

Editorial norms for the volume of the International Symposium “Insights in the Romanian and European Biblical Tradition”

0. General guidelines

All articles will be subject to a peer-review process. Articles which do not comply with the editorial norms will be sent back to the authors for recommended changes.

The texts, drafted in full compliance with the instructions below, should be sent by e-mail, as attached documents, only to simpozionmld@gmail.com.

Our collaborators are kindly required to use, whenever the case, the fonts adopted within the MLD project, namely **Greek.TTF**, **Method.TTF** and **Oldslavonian.TTF** (for letters *ím* and *geau*), which you can find attached to this document. In case they use other special fonts (Hebrew, Arabian, Syriac etc.) that are not included in the common font list for Word-Windows, contributors are required to attach the respective font to their material.

The basic font will be **Garamond**.

Contributors shall apply the orthographic norms recommended by the Academy with regard to the use of *â* and *sunt*.

1. Format:

Margins: Top 3 cm; Bottom 2 cm; Left 2.2 cm; Right: 2.2 cm.

Paper: academic format (17/24 cm).

Title: body 11, centered, bold, capital letters, single line spacing.

Author(s)' name: body 10, right indent, Small Caps. *Affiliation*: under the name, body 10; underneath: e-mail address: body 10, lowercase, italic.

Abstract: body 10, no paragraph; left indent: 0.5 cm; single line spacing.

Keywords: body 10, no paragraph; left indent: 0.5 cm; single line spacing.

Note: The abstract and keywords shall be rendered in an international language, other than the language of the article. The title shall also be rendered in an international language at the end of the article.

The text proper: body 11, paragraph 0.5 cm; single line spacing.

Quotations that exceed three rows are to be written in a separate paragraph, body 10, without quotation marks or italics 1 cm indent; spacing: from Paragraph, before - 12 pt., after - 12 pt.

Chapter titles (and number): body 11, bold; no paragraph; spacing: from Paragraph, before - 12 pt., after - 12 pt.

Footnotes: body 10; Hanging alignment at 0.27 cm, single line spacing. Reserved exclusively for explanations and comments.

Bibliography:

a) title: body 11, bold, Justified; 1 line between title and references;

b) references proper: body 11, Hanging alignment at 0.5 cm.

Please note: the Tab key will not be used. Paragraph setting is done from Paragraph and can be introduced with Enter.

Do not use automatic markup such as bullets (bullets, diamonds, dashes, etc.), numbering.

2. Editing rules

Foreign words, concepts and emphases are to be marked exclusively in italics. Bold type is to be used only for chapter titles.

Gaps in quotations are indicated by a semi-colon in square brackets: [...].

For the articles written in Romanian, Romanian inverted commas shall be used exclusively [„”]. English inverted commas [“...”] and French quotation marks [«...»] are to be used exclusively in the articles written in the respective language:

„...”	for quotations (contributions in Romanian)
“...”	for quotations (contributions in English)
«...»	for quotations (contributions in French)
„...«...»...”	for quotation within quotation
‘...’	for indicating meaning; ex. <i>lait</i> ‘lapte’.

3. References

Simple, strictly bibliographical references will be inserted only in the text of the article. Footnotes usually contain more extensive information (quotations, collateral explanations, etc.).

References inserted in the text, in between brackets, include the **name(s)** of the author(s) (when there is more than one name, they will be separated by a slash; for a publication by more than three authors, only the first name is mentioned, followed by: et. al.), **the year** (publications by an author in the same year will be distinguished by a letter) and **the page**. Examples: Pătruț (1958, 102), Pătruț (1958a, 43), (Ivănescu 1980, 430-431, 434), (Pușcariu 1926, vol. II, 140), (Gheție/Mareș 1974, 211).

Footnotes are numbered starting with 1 and are inserted automatically by selecting the Footnotes option from the Insert - Reference menu. The text of each footnote ends with a full stop.

In the case of citations from online sources, the date of access should be added in brackets, as in: www.exemplu.ro (accessed on December, 1, 2015).

