

## STYLE GUIDE

### FORMAT

#### *General*

*TransLogos* follows the author-date referencing system of *The Chicago Manual of Style*, 16<sup>th</sup> edition (hereafter CMoS with relevant sections). Authors should consult CMoS for issues which are not covered below.

- Articles must be submitted in Word format (.doc or .docx). If the article includes any special characters, tables, or figures, please also send a PDF version. The length should be between 5000 to 7000 words, inclusive of tables, captions, footnotes, references, and appendices.
- The document must be set to A4 page size, 21 x 29.7 cm (or 8.27 x 11.69 inches), with margins of 2.5 cm (or 0.98 inches) on all sides. Pages should be numbered consecutively at the bottom center of the page.
- Articles must be written using Times New Roman in 12 points with 1.5 line spacing. The text should be fully justified.
- The first line of each new paragraph must be indented by one tab space (1.27 cm or 0.5 inch). Do not leave an extra space between paragraphs.
- Footnotes must be used instead of endnotes and written in 10 points with single spacing. Do not indent footnotes or leave an extra space between them. Footnote numbers should be placed at the end of the clause or sentence they refer to and after all punctuation marks except the dash (CMoS 14.21).

#### *Title & Author*

- The article title must be aligned to the left, set to 16 points in boldface. Do not italicize the title and observe headline-style capitalization.
- Author name is written below the article title in 14 points, aligned left and only the last name is fully capitalized.
- A footnote should be inserted immediately after the author name with the asterisk mark (\*) to add the affiliation and e-mail address. The asterisk can be added as a custom mark from the Footnote and Endnote dialog box.
- Leave 18-point paragraph spacing between the title, author name and the abstract.
- Single line spacing is maintained until the main article.

#### *Abstract*

- The abstract must be written in English between 200 and 250 words below the author name.
- Times New Roman font and 12 point size are maintained with single spacing.
- Increase the left and right indent by an additional 1.27 cm or 0.5 inch for the abstract and keywords.
- 5 keywords must be provided in lowercase (excepting proper names) below the abstract without an extra space: “Keywords: translation studies; history of translation; . . .; . . .”
- An 18-point paragraph space should be added after the keywords.

#### *Headings*

- 12-point paragraph spacing must be maintained before and after each heading in the article (excepting the 18 points after-paragraph spacing for the keywords).
- The numbering must start with 1 using Arabic numerals and set in roman. Full stops should be added only after first-level headings, i.e. “1. Research Rationale”. Insert one space for subsequent sub-headings, i.e. “1.2 Methodology”.
- Do not use more than three levels of headings. Headings should be flushed left and used as follows:
  - Level 1 headings are set in **boldface**. The text starts immediately below.
  - Level 2 headings are set in roman. The text starts immediately below.
  - Level 3 headings are *italicized*. The text starts in the same line after ending the heading with a period.

### *Non-English Phrases & Translations*

- Italics should be used for single words or phrases in a language other than English. Translations of foreign and unfamiliar terms should be given in parentheses.
- In quoted matter, non-English phrases and translations should be put in square brackets if added.
- In parentheses, quotation marks are not needed for translations unless they are internal part of the quoted matter.
- If the translation is from a published version, the source must be cited in parentheses after a semicolon or “my translation” must be added in the same way (CMoS 13.76).

### *Tables & Figures*

- Tables and figures must be numbered separately and consecutively with Arabic numerals.
- They should be referred to in the text by the number in lowercase, e.g. “table 2 shows . . .” and expressions as “in the table above” or “the following figure” must be avoided.
- Table captions should be placed above the table, flushed left and follow the number as in “Table 3. Title capitalized in sentence style.”
- Figure captions must be placed above the figure and follow the same style with tables. Italicized locating words might be used in captions such as *left to right, left, right* (CMoS 3.24).
- Tables and figures must fit within the margins of the document.
- Maintain a 12-point paragraph space between tables/figures or captions and the main text, a 6-point space between tables/figures and captions.
- While the 1.5 line spacing is preserved for the captions, the spacing for the table content can be determined by the author.

### *Lists*

Lists might be set apart from the main text vertically. Vertical lists should be flush with the left margin and formatted as follows:

- For bulleted lists
- 1. For numbered lists
  - a. For subdivided lists
    - (1) .....

