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## Consignes aux traducteurs et traductrices/ Style guide for authors and translation guidelines

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Texts are sent as one or more Word documents (.doc, .docx) with the following content:

- abstract of the article
- the article itself
- a list of references readily formatted by the author to be published in both French and English
- an optional list of illustrations.

All parts of the article *but the list of references* must be translated.

Important notice: please avoid adding any formatting style to the documents, as this will only create confusion when they are submitted to and edited by the publisher.

### General

- This guide is adapted from the *Chicago Manual of Style*.
- Do not use contractions, except in reported speech.
- Use the Oxford, or serial, comma (e.g., in a list, add a comma after each item, including before the final “and”: “I like apples, cherries, and bananas.”)

### Spelling

- Use British English spelling.
- -ise/-ize: for verbs ending -ise or -ize, use “-ize,” except where -ise is obligatory: 1) when it forms part of a larger word element such as -cise (=cutting), -mise (=sending), -prise (=taking), or -vise (=seeing); 2) when it corresponds to nouns with -s in the stem, such as advertise and televise; 3) words ending -yse (analyse, paralyse). Here’s a list of common words which should be spelt -ise:  
-advertise -advise -apprise -arise -chastise -circumcise -comprise -compromise -demise  
-despise -devise -disenfranchise -disguise -enfranchise -enterprise -excise -exercise  
-improvise -incise -merchandise -premise -revise -supervise -surmise -surprise -televise  
(Please note, “-ize” is not US English, as per the *Oxford English Dictionary*, *New Harts Rules*, etc.)

### Titles

- English text headings and titles use sentence case: only the first word and proper nouns are capitalized.

## Quotations

- If the text being quoted in French is itself a translation from a text originally in English, you should refer to the provided list of references to look up this original English version and insert it in the text. The same applies if the text being quoted in French has been translated and published in English. Otherwise, if no English version exists whatsoever, then the quotation must be translated along with the rest of the text (a note will be added to the issue to say that any quoted text not available in translation is translated by BSSG).
- Use double quotation marks. For a quotation within a quotation use single quotation marks.
- Punctuation goes inside quotation marks.
- When a quotation introduced midsentence forms a syntactical part of the sentence, it begins with a lowercase letter even if the original begins with a capital:  
-Benjamin Franklin admonishes us to “plough deep while sluggards sleep.”
- When the quotation has a more remote syntactic relation to the rest of the sentence, the initial letter remains capitalized:  
-As Franklin advised, “Plough deep while sluggards sleep.”
- Quotations may be introduced with a comma, a colon or without punctuation depending on syntax.

## Abbreviations

- Abbreviations (in which the end of a word is omitted) end in full points; contractions (where the middle of a word or words is omitted) do not: “Jun.” for “Junior,” and “Rev.” or “Revd” for “Reverend.”
- e.g., i.e., etc., et al.: use full points and usually followed by a comma. In running text, prefer “for example,” “such as,” and “that is.” Use the abbreviations within parentheses or notes.

## Footnotes

- Superscript footnote-reference figures precede punctuation marks and are followed by a thin space: ...example<sup>1</sup>. In the footnote itself, the reference figure or symbol is in superscript and is followed by a space but no full stop.

## Numbers

- Dates in British English are given in the order day, month, year.
- Weights, measures and references to numbers aren't punctuated: 4kg (4 kilograms); 10m (10 metres); 5% (5 per cent).
- Commas are used in numbers to indicate units of thousands and millions: 7,980; 11,487,562.
- Decimal points are indicated with full stops, not commas: 6.5 (six point five).
- Spell out numbers below 100, except for: technical contexts; referring to the age of interviewees, etc.
- Currencies: spell out “euros,” “pounds,” “dollars,” etc. in text (use symbols in tables).

## Ellipsis

- Use only for omitted text or pauses in quotations in English text.
- Use three full stops, like this: “text ... text etc.”
- These follow a full stop if following a complete sentence. ... Like this. Or ... like this (if in the middle of a sentence). An ellipsis at the end of an incomplete sentence is not followed by a fourth full point; if part of a quotation, the full stop follows the quotation mark: Like this ...’.
- **When not to use ellipsis points:** Ellipsis points are normally not used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2)

after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete.

- Retain other punctuation with ellipses where necessary for comprehension, e.g.:  
-It does not build, ... nor cherish the arts, nor foster religion.  
-As to Endymion, was it a poem ... to be treated contemptuously by those who had celebrated, with various degrees of complacency and panegyric, Paris, and Woman, and A Syrian Tale...?
- If quoting French text, which uses suspension points, a note may be added to each section of quoted text (e.g., "suspension points in original").

## Referencing

- The article's list of references must be adapted to an English publication by the author, so that translators shouldn't have to do it.
- The referencing model (based on APA formatting) for in-text quotations is the same for the French and the English version of the article, e.g. (Chartier 1999: 34) or (Wosnita & Frey 1998).
- APA referencing:
  - If author mentioned in text, just add publication date in parentheses afterwards.
  - If no author mentioned, add surname, year and page number(s) if relevant in parentheses (in text, not reference list).
  - Reference list, books:  
Surname Forename  
Year of publication (in round brackets) followed by a full stop  
Title (italics)  
Edition (if not the first, in round brackets) followed by a full stop  
Place of publication: Publisher.
  - For other text types, see <https://www.hud.ac.uk/library/finding-info/apa-referencing/>.

## Punctuation

	Before	After
Full stop/period (.)	No space	One space
Comma (,)	No space	One space
Semicolon (;)	No space	One space
Colon (:)	No space	One space (no capital after)
Question mark (?)	No space	One space
Exclamation mark (!)	No space	One space
Ellipsis [...]	One space	One space
Brackets ( )	One space	No space inside
Quotation marks ('')	One space	No space