

- e.g., (*exempli gratia*) for example

(e.g., Furuta, 1963; Morioka, 1968, 1988, 1999; Taniguchi, 2003; Yoshioka, 1973)
(*TTR*, 22, 1, p. 97)

- *et al.* (*et alii*) and others

(Mishra *et al.*, 2005, p. 161)
(*TTR*, 23, 1, p. 139)

- et seq. (*et sequens*) and the following

(Luhmann, 1995, p. 210 et seq.; Moeller, 2006, p. 5 et seq.)
(*TTR*, 23, 1, p. 172)

- ff. (*foliis*) and on succeeding pages

(see Rowley, 2000, p. 63ff.)
(*TTR*, 23, 1, p. 42)

- i.a. (*inter alia*) among other things

- i.e., (*id est*) that is, in other words

(i.e., on a certain type of communication)
(*TTR*, 23, 1, p. 169)

- *ibid.* (*ibidem*) in the same place

From this viewpoint, communication means “a coordinated selectivity” (*ibid.*, p.154).
(*TTR*, 23, 1, p. 169)

- *id.* (*idem*) the same

- *infra* below

- N° number (at the beginning of the sentence)

(8) N° 4
ST: The prime minister, in other words, either cleaned up his own remarks or was censored.
(*TTR*, 22, 2, p. 224)

- n° number (in the middle of a sentence)

Vol. XV, n° 1 : « La traduction au Canada : tendances et traditions » (dir : J. Koustas, Université Brock)
(*TTR*, 23, 1, p. 263)

- n. footnote

(1986, p. 28, n. 12)
(*TTR*, 22, 2, p. 47)
- n.d. not dated
- n.p. not paginated

(Allen, 1966, n.p.)
(*TTR*, 23, 1, p. 19)
- *op. cit.* (*opere citato*) in the same (book, article) as was mentioned before

(Judgment Part A – Chapter I: *op.cit.*, pp. 48 and 430).
(*TTR*, 22, 1, p. 65)
- p. page

(Barrow, 1983, p. 7)
(*TTR*, 23, 1, p. 53)
- pp. multiple pages

(2005, pp. 4 and 23)
(*TTR*, 23, 1, p. 138)

(Chiasson, 1999, pp. 41-42)
(*TTR*, 22, 2, p. 73)
- [*sic*] Placed inside square brackets, [*sic*] is added to show that the author has noted an error and transcribed it verbatim. [*sic*] is also used to indicate that the quotation has been reproduced exactly as it appears in the source document. In addition, it can signal that a sentence, term or meaning may appear strange to readers or surprise them.

“Enji [*sic*] Fumiko.”
(*TTR*, 23, 1, p. 63)
- *sq.* (*sequiturque*) and the following item
- *sqq.* (*sequunturque*) and the following items
- *supra* above
- TN translator’s note
- Trans. translation (reference at the end of the article)

CARRIER, Roch (1970). *La Guerre, Yes, Sir!* Trans. Sheila Fischman. Toronto, Anansi.

(*TTR*, 22, 2, p. 57)

- trans. translation (reference within the article)
- vs. (versus) against

[...] the binary formula of English vs. “english” [...]
(*TTR*, 23, 1, p. 136)

Dates

- “17 December 2009” for dates. For example:

[consulted 17 December 2009]
(*TTR*, 23, 1, p. 35)

- “1960s” for decades. For example:

[...] authored and directed in the early 1970s [...]
(*TTR*, 23, 1, p. 18)

- Centuries are written in Arabic numbers in English.

Prior to the end of the 19th century [...]
(*TTR*, 23, 1, p. 41)

Ellipsis

- An omission in a quoted passage is indicated with “[...]” at the beginning, middle or end of the sentence. Only in cases when the ellipsis is part of the original quotation may an ellipsis be used without brackets.

Paul: I’ll go and get one for you, Mister...
Thomas: Thomas. No one calls me by my last name.
(Chiasson, 2006, p. 65)
(*TTR*, 22, 2, p. 75)

- If the author of the article is omitting material from a citation, ellipses are noted as follows:

[...]. Truth is there, and nothing but the truth, if not all the truth. [...]
(*TTR*, 22, 2, p. 40)

Linear lists

- Items in a linear list are to be denoted by parenthetical numbers. Entries are separated by periods and the first word of each entry is capitalized, if full sentences are given for each entry:

Jakobson divides translation into three classes: “(1) Intralingual translation or *rewording* is an interpretation of verbal signs by means of other signs of the same language. (2) Interlingual translation or *translation proper* is an interpretation of verbal signs by means of some other language. (3) Intersemiotic translation or *transmutation* is an interpretation of verbal signs by means of nonverbal sign systems” (Jakobson, 1971, p. 266).