If a numbered list is subdivided, numerals and letters might be used together. Closing punctuations are not added to vertical lists in case of incomplete sentences. Numbers or letters must be placed in parentheses when they are run in to text: (1) ....., (2) ....., etc.

### *Capitalization of Titles*

- The first, last, and all other major words of a title and subtitle must be capitalized.
- The articles *the*, *a*, and *an* must be lowercased if they are not first words. Unless used as adjectives or adverbs, prepositions must be lowercased. The conjunctions *and*, *but*, *for*, *or*, and *nor*; infinitive *to*; and *as* in any grammatical function must be lowercased.
- For foreign titles of works, if the translation is not published, sentence-style capitalization is followed (capitalization as in normal prose, i.e. first word of the title and subtitle as well as all proper nouns). Conventions of the particular language are also observed. The dot of Turkish *İ*, which is the capital of lowercase *i*, is retained for instance.
- When English translations of foreign titles are added to bibliography, sentence-style capitalization is applied to the translation and it is enclosed in brackets without italics or quotation marks. In running text, parentheses must be used (CMoS 14.108, 14.194). If the translation is published, its title is capitalized headline-style and italicized or put in quotation marks (CMoS 11.6).
- Article titles featuring in periodicals, newspapers, chapter titles and short story or essay titles must be written in roman type and placed between quotation marks. In case of original quotation marks within the title, they are converted to single quotation marks (CMoS 8.175).

### *Quotations*

- Directly quoted expressions must be given in the text with “double quotation” marks with correct references to their sources. If the author’s name is mentioned in the text, the date must be placed in parentheses immediately after (CMoS 15.24).
- Single quotes should be reserved for terms or expressions or used as ‘scare quotes’ for drawing attention.
- Sources must be cited in the parentheses (see below for in-text citations). Any additional comments in the parentheses such as “emphasis added” or “my translation” must be set apart by a semicolon (CMoS 15.23).
- Quotations longer than three lines should be indented by an additional 1.27 cm (or 0.5 inch) from the left margin and single-spaced. The first line of the excerpt should not be further indented.
- A paragraph space of 12 points should be added after block quotations and 6 points before them.
- Do not use quotations marks for indented quotations.
- An in-text reference must be added after the last punctuation mark of the quoted matter and does not take any punctuation itself after the closing parenthesis.
- Ellipsis points (three spaced periods) should be used to indicate omitted material from a quoted matter. Ellipsis might not be used in the beginning or at the end of a quotation even when those parts of the original are omitted (CMoS 13.50). A period precedes an ellipsis to mark the end of a sentence. The first word of the following grammatical sentence might be either capitalized without marking or put in square brackets (CMoS 13.51).

## REFERENCES

### *References in the Text*

**Overview and placement.** The author-date system uses parenthetical text citations. Full details are given under the heading “References” which is set to 16 points and aligned to the center. The 12-point after-paragraph space is added after the heading.

- The basic format is (author’s last name and the year of publication, a page number or other locator).

(Karadağ 2008, 20)

- If two authors cited share the same last name, an initial or given name must be added to each citation.

(B. Karadağ 2008) (C. Karadağ 2019)

- When author’s name is mentioned in the text, it is not repeated in the parenthetical citation.
- Citations usually follow a quotation, but may precede it to allow the date appear with the author’s name.

As Karadağ (2008, 85) claims, “quoted matter.”

or

As Karadağ claims, “quoted matter” (2008, 85).

- A formulation such as “in Karadağ 2008” is not advised unless as part of a parenthetical citation. Alternatively, “Karadağ’s (2008) study questions” might be used (CMoS 15.27).
- If parentheses have to be used within parentheses for referencing, square brackets must be added inside parentheses (CMoS 6.99).

(see Karadağ [2008] on this topic)

**Repeating mentions.** In case of subsequent references to the same page (or page range) in a source, parenthetical citation might be put after the last reference or at the end of the paragraph. In case of different pages of the same source, full parenthetical citation is given with the first reference and following ones include only page numbers (CMoS 15.26).

**More than one author.** If more than three authors are cited in parentheses, the first author must be mentioned with “et al.” for the others (CMoS 15.28).

(Author1 and Author2 date)

(Author1, Author2, and Author3 date)

“According to I. Öner, Karadağ, and S. Öner (2019), . . .”

