

INFORMATION FOR AUTHORS SUBMITTING MANUSCRIPTS

Papers must be submitted either in English or in French.

All submitted manuscripts should not exceed 10 pages and should include an even number of pages. Please use Microsoft Word for Windows to produce your document.

To format your document use A4 (210x297 mm). The settings of the page are 30 mm all margins (Top, Bottom, Left, Right).

The text (Times New Roman (TNR) font type) will include the following parts:

- o **Title** TNR 18 Bold, Centered, 36 pts Before, 18 pts After
- o **Surname(s) and Name(s) of the author(s)** TNR 14 Normal Centered, 18 pts After
- o **Author(s) affiliation** TNR 10 Normal, Left
- o **E-mail of the contact author** TNR 10 Normal, Left
- o the word **Abstract** TNR 14 Bold, Left, 30 pts Before, 11 pts After, , Left
- o **Abstract contents** (100 -150 words); TNR 10 Italics, 11 pts After, , Left
- o the word **Keywords** (TNR 11 Bold Left) , Left, column followed by 3...5 keywords (TNR 10 Italics), no dot in the end
- o **The main text:**

- **Headings** – TNR 14 Bold, 20 pts Before (first heading - 40 pts under keywords), 11 pts After

- **Subheadings 1** – 12,5 pts Bold, 20 pts Before, 11 pts After

- **Subheadings 2** – 11 pts Bold, 11 pts Before, 6 pts After

(As the article cannot exceed 10 pages, please do not number subheadings. The difference between subheadings 1 or 2 can be easily seen, since you are going to use different formats for them)

- **Simple text** – TNR 11 Normal, justified, 6 pts After, start a new paragraph by indenting it 1 cm from the left margin; for the figures and tables, use TNR 10 Normal.

Quotations should be written between quotation marks, do not use italics. For quotations longer than three lines, indent them 2 cms, and write the quotation with TNR 10 Normal, without quotation marks. References should be mentioned in the main text by an Arabic numeral in square brackets, with the indication of the quoted page (e.g. [4, 54]). Explanatory footnotes (which contain other data than bibliographical references) may be used in the text (TNR Normal 8 Justified)

- **Tables** must be numbered consecutively. Table headings should be placed above the table (TNR 10 Bold); the contents of the table- TNR 10 Normal

- **Illustrations** must be placed as close as possible to where they are mentioned in the main text. They must be numbered consecutively (e.g. **Fig. 1, Fig. 2...**) Bold, Centred with caption (TNR 10 normal) and should be placed underneath. All line drawings and photos should be in black and white.

- the word **Bibliography**, – TNR 14 Bold, 20 pts Before, 11 pts After

–the bibliography should be listed alphabetically and should include the name of the author(s) TNR 10 Normal, (the last name of the author, expanded 2 points), the title of the cited work TNR 10 Italics, the city: the publishing house, the year of publication TNR 10 Normal (e.g. L a k o f f , G., J o h n s o n , M., *Metaphors We Live By*, Chicago: Chicago University Press, 1987). The cited articles are written between inverted comas, and the volume in which they were published is italicised. The page numbers the article starts and ends on will be mentioned after the year of publication. (e.g. R i v i è r e , Jean-Loup, “Le vague de l’air”, *Traverses*, 20, *La voix, l’écoute*, Paris, Nov. 1980, pp. 17-26)

- o **The title** in Romanian (TNR 16 Normal, 18 points Before, 18 points After), followed by the Word **Rezumat** (TNR 14 Bold, Left, 11 points After) and the **abstract** in Romanian (TNR 10 Italics, Justified) should be placed at end of the paper. Please use diacritics in the Romanian text. (Foreign contributors’ titles and abstracts in Romanian will be processed by the editorial board).

Authors are solely responsible for the accuracy of the data provided in their texts. Submission of the manuscript implies that it is not under consideration for a publication elsewhere. Essays will be read by a board of reviewers and articles may be either rejected or subjected to revisions. All submissions must therefore bear the name and the e-mail address of the author to whom proofs should be sent.