Citation of Biblical books:

1 Cor. 2:1 = chapter 2, v. 1

1 Cor. 2:1, 8 = chapter 2, vv. 1 and 8

1 Cor. 2:1-8 = chapter 2, vv. from 1 to 8 included

1 Cor. 2:1-8, 10 = chapter 2, vv. from 1 to 8 included, v. 10

1 Cor. 2:1, 3:11 = chapter 2, v. 1; chapter 3, v. 11

1 Cor. 2:1-3:11 = from chapter 2, v.1 to chapter 3, v. 11 included

1 Cor. 1-2 = chapter 1 and 2.

The following abbreviations shall be used for Biblical books:

Iov	Avac.	2Mac.	2Tes.
Ps.	Sof.	3Mac.	1Tim.
Prov.	Ag.	4Mac.	2Tim.
Ecles.	Zah.		Tit
Cînt.	Mal.	Mat.	Filim.
Is.	Tob.	Marc.	Evr.
Ier.	Idt.	Luc.	Iac.
Plîng.	Bar.	Ioan	1Petr.
Iez.	Ep. Ier.	Fapte	2Petr.
Dan.	Cînt. trei tin.	Rom.	1Ioan
Os.	2Ezd.	1Cor.	2Ioan
Ioil	3Ezd.	2Cor.	3Ioan
Am.	Sol.	Gal.	Iuda
Avd.	Sir.	Efes.	Apoc.
Iona	Sus.	Filip.	
Mih.	Bel	Col.	
Naum	1Mac.	1Tes.	

4. Bibliography

Each article will be accompanied by a **Bibliography**, containing the works cited (or consulted), with the authors' names mentioned in alphabetical order.

The bibliography at the end of the article will be rendered in the following order: family name, first name (in case there are several authors, names will be separated by slash), title in italics, volume (if applicable), abbreviated as "vol." and followed by the volume number, written in Roman characters, the name of the translator and the editor etc. (if applicable), place of issue, publishing house, year, page numbers (if applicable); each entry ends with a full stop. If a cited author is listed in the Bibliography with several works issued in the same year, the works are distinguished by adding the information in between brackets: e.g. (=1958a), (=1958b).

When the nature of the article requires it, the bibliography may be divided into two chapters: Sources and Secondary Literature. The sources will be cited by acronyms written with SMALL CAPS (entered from Font or using the shortcut Ctrl+Shift+K)

Examples:

A. Sources and reference works

DLR = *Dicționarul limbii române*, ediție anastatică în 19 vol., București, Editura Academiei Române, 2010.

VARLAAM = *Leavrița sau Scara Raiului de Ioan Scărarul*, ediție, notă asupra ediției și glosar de Oana Panaite, prefață și revizuirea transcrierii interpretative de Eugen Munteanu, Iași, Editura Trinitas, 2007.

B. Secondary literature

Georgescu, Magdalena, *Contribuții la problema unificării limbii literare. Despre edițiile succesive ale Molitvenicului din secolul al XVIII-lea*, „Limba română”, XXIV, 1975, 4, 323–331.

Gheție, Ion/Mareș, Alexandru, *Grăinurile dacoromâne în secolul al XVI-lea*, București, Editura Academiei Române, 1974.

Pătruș, I., *Contribuții slave și maghiare la formarea subdialectelor dacoromâne*, „Cercetări de lingvistică”, III, 1958, 63–74.

Pătruș, I., *Rostirea nouă, două etc.*, în *Omagiu lui Iorgu Iordan cu prilejul împlinirii a 70 de ani*, București, Editura Academiei Republicii Populare Române, 1958, 661–665 (=1958a).

Note: we recommend that texts do not exceed 15 standard pages! The editing board has the right to require the author to adjust the size of the article.

Center for Biblical-Philological Studies “Monumenta linguae Dacoromanorum”

<http://consilr.info.uaic.ro/~mld/monumenta/>