(Author1 et al. date, page)

“According to Author1 et al. (date), . . .”

**Within the same parentheses.** When two or more references are cited in parentheses, they are separated by semicolons. Their order depends on the importance of sources. If that is not applicable, alphabetical or chronological order might also be used (CMoS 15.29).

(Karadağ 2008; Öner 2016, 384)

**Locators other than page numbers.** Section, volume or some other division of the work might also be cited. When volume is cited with pages, a colon must be added before page numbers. When no page number is available as in some electronic sources (last example), an appropriate signpost is included (CMoS 15.22).

(Author date, 20, 30-8)

(Author date, sec. 5)

(Author date, vol. 3)

(Author date, 3: 240)

(Author date, under “Section Title”)

**Author with multiple works in the same year.** In case of two or more works by the same author in the same year, the works are differentiated by *a*, *b* and so forth. It is not important if the author is the editor or translator of other works. In references, they are listed alphabetically (CMoS 15.19).

(Author 2010b, page)

(Author 2010a)

**More than one date.** If the reference is given to a reprint edition and the original date will be mentioned, the latter is written in brackets before the date of the reprint. Page numbers of the reprint must be used in citation (CMoS 15.38). Brackets are replaced by parentheses in References (see below for examples).

Jakobson ([1959] 2004)

**Unknown date.** If the publication date cannot be located or known yet, “n.d.” or “forthcoming,” respectively, replaces the year and is preceded by a comma. If the date is guessed, it is placed in brackets (CMoS 15.41-42).

(Author, n.d.)            (Author [1987?])

(Author, forthcoming)

**Personal communication.** The terms “personal communication” (“pers. comm.”) or “unpublished data” must be used in respective cases. Such citations are only mentioned in the text, but cited authors must be identified clearly (CMoS 15.48).

(Işın Öner, pers. comm.)

**Secondary sources.** When an original source cannot be reached, the secondary source might be cited in the reference list and the original author and date are mentioned in the text with “quoted in” (CMoS 15.52).

“Karadağ’s *Çevirinin Tanıklığında ‘Medeniyet’in Dönüşümü* (Transformation of ‘civilization’ in the witness of translation; quoted in Öner 2016, 384) makes a similar deduction.”

**Dictionary or encyclopedia entries and classical works.** When citing well-known dictionary or encyclopedia entries and classical works, references should be given only in the text unless authored entries or annotation by authors are quoted (CMoS 14.247, 14.256).

**Crediting or adjusting translations and back translating.** When translation is needed for a foreign quotation, a published translation is used if available and appropriate reference must be given to that translation. If a quotation from the published translation is adjusted, an expression such as “Translation modified” is added in parentheses. A quotation is never retranslated from

a translation into its original language. The original must be used for the relevant quotation (CMoS 13.76-79).

### References Section

**Overview and ordering entries.** References must start on a separate page after the main text of the article and appendices, if any. Reference entries must be single-spaced internally, but leave an extra line space externally between said entries.

- Authors appear alphabetically by last name in the references. Letter-by-letter system is advised for alphabetizing. For instance, “Karadağ, Ayşe Banu” would precede an entry for “Karada Yücel, Ayşe” (CMoS 14.60).
- Authors’ names are written as they appear on title pages. If an author’s given name appears in initials in one cited book and in full in another, one form should be used consistently, preferably the full name (CMoS 14.72).
- In case of two or more authors (or editors) of one work, use the order on the title page and invert the first author’s name only (CMoS 14.76).  
Koskinen, Kaisa, and Outi Paloposki. 2010. “Retranslation.” In *Handbook of Translation Studies*, edited by Yves Gambier and Luc van Doorslaer, 1:294-98. Amsterdam: John Benjamins.
- A single-author entry comes before the multiauthor entry starting with the same name (CMoS 15.16).
- Headline style capitalization must be observed for book titles (CMoS 14.95).
- If an editor or translator is cited instead of the author, abbreviations of “ed.” (“eds.” for plural) or “trans.” are used in the references. When both an editor and translator are listed in addition to the author, the order on the title page is followed (CMoS 14.87-88).  
Berk Albachten, Özlem, and Şehnaz Tahir Gürçağlar, eds. 2018. *Perspectives on Retranslation: Ideology, Paratexts, Methods*. London: Routledge.  
Feldman, Walter, trans. 1996. “The Clock-Setting Institute.” In *An Anthology of Turkish Literature*, edited by Kemal Silay, 384-90. Bloomington: Indiana University Turkish Studies.  
Berman, Antoine. (1995) 2009. *Toward a Translation Criticism: John Donne*. Translated and edited by Françoise Massardier-Kenney. Kent: The Kent State University Press.