(*TTR*, 22, 1, p. 171)

- Entries are separated by semicolons if syntagms are used. The first word of each entry is not capitalized.

Its role as an intermediary between the system and its environment may be: (1) not significant for unfolding social processes; (2) complementary (a “catalytic agent” of social processes); or (3) a constraint (*sine qua non*) for unfolding processes (Even-Zohar, 1979).

(*TTR*, 23, 1, p. 172)

Vertical lists

- As with linear lists, parenthetical numbers are used. The first word of each entry is capitalized.

- (1) EU’s lifting of its arms embargo on China.
- (2) The law not used as a “reunification law.”
- (3) The law as an opposition to Taiwan’s independence.

(*TTR*, 22, 2, p. 220)

Spacing

- No space is used before a colon.
- No space is used before a semicolon, a question mark or an exclamation point.
- No space is used before or after a slash.

[...] a complex view of intertextual study provides a subtler way of seeing/being/performing Canada.

(*TTR*, 22, 2, p. 69)

Quotation marks

- Curly apostrophes are used for quotation marks.
- Double curly apostrophes [“ ”] are used for ordinary quotation marks.

What comes out of his mouth is pure clash fodder: “there once was a man from Nantucket” (Allen, 1966, n.p.).

(*TTR*, 23, 1, pp. 33-34)

- Single curly apostrophes [‘ ’] are used for quotations within quotations.

And below this is a description of the work as a “postmodern ‘sermon on the mount’ [...]”. A meditation on what it means to be human, *Beatitudes* explores the common bonds of humanity, probing our notions of who we are and who we might become.”
(*TTR*, 22, 2, p. 82)

- When giving hypothetical examples, such as “Language A” vs. “Language B,” or “Culture A” vs. “Culture B,” language/culture A and language/culture B do not take quotation marks.

Italics

- Italics (not bold or underlined) are used for emphasis.
- In a quotation, added emphasis is noted with “my italics” or “our italics.”

“In fact, translation as we know it today depends on the security of *bounded identities*: the boundaries of authorship, language and text. At the same time, translation serves historically as a means to fix and consolidate these boundaries” (my italics, Simon, 1996, p. 45).
(*TTR*, 23, 1, p. 78)

Foreign Languages

- If a quotation or a reference is given in a foreign language (not English or French), a transliteration and a translation into English are provided. The transliteration is written in italics. Brackets are used to offset all translations of foreign-language titles.

Tsvetushcheie sostoianie Vserossiiskogo gosudarstva [*Flourishing of the All-Russian State*].
(*TTR*, 23, 1, p. 186)

- Foreign toponyms are spelled in English, unless it is necessary for the discussion to spell it in the original language. Thus, “Quebec” and “Montreal” generally do not take accents in English.

Interestingly, some influential Quebec critics, such as Jean-Charles Falardeau, find little use for comparative studies given the differences between the two literary traditions.
(*TTR*, 22, 2, p. 42)

Footnotes

- The footnote number is given after the punctuation mark within indented quotation (at the end of a sentence).

[...] all other translation activity until the nineteenth century pales in comparison.²
(*TTR*, 23, 1, p. 75)

Parenthesis

- For nested parenthesis, two sets of curved parenthesis are used. For example:

(Bananas (1971), Sleeper (1973))
(TTR, 23, 1, p. 18)

Register

- Usage of “etc.” (and other colloquial formulas) is to be avoided, and may be substituted with “among others” or “for example.”

[...] from a variety of perspectives having to do with ideology and culture, politics, and the economy, among others.

(TTR, 23, 1, p. 9)

Tables and Figures

- Titles of Tables and Figures are bolded. Table titles go above the Table; Figure titles go below the Figure. Titles of Tables and Figures are not capitalized.
- Tables and Figures should be numbered, if there are more than one of them.

