

[This stylesheet has been edited so that it looks exactly the way your papers should look like. Please read through this document for the details carefully.]

THE TITLE OF YOUR PAPER

The subtitle of your paper (if there is one)

YOUR FIRST NAME YOUR SURNAME (Author 1)

Your University/Institute
Your Faculty
Your Department
Your e-mail address

YOUR FIRST NAME YOUR SURNAME (Author 2)

Your University/Institute
Your Faculty
Your Department
Your e-mail address

YOUR FIRST NAME YOUR SURNAME (Author 3)

Your University/Institute
Your Faculty
Your Department
Your e-mail address

1. General instructions

1.1. The general outline

The general purpose of this stylesheet is to enable contributors to the *Studies on Culture issue of Acta Philologica* to prepare their papers in accordance with the layout of the series *Philologica* that is published by Scientia Publishing House. We kindly request everyone to follow these guidelines as closely as possible. If it significantly differs from the desired format, we might ask you to restructure it.

Papers will be double-blind peer reviewed by an international group of reviewers.

2. Submission format

We only accept electronic submissions (to be sent to sarosikrisztina2015@gmail.com). We strongly encourage everyone to submit the paper as a Word document (saved exclusively in .docx format). If you include complex diagrams or pictures in your paper, please also send us the respective files separately.

3. Sizes and measurements

Please choose 12-point Times New Roman for the main text. Line spacing should be set at “exactly 12”. Footnotes are to be set in 10-point type Times New Roman, and line

spacing at 10. The paper size is European A4 (21 cm x 29.7 cm). Margins are to be set at 3 cm on all sides. The main text should be fully justified (align left + right). The first tab position in the main text and in the notes is at 1 cm, and consecutive tab stops are spaced at 1 cm apart.

Submission should not be longer than **20 pages** using proportional fonts.

Summary of sizes and measurements:

Main text font	12 pt. (proportional)
Abstract font	12 pt. (proportional)
Footnote font	10 pt. (proportional)
Paper size	A4 21 cm x 29.7 cm
Margins	3 cm
Tab interval	1 cm

4. Style guidelines

4.1. Title page

The title appears on the first line.

It is in **BLOCK CAPITALS** and is **BOLDFACED**. If there is a subtitle, then it should be immediately below the main title, neither boldfaced nor in capitals.

The author's name appears separated from the title (or subtitle) by 1 blank line. If there are several authors, they are ordered alphabetically by default, or by any prominence ordering of your choice.

First comes your first name (or first names), then your surname. Names are in block capitals but are not boldfaced.

Leave a blank line again when you start your affiliation. Restrict yourself to indicating the department and the university/institute only, which come in two different lines. If you have multiple affiliations, order them alphabetically.

Your email address appears right under your affiliation, with no blank lines in between. You can indicate at most one email address.

Neither the affiliation(s), nor the email address are boldfaced or in block capitals.

The title, the subtitle, the affiliation(s) and the email address are all centred.

Add 5 empty lines after your email address when you start your abstract.

If you want to include acknowledgements, please do not put them in a note but rather in a separate section, immediately preceding the references. See below.

4.2. Abstract

Each article should start with a short abstract (of no more than 200 words). The abstract should state briefly the goal of the paper, the main results, and major conclusions. Please include your abstract under the name and affiliation of the author(s). Leave five blank lines beneath the author's name.

Insert the title **Abstract** (11-point bold), which is followed by a full stop. Write the abstract text in 11-point type Times New Roman. Do not indent the first line of the abstract.

4.3. Keywords

Leave one blank line after the **Abstract**.

Insert the title **Keywords** (11-point bold), which is followed by a colon. Provide a maximum of 5 keywords, avoiding general terms and multiple concepts.

4.4. Notes

Notes are footnotes and are set in 10-point font. Notes are anchored in the main text by means of superscript Arabic numerals. Use continuous note numbering throughout the paper, and start numbering at “1”. Footnote numbers in the text follow the full stop of the sentence the note belongs to. Footnotes should be justified, just as the main text.

There are no blank lines above and below linguistic examples in footnotes. Please do not include tree structures, diagrams, and any other types of graphics in the notes. Do not leave a blank line between notes if you have more than 1 on a page.

Keep the number and size of your notes limited.

4.5. Section headers, paragraphs

Main section headers are separated from the text above by 2 lines and from the text below by 1 line. Subsection headers are separated from the text above by 1 line and from the text below by 1 line. *Avoid any lower divisions.*

The first section (Introduction) is “1”, not “0”. Enter 2 tabs after each main section number and 1 tab after each subsection number.