**Editor or translator in place of author.** A book might also be cited under the name of an editor or translator when their names are more significant for the discussion (CMoS 14.90).

Gürol, Ender, trans. 2001. *The Time Regulation Institute*. By Ahmet Hamdi Tanpınar. Madison: Turko-Tatar Press.

**Place and date of publication.** The place is either on the title page or copyright page and indicates the publisher’s main editorial office. If more than one city is given, only the first one is used. *The, Inc., Ltd., Publishing Co.* and the like are omitted from publishers’ names. If the publisher is unknown, only place is used (CMoS 14.135-143).

- When the place of publication is not known, “n.p.” (no place) is used instead as in “n.p.: Publisher.”

- If the publication date cannot be ascertained or is yet unknown but under contract with a publisher, “n.d.” or “Forthcoming” are used, respectively, in place of the publication date.

Surname, Name. Forthcoming. “Title” In . . . , edited by. . . . City: Publisher.

**Consecutive entries by the same author.** In case of consecutive entries by the same author, translator or editor, a 3-em dash (—) takes the place of the name after the first time and entries are listed chronologically starting from the earliest date. Entries with “n.d.” and “forthcoming” come after dated ones (CMoS 15.17).

Toury, Gideon. 1986. “Translation: A Cultural-Semiotic Perspective.” In *Encyclopedic Dictionary of Semiotics*, edited by Thomas A. Sebeok, 1111-1124. Berlin: Mouton de Gruyter.

———. 2002. “Translation as a Means of Planning and the Planning of Translation: A Theoretical Framework and an Exemplary Case.” In *Translations: (Re)shaping of Literature and Culture*, edited by Saliha Paker, 166-174. Istanbul: Boğaziçi University Press.

**Journal articles.** For online journal articles, a DOI or, in its absence, an URL must be added.

Massardier-Kenney, Françoise. 2015. “Toward a Rethinking of Retranslation.” *Translation Review* 92 (1): 73-85. doi:10.1080/07374836.2015.1086289.

- A translated or edited article is listed the same way as a translated or edited book (14.192).

Surname, Name. “Article Title.” Translated by Name. *Journal Title* volume (issue): page range. doi:xxxxxx

- If the volume number is not available, the issue number is used after the journal title as in “*Journal Title*, no. xx, page range” (CMoS 14.186).

**Newspaper or magazine articles.** It is enough to cite newspaper or magazine articles in the text with a publication date (CMoS 14.206, 15.47).

(*Title*, Month Day, Year)

**Website or blog entries.** Websites are cited in the text with titles set in roman and capitalized in headline-style. Quotation marks are not used and an initial “the” is lowercased. Their titled sections are placed in quotation marks (CMoS 8.186).

Blogs are treated as journals, their titles italicized, entry titles enclosed in quotation marks (8.187).

“In an online article entitled “How to Regulate Time” (T24.com, March 16, 2016) Armağan Ekici questions . . .”

Ekici, Armağan. 2016. “How to Regulate Time.” Translated by Kate Ferguson. *T24.com*. March 16. <http://t24.com.tr/k24/yazi/how-to-regulate-time,639>.

**Access date for online documents.** An access date is not required if the publication or revision date is available. If a date cannot be found, the access date might be included before the URL (CMoS 14.7, 15.51).

### *Reference Examples*

#### **Monograph (CMoS 15.9)**

Toury, Gideon. 1980. *In Search of a Theory of Translation*. Jerusalem: Porter Institute.

#### **Chapter in a single-author book**

Tymoczko, Maria. 2007. "Defining Translation." Chap. 2 in *Enlarging Translation, Empowering Translators*. London: Routledge.

#### **Chapter in a multi-author book**

Lefevere, André. 1985. "Why Waste Our Time on Rewrites? The Trouble with Interpretation and the Role of Rewriting in an Alternative Paradigm." In *The Manipulation of Literature: Studies in Literary Translation*, edited by Theo Hermans, 215-243. London: Croom Helm.

