GUIDELINES FOR PUBLICATION OF PROCEEDINGS
POE CONFERENCE VALENCIA 2009

1. General Guidelines

Proposals for articles (use only Microsoft Word, version 97/2003) must be sent attached (by email or by a properly labelled CD-ROM) to the Conference e-mail: congresopoevalencia2009@yahoo.es. File name will include surname and a brief title. Maximum length of 3000 words, including bibliography and notes.

On a separate page, as well as the name of the author, the title of the article and the academic institution to which s/he belongs, it should be included an abstract of 6/8 lines in English and in Catalan or Spanish and key words (no more than 5) in English and in Catalan or Spanish, as well as the postal and electronic addresses and the contact telephone number of the author.

Contributions for articles must be original works, not previously published and not currently being considered for publication. Authors give copyrights to publisher upon acceptance, so that permission for reproduction of any part of the article must be later granted by publisher.

Accepted articles will be sent back to authors for proofreading, and no other modifications will be allowed in the galley proofs, except for completing references.

2. Text Format

Page size: A4; Margins: top, bottom, right and left: 2.5 cm; Justifications: all text must be justified, except paper title, and author & institution.

Text will be headlined with the title centred and in lower case. On the next line will be the name and the surname of the author and the academic institution to which they belong.

General font of the text will be Times 11, equally, and without tabs for the paragraphs. Notes in Times 9.

Spacing between the lines will be 1.5. (Standard ruler from 0 to 16).

Titles of the headings or subheadings will be in whole lower case letters, on a separate line from the previous and following paragraphs. For the numbering Arabic numbers will be used (1., 1.1, etc.).

In general, texts will respect typographical conventions of the languages in which they are written.

3. Internal Bibliographical References

Bibliographical references will follow the system "bracket, author's surname(s), comma, year of publication, colon, space, page number where you found the quote and bracket. If the reference covers the whole book you can leave the pages out. If more than one author is quoted, the names will be separated by a semicolon.

[…] com ja s'ha observat (Rubio, 1994: 23).

[…] es la oposición que mencionaba M. Lliteras (2002) como característica del momento.

[…] "L'any d'edició de l'obra se sap actualment que és el 1872" (Rubio, 1994: 23).

Tal com observa Rubio (1994: 23): "L'any d'edició de l'obra …".

[…] parece demostrado a través de numerosos trabajos (Haverkate, 1994; Briz, 1995, 2004, 2005; Casamiglia & Tusón, 2002; Ballesteros, 2002; etc.).

4. Quotations

Short quotations (one or two lines) will appear within the text in inverted commas. If they are longer, in a separate paragraph, without inverted commas and in Times 10. Elisions will be indicated with three full stops in square brackets, [...].

5. Notes

Critical notes (not bibliographical) will appear at the foot of the page.

There will be a spacing between the lines of one space and will be written in Times 9.

Reference marks to notes will be indicated in raised Arabic numbers, after the indicated word. If it comes after a punctuation mark, it will be in front of the punctuation mark and before the comma:

…varietats orientals d'aquesta llengua[1]: amosta[2], escalfar i "gallofa"[3].

6. Bibliography/References

Quoted references will appear at the end, alphabetically ordered by the first surname of the author.

6.1. Author: The surname of the authors will appear in lower case and, separated by a comma, the beginning of the name followed by a full stop. If there is between one and three authors, these will appear together with a mark "&" between the last two and they will be cited: Surname, **Initial., Surname, Initial. & Surname, Initial.** If there are more than three authors, the first one will appear followed by *et alii.*

If it is a matter of editors, coordinators, directors, etc. of a volume, next and between brackets (ed. /eds.), (coord./ coords.), etc.

If there is more than one text by the same author the name will be repeated in each new reference.

6.2. Date: Next and between brackets the year of publication [followed by a colon]. The works by the same author and the year will be presented chronologically adding a letter to the year: (1999a), (1999b), etc.

If the date of publication used does not correspond with the original or with a different publication to the first and you will want to put the date on record, you will use square brackets: (1998 [1972]). If you want to put the number of the used publication on the record, you will use raised number accompanying the date (1998[1]).

6.3. Books: Surnames of the author, INITIAL. (year): *Title and subtitle.* Place of publication: Publisher.

Spang, K. (1993): *Géneros literarios*. Madrid: Síntesis.

Bravo, D. & Briz, A. (eds.) (2004): *Pragmática sociocultural: estudios sobre el discurso de cortesía en español*. Barcelona: Ariel

> Blas, J. E. *et alii* (eds.) (2005): *Discurso y Sociedad. Contribuciones al estudio de la lengua en el contexto social.* Castellón: Universidad de Castellón.

6.4. Book chapters: Surname of author, INITIAL. (year): "Title of the chapter". *In:* Surnames, INITIAL. of the author of the book or the editor of the publication, followed by (ed./eds.). *Title of the book.* Place of publication: Publisher, first page – last page of the contribution.

> Kerbrat-Orecchioni, K. (2004): "¿Es universal la cortesía?". *In*: Bravo, D. & Briz, A. (eds.). *Pragmática sociocultural: estudios sobre el discurso de cortesía en español.* Barcelona: Ariel, 39-54.
>
> Schegloff, E. (1982): "Discourse as an interactional achievement". *In*: D. Tannen (ed.), *Analyzing Discourse: Text and Talk.* Washington DC: Georgetown University Press, 73-93.