The “Acknowledgement” and the “References” sections are not numbered.

Section and subsection headers are both printed in **bold and are left-aligned**. The “Acknowledgement” and the “References” headers **are both printed in bold and are centred (not left-aligned)**.

Start each new paragraph, except the paragraphs opening a section or a subsection, with an indent of 1 cm (not tabs or spaces). Do not separate paragraphs by blank lines.

Make sure your header stays on the same page as at least the first line of the text following it.

4.5. Examples

Please use numbers when presenting your examples. After the number follows 1 tab immediately followed by the example printed in *italics*. Explanations and translation of the non-English examples are not in italics.

Morphemic borders may be indicated by a hyphen. Put the translations between ‘single quotation marks’. Avoid placing examples and respective explanations on different pages. Examples are preceded and followed by a blank line. No blank lines are used between sentences assigned the same number, but there is a line between examples of different numbers. The number of the example is not boldfaced and it appears in angled brackets. Use 2 tabs after the number.

Grammatical examples:

- (1) *Jani nem vesz tejet.*
Johnny not buy milk – Acc.
‘Johnny does not buy milk.’

Analysed translations:

- (1) Cursanții pot învăța cum să recunoască și cum să exploreze posibilitățile ce apar pe piață, iar ca urmare a acestora **vor deveni firme mai profitabile**. [Source:]
(1a.) A résztvevők megtanulhatják, hogyan ismerjék fel és hasznosítsák a piacon megjelenő új lehetőségeket, **minek következtében vállalkozásuk fejlődésnek indulhat és sikeresebbek lesznek**. [Source:]

Examples from literary works (used to illustrate literary devices, etc.) must not be numbered, only indented.

Why, what an idiot would I be / To lose my reason for the dame, / If I loved her and she loved me. / Now, did she not return your flame, / Then you might well keep such a coil / Adore and flatter her and spoil / And wait till she rewards your toil; / But when you mutually adore / And neither in your faith miscarry, / What difficulty is there more, / What is preventing that you marry? (De Molina 1959, 144)

Discussed segments must be boldfaced in all types of examples.

5. References

References to the literature in the running text should be entered as in the following examples: (Smith 1986); (Smith 1986: 124); (as argued in Smith–Brown 1999: 234); (Smith 1999, 2000). If a particular reference has already occurred in the (sub)section, and it is to occur once again without an intervening distinct reference by the same author, then the bracketed information need not be used again.

References are to be entered in the bibliography in alphabetical order, which should be titled **References**. The heading is centred, 10-point, Times New Roman, and boldfaced. It is separated, as other main sections, by two lines from the acknowledgement section. See below.

References are to be entered in 10-point Times New Roman, and each reference line is indented, except for the first.

The author's surname and first name(s) are given in full.

The editor's surname and first name(s) are given in full (if possible). If you choose **not to give** the editor's surname and first name(s) in full, **please be consistent** throughout the "References" section.

A model for the elaboration of the "References" section can be found at the end of the present Stylesheet.

5.1. Reference to linguistic data

Linguistic data referred to in the running text should be italicized and, if from languages other than English, be followed by a gloss enclosed in single quotation marks: *tej* 'milk'.

5.2. Spelling

Please use standard British English. If you are not a native speaker of English, please make sure your paper is reviewed by someone proficient in English. If the English is unacceptable, the paper will be rejected.

6. Miscellaneous

The titles of articles or books written in an other language than English **must be** translated into English. The translation of the title must be included immediately after the original title in square brackets. The translation and the original are not separated by any punctuation mark. The full stop follows immediately the closing square bracket.

The title of Journals published in an other language than English **must not be** translated in English. Yet, if there is a commonly accepted English translation for the respective Journal's name, it will be included in square brackets after the original title.

The titles of articles or books written in another alphabet (e.g. Cyrillic, Chinese, etc.) **must be first transliterated** according to the Latin alphabet and **then translated** to English.

References made to web pages must be included both in the footnotes and in the bibliography section (see below at **Web Sources**).

Hyperlinks must be removed.

Tables will be included in the text centred, the text included in the table will be 10-point TNR, with line spacing set at exactly 12. The title of the table will be placed above the table numbered, as it follows: Table 1. Title (10-point TNR).

All visual elements — including charts, figures, maps, pictures, and diagrams — should be uniformly labelled as **Figure**, and will be included in the text centred. The title of the figure will be placed below them numbered, as it follows: Figure 1. Title (10-point TNR).

