

Hinweise zur Texteinrichtung

Normes per a la preparació dels textos

Guidelines for the submission of texts

Technical Indications:

Please send the manuscripts in electronic format, preferably as an e-mail attachment, to the editors of the *Zeitschrift für Katalanistik (ZfK)* at <zfk@katalanistik.de>. Should a text include signs or special symbols (phonetic symbols, alphabets from Central or Eastern Europe or Non-Latin Alphabets) or if it contains illustrations, please also forward a printed copy of the text or a PDF file (with the special character sets embedded).

Please send the manuscript in a common text format (preferably MS Word in .DOC format but not as .DOCX) or as an ASCII or RTF file. Before sending the text, please check the file(s) for virus.

Do not save illustrations, diagrams etc. together with text documents, but forward them separately as a graphic document in uncondensed format (preferably Bitmap or TIFF). Please draw up charts with your word processing program's chart tools or, if necessary, enclose a graphic file. Please, avoid connections with other programs by OLE e.g. by using spread sheet-programs like MS Excel. Tables and diagrams must not be larger than the format of the printable area of a printed *ZfK* page, which is 11,3 cm in width (in case of horizontal position of tables etc.) and 18 cm in height (in case of vertical orientation).

Should you be writing your manuscript in MS WORD, you can download a standard document 'zfk.dot' from <<http://www.katalanistik.de/zfk>> which includes most of the templates the *ZfK* uses and which are already defined to format the text. You will find the indications on how to use the standard documents in the MS WORD manual or via the online-help. Should you not be using the standard document 'zfk.dot', please format the least possible. Avoid syllabication, changes of the spaces between letters, head and foot lines, page numbers, and in order to bring out words only use italics or if necessary underline them (no capital letters, no small capitals, no bold type, no out-spacing).

If your text contains a big quantity of phonetic symbols, please only put them in from the TrueType font 'SIL Doulos IPA 93', which can be obtained from the journal's editors.

Formal Indications:

The *ZfK* accepts articles in all Romance languages – preferably Catalan – as well as German and English. Before sending the texts we request the authors to assure the completeness of scientific documentation and bibliography as well as their linguistic and stylistic exactness.

For every article, two summaries of approximately 10 lines each have to be provided: in the case of articles written in German, an abstract in Catalan; and in the case of articles written in Catalan or another language, an abstract in German; and, in any case, an abstract in English as well as 5 to 10 key-words, the latter also in English.

Structure the articles using the decimal system (1, 1.1, 1.2, 1.2.1, etc.).

Should the article contain illustrations, diagrams or charts, the text has to refer to them. That is why all of these have to be numbered.

In principle, quotes have to be made in the original language. No translation is required when the quotes are in a Romance language, in German or in English.

The quotes' sources and the bibliographic indications have to be stated in the essay's main text, referring to the bibliography, and have to be pointed out in the "author, year: page number/s" system (e.g. Badia i Margarit, 1995: 337s). Please pay attention to the gaps and punctuation signs of this model.

Basically, foot notes have to be put in the bottom margin (no final notes) and have to contain additional information, yet no bibliographic references or abbreviations of titles.

All the bibliographic literature references quoted or mentioned in the text, as well as other relevant titles, figure in the bibliography at the end of the article.

Please carefully observe the following set up models and examples for the bibliography (concerning especially the space and punctuation signs) :

Monographs or anthologies:

Badia i Margarit, Antoni M. (1995): *Gramàtica de la llengua catalana: descriptiva, normativa, diatòpica, diastràtica*, Barcelona: Proa.

Wheeler, Max W. / Yates, Alan / Dols, Nicolau (1999): *Catalan. A comprehensive grammar*, London / New York: Routledge.

Turell, M. Teresa (ed.) (2001): *Multilingualism in Spain. Sociolinguistic and psycholinguistic aspects of linguistic minority groups*, Clevedon: Multilingual Matters.

Journal articles or anthology contributions:

Schlieben-Lange, Brigitte (1996): «Der *Torsimany* und die scholastische Grammatik», *Zeitschrift für Katalanistik* 9, 7-19.

Pradilla, Miquel Àngel (2001): «The Catalan-speaking community», in: Turell, M. Teresa (ed.): *Multilingualism in Spain. Sociolinguistic and psycholinguistic aspects of linguistic minority groups*, Clevedon: Multilingual Matters, 58-90.

The authors' and publishers' complete Christian name must be stated compulsorily, as well as with both monographic publications and anthologies the name of the publishing company; however stating any publication series (with volume number; after the book's title in parenthesis) is optional.

If translated secondary literature is used or quoted instead of the original, the original's title, place and year of publication have to be stated in the bibliography along with the translated edition. Example:

Dietrich, Wolf (1983): *El aspecto verbal perifrástico en las lenguas románicas*, Madrid: Gredos (dt. Orig.: *Der periphrastische Verbalaspekt in den romanischen Sprachen*, Tübingen, 1973).

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Institut d'Estudis Catalans (ed.) (o.J.): "Corpus Textual Informatitzat de la Llengua Catalana" <<http://www.ctilc.iec.cat>> [15.10.2008].

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"Joanot Martorell, Tirant lo Blanch, València 1490" <<http://www.tinet.org/bdt/tirant>> [05.02.2008].

The languages' specific punctuation rules in both essay texts and quotes should be (carefully) obeyed by. Whenever possible, please use typographic symbols like quotation marks, apostrophes (" ", « », ') and medium-sized dashes.

Indications concerning organisation of the publishing process:

The reception of a paper proposal will be confirmed within short time (normally by e-mail). After this, the submitted paper undergoes an evaluation process that should not take more than three months. The paper is first reviewed by the journal's editors, who may ask one or more external specialist(s) in the field of study concerned for a peer review. The name(s) of the peer reviewer(s) is / are not communicated to the paper's author. At the end of this evaluation process, the decision of acceptance or non-acceptance is transmitted to the author. Three possibilities exist:

- accepted without request for changes to the content; in this case, the volume of the journal in which the article is scheduled to appear, is communicated at the same time;
- accepted with requests for changes of the content; in this case, the authors receive the observations and proposals for modification of the reviewers in anonymous form. After having received the revised version of the paper, the journal's editors will verify that the reviewers' recommendations have been taken into account but no new evaluation process will be undertaken;
- not accepted; in this case neither reasons nor observation will be communicated.

If an article does not comply with the technical and formal requirements mentioned here, the manuscript will be sent back to the author who is then invited to adapt it to this style-sheet.

■ Guidelines for the submission of texts

The *Revista d'Estudis Catalans'* editors will send out the galley proofs preferably as an e-mail attachment (PDF file). Please print the document and send it back corrected by normal mail (or fax) within a week after receiving it. Do not communicate corrections to the galley proofs by e-mail or by sending scanned pages. Please use the conventional correction symbols in an unambiguous way.

The editors reserve the right to modify the originals linguistically, stylistically and formally or, should the occasion arise, to shorten them previous to their publication. The authors will be informed on such changes, when the galley proofs are sent to them.

All the authors will receive a specimen copy of the *ZfK* edition, in which their article is published. No singular nor special prints will be sent. Publications in the *ZfK* will not be remunerated. ■

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