



*Style sheet*

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1. GENERAL INFORMATION

*Hápax*, the journal of our Association for the Study of Language and Literature (SELL), is published on an **annual basis** (in April). Intending contributors should forward their work, for consideration by the editorial board, at least two weeks prior to the publication date. Hence all material submitted after March 15<sup>th</sup> will be considered for publication in the following issue of *Hápax*. Notifications of acceptance/refusal are sent within thirty (30) days.

The editorial board of *Hápax* welcomes articles and reviews written in any **standardized language**. In case there are more than one spelling rules, *Hápax* will establish which of the existing spellings suits its purposes best (SELL is to be consulted in this regard).

An electronic version of the material intended for publication should be submitted. Whilst most wordprocessor formats are acceptable, Word for Windows is preferred. It is essential that the author indicates the title of the article or the title of the book reviewed. A short autobiographical note and an abstract should also be supplied. Please note that *Hápax* has **set** a limit of around thirty (30) pages for articles and four (4) pages for book reviews. Papers intended for publication should conform to the following guidelines.

## 2. PRESENTATION AND LAYOUT

The main text should be typed in **Times New Roman**, font size 12, expanded characters and with a line spacing of 1.5 pt.

Left and right **margins** must be of 3 cm and **top/bottom margins** of 2.5 cm. The first line of each paragraph should be left indented at 0.63 cm. No additional space should be inserted between paragraphs.

**Footnotes** should only be used to provide short comments of the author. They should be typed in Times New Roman, font size 9, normal characters and with an interlinear space of 1pt. Footnotes should appear in numerical order and indicated in the text by means of a raised number.

Words and headings in a language other than the one used in the main text should be in *italics*, whereas etymons should be typed in **SMALL CAPS**.

Direct **quotations** should in all cases appear within double quotes (“”). When direct quotations form independent paragraphs, they should be indented at 0.63 cm on the left and at 0.95 cm on the right. For remarks or indications within a quotation single quotes (‘’) should be used. Elided text will be indicated by means of suspension points in square brackets ([...]).

### a. **Articles**

**Titles** should be typed in small caps, Times New Roman, font size 14. Articles already published in other journals should contain in the first page a footnote with details regarding all previous publications.

The **name of the author** should be typed in bold, Times New Roman, font size 10. It should be centred and put under the article’s title with an interlinear spacing of 1.5pt. The author’s affiliation, if any, should also be provided under the author’s name, following the aforementioned font and

layout style. The author's biodata should appear as a footnote typed in bold, Times New Roman, font size 10.

All **sections and subsections** should be numbered. Sections' headings should be typed in small caps, Times New Roman, font size 12 and with 2pt. line spacing. Subsection's headings should be typed in bold Times New Roman 12 and with an interlinear space of 2pt. Sections should be separated by three (3) blank lines.

The body of the text should begin with a **dropped capital** (3 lines to drop) as illustrated in the corresponding template.

## **b. Book Reviews**

Reviews should begin with the **title of the book** reviewed, followed by a comma, the **name(s) of the author(s)**, comma, place of publication, colon (:), publisher, comma, collection (if applicable) in short brackets, comma and **date** of publication. Any additional information, such as the date of the first publication, should be placed after the aforementioned data. The **ISBN/ISSN** number should appear on a separate line.

All information regarding the book should be typed in Times New Roman, font size 12, with a 2pt line spacing and a left-align. Note that the title of the book reviewed should be in italics.

For the main text follow the guidelines detailed in the "presentation and layout" section.

## **c. References**

### **b. 1. In-text References**

In-text references are quotations given at relevant points within the main body of the text and taken from one of the works that appear in the

reference list collected at the end. In-text references should be typed in Times New Roman 10 and expanded characters.

- a) If the author's name is part of our quotation, then the reference should follow the above format except for the author's name, which should be typed in small caps as in the following example:

“We agree with FUSSEL [1975: 159] in that the Oxford Book of English Verse played a definite role in the course of the First World War”.

- b) If the author's name is not part of our quotation, then the reference should follow the above format except for the author's name, which should be included in the square brackets preceding the other data, as in the following example:

“As one critic has asserted, “[...] the Oxford Book of English Verse presides over the Great War in a way that has never been fully appreciated” [FUSSEL 1975: 159].

## **b. 2. Reference list<sup>1</sup>**

At the end of the paper, under the heading References, a full list of references should appear in **Times New Roman 10** and with a **French indentation**. Entries must be arranged alphabetically by authors' surnames. Multiple publications by the same author should be listed in chronological order, repeating the author's name in each entry and using letters to distinguish references from the same author published in the

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<sup>1</sup> Asterisks in the examples given below are used to indicate information that is not obligatory to mention.

same year. The reference list should contain only the works cited or quoted in the text.

The name of the author is to appear first (in case of multiple authors, a slash must be used to separate them) in SMALL CAPS followed by a comma, then the title of the work in *italics*, comma, the place of publication, colon (:), the publishing company, comma, the name of the collection (if applicable) in square brackets and finally, a comma and the date of publication. Any additional information, such as the date of the first publication, should be placed after the aforementioned data.

#### Works:

SURNAME, Name, *Title of the work*, Place: Publisher [Collection, nº 0]\*, 0000.

#### An article in a book:

SURNAME, Name, "Title of the article cited", *Title of the book*, Place: Publisher [Collection, nº 0]\*, Date (0000).

#### An article in a journal or bulletin:

a) SURNAME, Name, "title of the article cited", *Name of the journal/bulletin*, [00], Place\*: Publisher\*, Date (0000), pp. 01-999.

b) SURNAME, Name, "title of the article cited", *Name of the journal/bulletin*, 0 (0000), pp. 01-999.

#### Conference Proceedings:

SURNAME, Name, "Title of the specific speech cited"\*, *Name of the Conference: date (that the Conference took place)*, name the Society that organized it, Place

In case there is a publication of the conference proceedings then the publisher and the date of publication should also appear:

SURNAME, Name, "Title of the specific speech cited"\*, *Name of the Conference: date (that the Conference took place)*, name the Society that organized it, Place: Publisher, Date of publication.

#### Audio-visual material:

SURNAME, Name, *Title of the work cited*, [Type of the material]. Place: Publisher, Date (0000).

#### On-line material:

Edited by Steven M. Wight: [last revision: 22/ 04 /08]

<<http://dobb.unipv.it/scrineum/wight/alexsv.htm>>

Intending contributors are kindly requested to comply with these guidelines in order to help ensure speedy publication. If this is not the case, papers will be returned to their authors for revision.