#### **Journal article**

Paloposki, Outi, and Kaisa Koskinen. 2010. "Reprocessing Texts: The Fine Line between Retranslating and Revising." *Across Languages and Cultures* 11 (1): 29-49. doi:10.1556/Acr.11.2010.1.2.

Akbulut, Ayşe Nihal. 2011. "Tanıklıklarla Çeviri ve Cortázar." [Translation and Cortázar in testimonies.] *Istanbul University Journal of Translation Studies* 2 (3): 11-37. <http://dergipark.gov.tr/download/article-file/13472>.

#### **Edited work**

Rifat, Mehmet, ed. 1995. *Çeviri ve Çeviri Kuramı Üstüne Söylemler* [Discourses on translation and translation theory]. Istanbul: Düzlem.

#### **Special issue (14.187)**

Alvstad, Cecilia, and Alexandra Assis Rosa, eds. 2015. "Voice in Retranslation." Special issue, *Target* 27 (1). doi:10.1075/target.27.1.

Taivalkoski-Shilov, Kristiina. 2015. "Friday in Finnish: A Character's and (Re)translators' Voices in Six Finnish Retranslations of Daniel Defoe's *Robinson Crusoe*." In "Voice in Retranslation," edited by Cecilia Alvstad and Alexandra Assis Rosa. Special Issue, *Target* 27 (1): 58-74. doi:10.1075/target.27.1.03tai.

#### **Translated book/chapter/article (14.88, 14.192; for more than one date, see 15.28)**

Berman, Antoine. (1995) 2009. *Toward a Translation Criticism: John Donne*. Translated and edited by Françoise Massardier-Kenney. Kent: The Kent State University Press.

Moran, Berna. (1978) 2011. "*The Time Regulation Institute: A Critical Essay*." Translated by Zekeriya Başkal. In *The Time Regulation Institute*, by Ahmet Hamdi Tanpınar, 1-23. Madison: Turko-Tatar Press.

Hermans, Theo. (1996) 1997. "Çeviri Anlatıda Çevirmenin Sesi." Translated by Alev Bulut. *Kuram*, 15, 63-68.

#### **Electronic Book (14.166)**

Venuti, Lawrence, ed. 2004. *The Translation Studies Reader*. London: Routledge. PDF e-book.

#### **Paper (14.226; for title translations, see 14.108, 14.194)**

Güneş, Alper Zafer. 2017. "Tanpınar Çevirileri: Saatleri Ayarlama Enstitüsü Üzerine Betimleyici Bir Çalışma." [Translations from Tanpınar: A descriptive study on *The Time Regulation Institute*.] Paper presented at the Trakya University Translation Studies Days, Edirne, April 25.



Güneş, Alper Zafer. 2017. "Translations from Tanpınar: A Descriptive Study on *The Time Regulation Institute*." [in Turkish.] Paper presented at the Trakya University Translation Studies Days, Edirne, April 25.

**Online magazine/newspaper article (14.200, 14.203)**

Ertürk, Nergis. 2014. "Ahmet Hamdi Tanpınar in Translation." *Jadaliyya*. July 9. Accessed April 21, 2018. <http://www.jadaliyya.com/Details/30931/Ahmet-Hamdi-Tanpınar-in-Translation>.

**Introduction, preface, afterword (14.116)**

Mishra, Pankaj. 2014. Introduction to *The Time Regulation Institute*, by Ahmet Hamdi Tanpınar, vii-xix. Translated by Maureen Freely and Alexander Dawe. New York: Penguin Group.

**Review (14.214)**

Öner, Senem. 2016. Review of *Tradition, Tension and Translation in Turkey*, edited by Şehnaz Tahir Gürçağlar, Saliha Paker, and John Milton. *The Translator* 22 (3): 382-386. doi:10.1080/13556509.2016.1183181.

**Theses and dissertations (14.224)**

Bengi-Öner, Işın. 1990. "A Re-evaluation of the Concept of Equivalence in the Literary Translations of Ahmet Midhat Efendi: A Linguistic Perspective." PhD diss., Hacettepe University.

**Organization as author (15.36)**

UCP (University of Chicago Press). 2010. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.