6.5. Magazine Articles and Journal Publication Articles: Surname of the author, INITIAL. (year): "Title of the article". *Name of the magazine in italics* following the complete numbering: first page – last page.

> Chillón, Ll. A. (1995): "Discurs periodístic i fraseologia". *Caplletra* 18: 165-176.
>
> Lope Blanch, J. M. (1997c): "Las *Osservationi* de Miranda". *Historiographia Linguistica* 24: 29-40.

If the article is from a daily newspaper, it will be sufficient to put the full date of publication, without needing to indicate the number.

6.6. Contributions in Congresses and Conferences:

a) general rule. Surname of the author, INITIAL. (year): "Title of the contribution". *In:* Surname, Initial. of the editor or editors of the book followed by (ed./ eds.). *Title of the congress (Place and date if it is appropriate).* Place of the publication: Publisher, first page – last page of the contribution.

> Yates, A. (1998): "Sobre les característiques (sub)genèriques de la novel·la curta o *nouvelle*". *In*: Alonso V. *et alii* (eds.). *Actes del I Simposi Internacional de Narrativa Breu.* Barcelona: PAM, 9-40.
>
> Bernal, M. (2005): "Hacia una categorización sociopragmática de la cortesía, descortesía y anticortesía en conversaciones españolas de registro coloquial". *In*: Bravo, D. (ed.). *Actas del Primer Coloquio Edice. La perspectiva no etnocentrista de la cortesía.* Estocolmo: Universidad de Estocolmo, 365-398.

b) If three or more works from the same proceedings are cited a quote can be simplified.

A bibliographical entry for each author of the contributions: Surname, INITIAL. (year): "Title of the contribution". *In:* Surname, Initial. of the editor or editors of the book followed by (ed. / eds.), comma and pages of the article. It will be included, moreover, to the list a complete reference of the volume following the norms of quotation/reference of the books:

> Yates, A. (1998): "Sobre les característiques (sub)genèriques de la novel.la curta o *nouvelle*". *In*: Alonso, V. *et alii* (eds.), 9-40.
>
> Alonso, V. *et alii* (eds.) (1998): *Actes del I Simposi Internacional de Narrativa Breu*. Barcelona: PAM.

6.7. Electronic Resources: books. Surname, INITIAL. (year): *Title in italics.* Place of the publication: Publisher (if it is available). <URL address> [Access date of the consultation]

> Gurak, L. et alii (eds.) (2004): *Into the Blogosphere: Rethoric, Community, and Culture in Weblogs.* <http://blog.lib.umn.edu/blogosphere> [Fecha acceso 01/05/2009].

6.8. Electronic Resources: electronic magazine articles. Surname, INITIAL. (year of the magazine): "Title of the article: subtitle". *Title of the magazine in italics,* number of the volume (: first page of the article – last page of the article if it is available). <URL address> [Access date of the consultation].

> Bustelo Ruesta, C. & E. García-Morales Huidobro (2000): "La consultoría en organización de la información". *El profesional de la Información*, 9: 4-10. <http://publishersnet.swets.nl/direct/issue?title=2246163> [Fecha acceso 01/05/2009].

6.9. Electronic Resources: Web pages. Surname. Initial. /Editor. (year of the last update): *Title in italics.* Place of publication: Publisher (if it is available). <URL address> [Access date of the consultation].

> Modern Language Association (2003): *MLA Style.* <http://www.mla.org/style> [Fecha acceso 01/05/2009].

6.10. Electronic Resources: CD-ROM and DVD. Surname, Initial. /Editor. (year of the last update): *Title in italics.* [Type of support]. Place of publication: Editorial (if it is available). <URL Address>

> Real Academia Española (RAE) (2001): *Nuevo Tesoro Lexicográfico de la Lengua Española* [DVD-ROM]. Madrid: Espasa. <http://buscon.rae.es/ntlle/SrvltGUILoginNtlle>

7. Other Observations

To indicate the volume used in a work that has variations, Roman numerals are added after the title separated by a space (for example: *Història de la literatura II*).

If you want to take a record of the number of volumes which appear in a work, it will be indicated after the editorial of Arabic numbers (for example: 3 vol., without marking the plural).

Coeditions will be indicated with a separating bar (Barcelona/Valencia: PAM/IIFV).

Also, you may want to add, after the bibliography, a list of texts as object of study or that has served as a corpus of analysis. These references will also follow the previously mentioned criteria.

8. Typographic Requirements

Italics can be used for titles of publications and to emphasise some word or differentiate words or short phrases in a different language to that of the article. Not for quotations.

The short hyphen (-) is used in the cases ortographically required, and the **dash** (–) as brackets inside a phrase. In this case, if the phrase finishes in a full stop, the last dash will be deleted.

English **inverted commas** are used for in-text quotations. When there are internal distinctions in a quotation, simple inverted commas are used. If given the case, between the simple commas and the English commas, a space is left (....' ")

9. Graphical Elements

Tables and figures, in Times 9, will be numbered consecutively. Legends will be written, separated by a space, below the figures, and above the tables.