Dash

- The em dash is used within sentences in the text in English (without spaces before or after).

However, there is still one further significant element of news—quotation—worthy of exploration [...]

(TTR, 22, 2, p. 207)

Hyphenation

- Some compound words lose their hyphen as they fall into common usage. It is important to consider whether a hyphen is necessary or not. For example: post-colonial/postcolonial. The author is free to choose, as long as the usage is consistent throughout the text.
- Hyphenation can be used to indicate an emphasis or a particular meaning attached to a concept, and if it is clear that it is used intentionally. For example: re-visit, re-position.

[...] translation and related forms of transformation and re-enunciation.

(TTR, 23, 1, p. 9)

- If a hyphenated term is to be capitalized in a title, both words of the hyphenated term become capitalized.

Quotation as a Key to the Investigation of Ideological Manipulation in News Trans-Editing in the Taiwanese Press

(TTR, 22, 2, p. 203)

Quotes and References Presentation

- Quotes longer than 3 lines should be presented in an indented, free-standing block of text. Quotation marks should be omitted.
- Short bibliographical references are included within the body of the text, footnotes being reserved for explanatory notes, not bibliographical information.
- If the author's name is in the sentence, only the year of publication and the page number are cited:

[...] Cohen notes, "This exchange was particularly important because for most this was a first experience in translation" (1993, p. 9).
(*TTR*, 22, 2, p. 42)

- If the author's name is not mentioned in the sentence, it is given in the parenthetical reference:

In order to reconstruct the translational norms in modern Japan, this paper will focus mainly on the theoretical, semi-theoretical and critical discourses on translation (Toury, 1995, p. 65).
(*TTR*, 22, 1, p. 30)

- When citing a range of page numbers, "pp." is used and both numbers are written in full:

Japan's foreign-film culture viewed Hollywood films as prestige items (Tosaka, pp. 132-180).
(*TTR*, 23, 1, p. 24)

- When citing multiple non-consecutive page numbers, "and" is used (rather than a comma or "&"). If citing more than two page numbers, they are cited as follows: (pp. 134, 156 and 198).

[...] a desire to share their experience and sentiments with English Canadians (cited in *ibid.*, pp. 163 and 165).
(*TTR*, 22, 2, p. 40)

- When citing more than one source in the same reference, the two sources are separated by a semicolon:

[...] the primary translation mode for literary texts in this period was adaptation (Miller, 2001, p. 4; Kondo and Wakabayashi, 1998, p. 489).
(*TTR*, 22, 1, p. 30)

- When citing a republished work, the original year of publication is offset by square brackets:

[...] translators should make full use of their minds to capture the meaning of the source text, thus recommending free translation (Ban, 1993 [1777], pp. 48-53).
(*TTR*, 22, 1, p. 31)

- When referencing an author and their work, the work's year of publication is in parentheses. This may be done with multiple works or just one:

For example, translation was studied in its cultural-political involvements in Brisset (1996). [...] His initiative was furthered by Theo Hermans (1997, 1999, 2007a, 2007b).
(*TTR*, 23, 1, p. 168)

- When suggesting a reference for further illustration of the idea or opinion expressed by the author, "see" is used:

[...] Ibsen's *A Doll's House*, which had an enormous effect on the development of Chinese drama and fiction in the 1930s, was introduced through relay translation (see Tam, 2001).
(*TTR*, 23, 1, p. 83)

- When suggesting a reference that expresses an opinion slightly or quite different than that of the author of the article, "cf." is used:

Both translating and editing activities exist simultaneously and cannot be easily distinguished from each other (cf. Stetting, 1989).
(*TTR*, 22, 2, p. 203)

- When referencing multiple authors, "and" (rather than a comma or "&") is used:

Similar issues are central to Translation Studies in other post-colonial societies, such as Ireland (see Cronin, 1996) or India (see Simon and St. Pierre, 2000) [...]
(*TTR*, 22, 2, p. 52)

- When referencing material without a page number, such as a website or interview, "n.p." is used:

For example, Devin Crawley credits Cogswell and Elder with capturing "seamlessly" Chiasson's "metaphorical range and depth" in *Climates* (1999, n.p.), while Clarke applauds "the translators for preserving the suppleness of Chiasson's impressive ironics" (1999, n.p.).
(*TTR*, 22, 2, p. 77)