Source of the tables and figures, – if there is any – must be included after the title of each table and figure, in square brackets. [Source: ...]

Dates referring to the date of downloading will be written in the following manner: month. date. year (downloaded on 01. 27. 2025).

Quotations longer than 5 lines should be included in a separate paragraph printed in Italics (10-point TNR) indented at 2 cm both left and right. **No quotation marks** requested.

Acknowledgements

The acknowledgement section (if you wish to have one) comes at the end, before the bibliography. The title is **Acknowledgements**. It is **boldfaced** and centred. Maximum length: 150 words.

References

Books in English

- Mayoral-Asensio, Roberto. 2003. *Translating Official Documents*. Manchester: St. Jerome.
Nord, Christiane. 1997. *Translating as a Purposeful Activity. Functional Approaches Explained*. Manchester: St. Jerome.

Books without an exact year of publishing

- Szécsi Gábor (ed.). s. a. *Szóbeliség és írásbeliség*. Budapest: Áron Kiadó, 143–160.

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- Campbell, Patricia J. et al. 2010. *An Introduction to Global Studies*. s. l.: Wiley-Blackwell.

Chapters/Essays in books

- Nagy, Imola Katalin. 2014. English for Horticulture. The professional and historical background of teaching horticultural terminology. In: Burada, Marinela–Tatu, Oana (eds.), *10th Conference on British and American studies. Crossing boundaries. Approaches to the contemporary multicultural discourse*. Cambridge: Cambridge Scholars Publishing. 145–157.

Articles in Journals

- Kovács Gabriella (2023) Medical Texts and Their Translation in Translator Training, In: Judit Pieldner (ed.), *Acta Universitatis Sapientiae, Philologica*, 15(2): 75–85.
Tátrai, Szilárd–Júlia Ballagó 2020. A stílustulajdonítás szociokulturális szituáltsága. Funkcionális kognitív pragmatikai megközelítés [Socio-cultural situatedness in style attribution. A functional cognitive pragmatic approach]. *Magyar Nyelvőr* 144(1): 1–41.
Wide, Camilla et al. 2019. Variation in address practices across languages and nations: A comparative study of doctors' use of address forms in medical consultations in Sweden and Finland. *Pragmatics* 29: 595–621.

Books in other languages than English

- Szabó, Miklós (ed.), 2010. *Nyelvében a jog. Nyelvhasználat a jogi eljárásban* [Law in its language. Language usage in legal proceedings]. Miskolc: Bíbor.

Szabó, Miklós–Vinnai, Edina (eds), 2018. *A törvény szavai* [The words of law]. Miskolc: Bíbor.

Manuscripts

Sárosi-Márdirosz, Krisztina. 2020. *Az erdélyi magyar jogi nyelvi szövegek jellegének vizsgálata a román nyelv hatásának figyelembevételével.* (Ms.).

Web sources:

<https://dictionary.cambridge.org/dictionary/english/wade> (downloaded on 01. 29. 2025)

<https://en.wikipedia.org/wiki/Squadron> (downloaded on 01. 29. 2025)

<https://esfs.info/2019/08/24/esfs-awards-2019/> (downloaded on 02. 15. 2025)

Web sources with title and author included (e-books, articles published only electronically)

Horváth, Péter Iván. 2018. A fogalmazás apró műhelytitkai a hiteles fordításban. *Magyar Jogi Nyelv* 2018/1 Available online at: <https://joginyelv.hu/a-fogalmazas-apro-muhelytitkai-a-hiteles-forditasban/> (downloaded on 01. 15. 2024).

Paegelow, Richard S. 2008. *Back Translation Revisited. Differences That Matter (and Those That Do Not)* Available online at: <http://www.interel.net/translate/Downloads/Back%20Translation%20ATA%20Article.pdf> (downloaded on 01. 15. 2024).

Dictionaries, Encyclopedias, and Handbooks

Asher, Ronald E. (ed.), 2000. *The Encyclopedia of Language and Linguistics.* (Vol. 9). Oxford: Pergamon Press

Balogh Judit–Haadler Lea–Keszler Borbála. et al. 2000. *Magyar grammatika.* Budapest: Nemzeti Tankönyvkiadó.

De Groot, Annette. M. 1989. *Representational Aspects of Word Imageability and Word Frequency as Assessed through Word Association. Journal of Experimental Psychology: Learning, Meaning and Cognition.* (Vol. 15.)

Halliday, Michael A. K. 1973. *Explorations in the Functions of Language.* London: Edward Arnold Publishers.

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