

Submission Guidelines

Papers must be submitted either in English or, for essays dealing with French linguistics or French literature, in French and sent as attachments to: wordandtext2011 (at) gmail.com. Please use your surname as title of your document: e.g. smith.doc.

Manuscripts should be no fewer than 5,000 words and should not exceed 10,000 words. It should use The Chicago Manual of Style which can be found at:

http://www.chicagomanualofstyle.org/tools_citationguide.html

Please use Footnotes.

Please use Microsoft Word for Windows to produce your document, which should be A4 (210x297 mm) formatted, setting all margins (Top, Bottom, Left, Right) at 30 mm all margins.

The text, formatted in Times New Roman and single spaced, will include the following parts:

- **Title** TNR 18 Bold, Centered, space one time after
- **Surname(s) and Name(s) of the author(s)** TNR 14 Normal Centered, space one time after
- the word **Abstract/ Résumé** TNR 14 Bold, Left, space one time after
- **Abstract contents** (100 -150 words); TNR 11 Normal, Left, space one time after
- the word **Keywords/Mots-clé:** (TNR 11 Bold Left) , Left, followed by 3... 5 keywords (TNR 11 Italics), no dot in the end

Headings - TNR 14 Bold, Left, space one time after (Please do not number subheadings).

-- **The main text:**

Simple text - TNR 12 Normal, Justified; start a new paragraph by indenting it 1 cm from the left margin.

For articles in English, use the „z“ alternative, e.g., realize, systematize (but note: excise, exercise, supervise, where no alternative exists). Do not put accents on capital letters or assimilated words such as elite, role, etc. Avoid ligatures for diphthongs (aesthetic rather than æsthetic).

Quotations should be written between double quotation marks (in English “quotation”, in Romanian „citat”, and French « citation »). Quotations within quotations will use straight quotation marks (") “with a whole theory of "I ams" ”.

Omissions in the middle of quotations should be indicated thus: [...]

Quotations longer than three lines should be indented by 2 cms, without quotation marks, using TNR 10 Normal. For quotations longer than 6 lines, you should seek permission from the author or printing house.

If your sentence ends with a closing quotation mark, the full stop goes before the quotation mark only if you are quoting a complete sentence, such that the full stop is in effect quoted from the original text.