- When citing a source with an anonymous author, "Anon." is used:

The translator's style is hardly idiomatic, though quite sufficiently clear; and the volume, which is curiously interesting, deserves a place by the side of Mitford's renderings of *Tales from Old Japan*.
(Anon., 1882a, p. 201)
(*TTR*, 23, 1, p. 56)

- When citing a footnote, "n." followed by a space is used:

All further references to the English version are taken from Brown's translation (1986, p. 28, n. 12).
(*TTR*, 22, 2, p. 47)

- When citing the same page in consecutive references, *ibid.* in parentheses is used:

John O'Connor notes in his article on translation in Canada that Josephson's translation in spite of

“grave errors of interpretation” became “probably the most widely read Quebec novel in translation” (1997, p. 796). When Roy revised her novel in 1947, the new edition rendered Josephson’s translation “as obsolete as it was unreliable” (*ibid.*).
(*TTR*, 22, 2, p. 47)

- When citing the same source more than once but different page numbers are cited, *ibid.* is used with the page number after:

He even suggests that since his reading of English- and French-Canadian novels reveals “a whole spectrum of common images, attitudes and ideas [...] aside from language, it is quite probable that there are at the moment no fundamental cultural differences between the two major ethnic groups of Canada” (*ibid.*, p. 23).
(*TTR*, 22, 2, p. 66)

- When citing information that is cited in another source, the format “cited in,” followed by the source, is used:

Roberts indicates in his forward that he translated out of respect for the original and out of a profound desire to provide English readers access to French Canada through its literature (cited in Simon, 1992, p. 163).
(*TTR*, 22, 2, p. 40)

- When citing a page along with following page, the abbreviation “et seq.” is used as follows:

[...] his break with the traditional anthropological view of society is often misunderstood (Luhmann, 1995, p. 210 et seq.; Moeller, 2006, p. 5 et seq.).
(*TTR*, 23, 1, p. 172)

- If a comparison between an original and a translation is given, the references to the original and to the translation are given separately. For example:

A simple example of this would be from *Climates* where “dans un dépanneur Metro” (Chiasson, 1996b, p. 40) becomes “inside a corner Metro” (Chiasson, 1999, p. 42) which, while the “Metro” chain of stores is becoming more common across Canada, is a phrase that is not commonly used in English.
(*TTR*, 22, 2, p. 72)

Punctuation and Quotes

- Punctuation goes inside quotation marks. If there is a parenthetical citation at the end of a quotation, punctuation is placed after the parentheses.

“*Rupantar* (meaning ‘change of form’ and *anuvad* (‘speaking after’ or ‘following’) are the commonly understood senses of translation in India, and neither term demands fidelity to the original. [...] Such cross-bearing has lately been called ‘transcreation,’ especially for rendering older Indian literary texts into modern English. [...]” (1994, pp. 80-82, my italics).
(*TTR*, 23, 1, p. 125)

References

- The rules of punctuation, quotation marks, etc. follow the established use in English or in French. If the reference is in another language than English or French, the rules of the language in which the article is written are followed.
- Full bibliographical references are given in the “References” section at the end of the article. If more than one reference is given for the same author, they follow the ascending chronological order (the oldest first); the author’s name is repeated for each entry.

HERMANS, Theo (1997). “Translation as Institution.” In Mary-Snell-Hornby, Zuzana, Jettmarová and Klaus Kaindl, eds. *Translation as Intercultural Communication*. Amsterdam and Philadelphia, John Benjamins, pp. 3-20.

HERMANS, Theo (1999). *Translation in Systems. Description and System Oriented Approaches Explained*. Manchester, St. Jerome Publishing.

HERMANS, Theo (2007a). “Translation, Irritation and Resonance.” In Michaela Wolf and Alexandra Fukari, eds. *Constructing a Sociology of Translation*. Amsterdam and Philadelphia, John Benjamins, pp. 57-75.

HERMANS, Theo (2007b). *The Conference of the Tongues*. Manchester, St. Jerome. (TTR, 23, 1, p. 186)

- If bibliography entries are of many different types, sub-sections for references can be created.

Interview

PEARL, Gina and Muni (7 February 1997). Albany.

Unpublished Material

MARGOLIS, Rebecca (2005). *Yiddish Literary Culture in Montreal, 1905-1945*. Ph.D. thesis, Columbia University. Unpublished.

