (initial, in the language of the article):

Preceded by the word Abstract or its equivalent in the appropriate language (Verdana 11***; bold, italic***; space before: 0 pt; space after: 6 pt)

Up to 150 words.

Abstract text: Verdana 11; *italic*; space before: 0 pt; space after: 6 pt

Keywords (in the language of the article):

Preceded by the word Keywords or its equivalent in the appropriate language (Vedrana 11; *italic*)

Up to 5 keywords.

Verdana 11; *italic*; space before: 0 pt; space after: 6 pt

Headings:

Level 1: Verdana 11; **bold**; left align; space before: 18 pt; space after: 12 pt

Level 2: Verdana 11; *italic*; left align; space before: 18 pt; space after: 12 pt

Level 3: Verdana 11; regular; left align; space before: 18 pt; space after: 12 pt

Numbering: 1., 1.1, 1.2.1, 1.2.2, 2., 2.1, 2.2 etc.

Body text:

Font: Verdana 11

Paragraph formatting: Left align (not right justified)

First line indent:

    After a heading: none

    All other paragraphs: by 0.7

Spacing:

Line spacing: 1.5

Space after paragraphs: 6 pt

Avoid underlining.

Page numbering: None

Headers or footers: None

Tables:

Font: Verdana 9

Table size: 15 x 15 cm max.

Table caption: Above the table; Verdana 10; **bold**; numbered

Figures:

Figure size: 15 x 15 cm max.

Figure caption: Below the figure, Verdana 10; bold; numbered

Notes:

Use sparingly and format as footnotes; Verdana 9.

References

References, not bibliography

Title: Level 1; no numbering; no colon;

Body text: Verdana 10; hanging indent by 0.7; space after: 6 pt.

Abstract(s) and keywords (at the end of the article, in other languages):

Abstract(s) should be preceded by the title in the language of the abstract.

Length of abstract: Up to 150 words.

Abstract text: Verdana 11; *italic*; space before: 0 pt; space after: 6 pt

Keywords:

Up to 5 keywords, preceded by the word Keywords or its equivalent in the appropriate language.

Verdana 11; *italic*; space before: 0 pt; space after: 6 pt

Appendices:

The appendix or appendices should be submitted as a separate document entitled surname_appendix_hieronymus.docx. Do not use diacritics or other special characters.

Font: Verdana 9-11

Citations and references

In text citations:

For direct quotes use double quotation marks: "..." in English, or „..." in Croatian.

List citations in parenthesis following the quote or paraphrase: (Author year, page), e.g. (Toury 1995, 25).

Citations longer than five lines or 100 words should be formatted as a separate paragraph, without quotation marks, indented by 0.7; Verdana 10; space after: 6 pt.

Please use Chicago Author-Date style, 17th edition in case of any doubts or elements that have not been covered in this stylesheet:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

References:

Book (monograph):

Surname, Name. Year. *Title of the Book*. City: Publisher.

Surname, Name, and Name Surname. *Title of the Book*. City: Publisher.

Examples:

Grgić Maroević, Iva. 2017. *Politike prevođenja: o hrvatskim prijevodima talijanske proze*. Zagreb: Hrvatska sveučilišna naklada.

Saldanha, Gabriela, and Sharon O'Brien. 2013. *Research Methodologies in Translation Studies*. Manchester: St. Jerome Publishing.

Book (edited volume):

Surname, Name, ed. Year. *Title of the Book*. City: Publisher.

Example:

Kruger, Alet, Kim Wallmach, and Jeremy Munday, eds. 2011. *Corpus-Based Translation Studies: Research and Applications*. London, New York: Bloomsbury.

Journal article:

Surname, Name. Year. "Title of the article". *Journal* volume (number): pages. doi.

Example:

Ivir, Vladimir. 1981. "Formal Correspondence vs. Translation Equivalence Revisited." *Poetics Today* 2 (4): 51–59. https://doi.org/10.2307/1772485.

Article in an edited volume:

Surname, Name. Year. "Title of the article". In *Title of the Volume*, edited by Name Surname, pages. City: Publisher. doi.

Example:

Maček, Dora. 2009. "Law Terms in Saga and Translation." In *Analecta Septentrionalia: Beiträge zur nordgermanischen Kultur- und Literaturgeschichte*, edited by Wilhelm Heizmann, Klaus Böldl, Heinrich Beck, and Kurt Schier, 238–55. Berlin, New York: Walter De Gruyter. https://doi.org/10.1515/9783110218701.1.238.

Website content:

According to the Chicago Author-Date Manual (17th edition), web page content may often simply be listed in the text without a formal citation in the references (e.g. "As of March 11, 2022, Hieronymus home page listed…"). However, more formal citations are also possible, if needed.

If a source does not list a date of publication or revision, use n.d. (for "no date") in place of the year and include an access date.

Surname, Name. Year. "Title of the Document". Website title. Date of creation or revision. Link.

or

Institution. Year. n.d. "Title of the Document". Accessed date. Link.

Examples:

Hodges, Charles, Stephanie Moore, Barb Lockee, Torrey Trust, and Aron Bond. 2020. "The Difference Between Emergency Remote Teaching and Online Learning." EDUCAUSE Review. March 27, 2020. https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning.

Faculty of Humanities and Social Sciences, University of Zagreb. n.d. "Akademska čestitost."
Accessed July 18, 2020. https://web2020.ffzg.unizg.hr/znanost/akademska-cestitost/.

Unpublished thesis or dissertation:

Surname, Name. Year. "Title of the Thesis." PhD diss. [or: MA thesis], City: University.

Example:

Palmisano, Davide. 2020. "Kulturorientierung im touristischen Diskurs: eine multimodale
Analyse von Webseiten aus dem Bereich des Agrotourismus." PhD diss., Vienna: University
of Vienna.

Spelling rules for quotation marks in the references should follow the language of the article
and not the language of the reference. Thus, use double quotation marks "…" in the
bibliography if the language of the article is English even if the reference itself is in German.

Please use Chicago Author-Date style, 17th edition in case of any doubts or elements that have
not been covered in this stylesheet:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.