ZYGIELBAUM, Abraham (1969). *An Annotated Translation with Introduction and Appendixes of Dr. Symcha Petrushka’s Yiddish Rendering of the Tractate Toma Mishnah and Commentary*. Ph.D. thesis, Hebrew Union College-Jewish Institute of Religion. Unpublished.

Published Material

ABELLA, Irving and Harold TROPER (1983). *None is Too Many: Canada and the Jews of Europe, 1933-1948*. New York, Random House. (TTR, 22, 2, p. 197)

- Only titles cited or mentioned in the article are in the References section.
- Here are the citation guidelines for different types of references:

- Book by single author:

KOUSTAS, Jane (2008). *Les belles étrangères: Canadians in Paris*. Ottawa, University of Ottawa Press.
(*TTR*, 22, 2, p. 58)

- Book by two authors:

STRATFORD, Philip and Michael THOMAS (1977). *Voices from Quebec*. Toronto, Van Nostrand Reinhold Ltd.
(*TTR*, 22, 2, p. 59)

- Book by multiple authors:

FUJIWARA, Sadaie *et al.* (1866). *Hyaku Nin Is'shiu, or Stanzas by a Century of Poets, being Japanese Lyrical Odes*. Trans. Victor F. Dickins. London, Smith, Elder and Co.
(*TTR*, 23, 1, p. 67)

- A collective work or anthology with one editor:

SILET, Charles L.P., ed. (2006). *The Films of Woody Allen: Critical Essays*. Toronto and Oxford, The Scarecrow Press.
(*TTR*, 23, 1, p. 36)

- A collective work or anthology with two editors:

BASSNETT, Susan and Harish TRIVEDI, eds. (1999). *Post-Colonial Translation: Theory and Practice*. London and New York, Routledge.
(*TTR*, 22, 1, p. 26)

- A collective work or anthology with multiple editors:

WU, Feng 吳楓 *et al.*, eds. (1987). *Jianming Zhongguo guji cidian 簡明中國古籍辭典*. Changchun, Jilin wenshi chubanshe.
(*TTR*, 22, 1, p. 218)

- An article in a collective work or anthology:

VISWANATHA, Vanamala and Sherry SIMON (1999). "Shifting Ground of Exchange: B.M. Srikantahia and Kannada Translation." In S. Bassnett and H. Trivedi, eds. *Post-Colonial Translation: Theory and Practice*. London and New York, Routledge.
(*TTR*, 22, 1, p. 26)

- An article in a scholarly journal:

BAKER, Mona (1995). "Corpora in Translation Studies: an Overview and Some Suggestions for Future Research." *Target*, 7, 2, pp. 223-243.
(*TTR*, 22, 1, p. 111)

- If the journal is published by month or quarter, the month or quarter is offset by

commas:

KOUSTAS, Jane (1997). "Quebec Literature in Translation: Loaded Canons." *Quebec Studies*, 23, Spring, pp. 43-53.
(*TTR*, 22, 2, p. 58)

- Newspaper article:

O'HARA, Meredith (2007). "N.B. Viceroy Leads Audience Through World of Dreams, Reality in New Play." *The Fredericton Daily Gleaner*, 14 July, p. A4.
(*TTR*, 22, 2, p. 89)

- Magazine article:

GAYLEY, Charles Mills (1903). "What is Comparative Literature." *Atlantic Monthly*, 92, pp. 56-68.
(*TTR*, 22, 2, p. 88)

- Article in an online journal:

ZAMORA, Lois Parkinson (2002). "Comparative Literature in an Age of 'Globalization.'" *Comparative Literature and Culture*, 4. Available at: <<http://docs.lib.purdue.edu/clcweb/vol4/iss3/1>> [consulted 25 September 2008].
(*TTR*, 22, 2, p. 90)

- Article in a reference book:

FAWCETT, Peter (1998). "Ideology and Translation." In M. Baker, ed. *Routledge Encyclopedia of Translation Studies*. London, Routledge, pp. 106-110.
(*TTR*, 22, 2, p. 232)

- An unpublished dissertation:

DYM, Jeffrey A. (1998). *Benshi, Poets of the Dark: Japanese Silent Film Narrators and Their Forgotten Narrative Art of Setsumei, 1896-1939*. Ph.D. dissertation. University of Hawai'i. Unpublished.
(*TTR*, 23, 1, p. 35)

- Published dissertation:

ISHIKAWA, Takéshi (1909). *Étude sur la littérature impressionniste au Japon*. PhD dissertation. Université de Paris, Faculté des Lettres. Paris, A. Pedone.
(*TTR*, 23, 1, p. 67)

- Translations are always referenced by author. The following is an example of a reference to both an original and a translation:

RICARD, François (1996). *Gabrielle Roy : une vie*. Montréal, Boréal.

RICARD, François (1999). *Gabrielle Roy: A Life*. Trans. Patricia Claxton. Toronto, McClelland & Stewart.

(*TTR*, 22, 2, p. 58)

- A website:

FLOURDE, Éric (2003). “Doublage : uniformisation linguistique et manipulation du discours.” Available at: <www.post-scriptum.org#3> [consulted 17 December 2009]. (*TTR*, 23, 1, p. 35)

- Books in a series:

FLOTOW, Luise von and Reingard M. NISCHIK, eds. *Translating Canada. Charting the Institutions and Influences of Cultural Transfer: Canadian Writing in German/y*. Ottawa, University of Ottawa Press, “Perspectives on Translation,” 2007. (*TTR*, 22, 2, p. 264)

- Two publishers in two different locations:

PYM, Anthony (1997). *Pour une éthique du traducteur*. Arras, Artois Presses Université; Ottawa, Presses de l’Université d’Ottawa. (*TTR*, 23, 1, p. 36)

- Publisher in two cities:

CRONIN, Michael (2009). *Translation Goes to the Movies*. London and New York, Routledge. (*TTR*, 23, 1, p. 35)

- Films:

ALLEN, Woody (1980). *Stardust Memories*. United Artists. (*TTR*, 23, 1, p. 36)

- Audio CD:

SAINTENY, Philippe (1998). « Nurrudin Farah, Somalie ». Dans *l’Afrique littéraire : Poètes, romanciers et dramaturges : 50 ans d’écriture*, coffret de 3 CD audio. Paris, Frémeaux et associés/Radio France Internationale, CD n° 3, page 1. (*TTR*, 23, 1, p. 120)

- Forum posts:

ÁLVAREZ, Carmen (2005). 23/06/2005 post on “Demand for J→English/J→German translations?” PROZ discussion forum. Available at: <<http://www.proz.com/topic/30111>> [consulted 16 August 2006]. (*TTR*, 23, 1, p. 88)

- Interviews:

PEARL, Gina and Muni (7 February 1997). Albany. (*TTR*, 22, 2, p. 197)

- Conferences:

FOZ, Clara (2008). "L'Ouest, l'Est et le reste." Paper presented at the Canadian Association for Translation Studies 21st Annual Congress "Translation Theories and Practices: East Meets West." The University of British Columbia, Vancouver, 31 May - 2 June.
(*TTR*, 23, 1, p. 89)

- Forthcoming publications:

DASH, Debendra and Dipti R. PATTANAIK (Forthcoming). "Tradition-Modernity Dialectic in Fakir Mohan Senapati's *Chhamana Athaguntha*." In Satya P. Mohanty, ed. *Colonialism, Modernity and Literature: The View from India*. New York, Palgrave-Macmillan.
(*TTR*, 23, 1, p. 145)

- Titles in a foreign language (not French or English) that have been translated by the author of the article:

YANABU, Akira (1982). *Honyakugo Seiritsu Jijyo [The Emergence of a Language of Translation]*. Tokyo, Iwanami Shoten.
(*TTR*, 22, 1, p. 26)

- Title that has been republished:

BARROW, Terence (1983 [1974]). "Introduction to the New Edition." In Murasaki Shikibu. *Genji Monogatari*. Trans. Kencho Suematsu. Rutland, Vermont and Tokyo, Tuttle, pp. 7-9.
(*TTR*, 23, 1, p. 66)

- Manuscript:

CHIASSON, Herménégilde (1996a). *Cap enragé*. Unpublished manuscript.
(*TTR*, 22, 2, p. 87)

- Anonymous work:

ANON. (1882a). "Minor Notices." *The Critic*, 41, July 29, p. 201.
(*TTR*, 23, 1, p. 65)

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