

GUIDELINES FOR CONTRIBUTORS

Symbolon academic journal welcomes papers in English, Romanian, Hungarian and French. These guidelines are meant for papers written in English. Only the papers written according to these guidelines are accepted in the editorial process. It is the proposer's responsibility to make the corrections accordingly. Please check your paper before submitting it to the editorial board.

The manuscript length should be between approx. 3000 and 6000 words, (including abstract and bibliography). The proposed paper will contain:

- Title (optionally subtitle). If the title contains other titles, these will be put between quotation marks);
- Author's name (in capitals) and surname, followed by PhD, if the author holds a PhD degree;
- Author's academic affiliation;
- Author's e-mail address;
- Abstract (150 words maximum). Any title mentioned in the abstract should be put between quotation marks.
- Keywords: five keywords separated by a semicolon;
- The paper, written using the following guidelines;
- Bibliography.

Format

The paper will be written on an A4 page, using 12 p Times New Roman fonts, single line spacing throughout. Consistent use of either British or American spelling is recommended. Please always double-check your spelling and syntax. If English is not your first language, we suggest having your essay checked for grammatical accuracy by a native speaker. Words in other languages should be spelled using their native orthography. We recommend Microsoft Word as editing software.

Use **double quotation marks** (“”) only for:

- short direct quotations inserted in the text and one-paragraph quotations shorter than 3 lines. If the one paragraph quotation is longer than 3 lines, quotation marks will be omitted.
- titles of articles, short poems or stories, essays, unpublished dissertations and manuscripts, and so on.

Use **single quotation marks** (‘’) for:

- quotations within quotations.
- terms referred to as words and their meanings;
- words used ironically;

Use **italics** for:

- titles of books, plays, periodicals, movies, works of art, et al.;
- foreign words;
- emphasis.

Do not use **bold**, underline or **CAPITALS** for emphasis.

Footnotes will be used only for notes and annotations, not for referencing.

Images

All the images included in the paper will be followed by a caption mentioning the subject or title, the author or photographer, and the source. The author of the paper must prove that he has obtained the customary permission for use the image both in print and electronically from the copyright owner, or that it is licensed as creative media.

Citing

Make all references using the *in text* (Harvard) style of referencing, writing between comas the name of the author, year of publication and page number (Iser 2006, 213). We do not accept references in footnotes. Particular cases:

- If the source has two authors, use “and” or “&” between them. Ex.: (Ley and Graham) or (Ley & Graham)
- If the source has three authors, place a comma between the first and the second, and “and” or “&” before the last one. E.g.: (Baines, Marinetti and Perteghella) or (Baines, Marinetti and Perteghella)
- If the source has more than three authors, white the first author followed by “et al.”. e.g.: (Patton et al.)
- If you cite more sources, separate them with a semicolon. E.g.: (Iser 2006, 213; Mirzoeff 2009, 23)
- If the cited book has more volumes, add the volume before the page, followed by a colon. E.g. (Levinson and Melvin 1996, 2: 220-222)

If the quotation is longer than three lines it should be written in a separate paragraph.

Bibliography

The bibliography will contain all the cited sources in an alphabetically sorted and numbered list, using the author-date (Harvard) ISO 690-2010 referencing style. The bibliography can be divided into thematic sections. For unknown information about the source, use the following abbreviations: (s.l.) = *sine loco*; (s.n.) = *sine nomine*; (s.a.) = *sine annum*.

Author’s name. Write the author’s name in CAPITALS and surnames in proper case. (e.g. SHAKESPERARE, William). If the source has two or three authors, use ‘and’ to separate the latter and comma to separate the first (e.g. BAINES, Roger, MARINETTI, Cristina and PERTEGHELLA, Manuela). If the source has more than three authors, mention the first followed by „et al.” (e.g. PATTON, Bruce, et al.). If the author is missing, use the abbreviation “Anon”.

Citing works by the same author written in the same year. If you cite a new work which has the same author and was written in the same year as an earlier citation, you must use a lowercase letter after the date to differentiate between the works. E.g.: 1994a.

Exemples:

Source type	In-text citation	Template of bibliography list	Example of bibliography list
Book	(Beauvert and Patrouty)	AUTHOR(S), year. <i>Book title</i> . Place of publication: Publisher.	BEAUVERT, Thierry and PAROUTY, Michel, 1990. <i>Les Temples de l'opéra</i> , Paris: Gallimard.
Book: later editions	(Mirzoeff 2009)	AUTHOR(S), year. <i>Book title</i> . Edition xxx. Place of publication: Publisher.	MIRZOEFF, Nicholas, 2009, <i>An Introduction to Visual Culture</i> . 3rd edition. London and New York: Routledge.
Book: no author	(Anon 1996)	Anon, year. <i>Book title</i> . Place of publication: Publisher.	Anon, 1996. <i>Style manual for authors, editors and printers</i> . Canberra: Australian Government Publishing Service.
Part of book	(Stein 2010)	AUTHOR(S), year. Part of <i>Book title</i> . In <i>Book title</i> . Place of publication: Publisher, p.xx-xx	STEIN, Peter, 2010. A construi, a distruge, a reconstrui. In: <i>Teatrul de artă, o tradiție modernă</i> , București: Nemira. p. 22-30.
Article	(Christofi 2010)	AUTHOR(S), year. Article title: subtitle. <i>Journal title</i> , vol. x, no. x, p. xx-xx.	CHRISTOFI, Christakis, 2015. L'u-topie dans « En attendant Godot » de S. Beckett. <i>Symbolon</i> , vol. XVI, no. 29, p. 17-24.
Website	(Teatrul Național Cluj s.a.)	AUTHOR(S) or CORPORATE NAME, year. Webpage title [online]. <i>Website title</i> [accessed xx month year] Retrieved from: http://xxx	TEATRUL NAȚIONAL CLUJ, s.a. Întâlnirile internaționale de la Cluj [online]. <i>Teatrul Național Cluj-Napoca</i> . [accessed 12 Oct 2017]. Retrieved from: http://www.teatrulnationalcluj.ro/pagina-59/iic-2015-europa-noastra/
Online document	(Hume 1784)	AUTHOR(S), year. Title [online]. <i>Website title</i> [accessed xx month year] Retrieved from: http://xxx	HUME, David, 1748. An Enquiry Concerning Human Understanding [online]. <i>The Secular Web</i> . [accessed 10 Apr. 2017]. Retrieved from: https://infidels.org/library/historical/david_hume/human_understanding.html
Performance	(<i>King Lear</i>)	<i>Title</i> by Author, opening year. Place: Theatre. [viewed dd/mm/yyyy][other artists]	<i>King Lear</i> by W. Shakespeare, 2014. London: Old Vic, [viewed 12 04 2016] [Deborah Warner – director, Glenda Jackson – Lear].
Film	(<i>Cutter's Way</i> 1981)	<i>Title</i> , year [film]. director xxx. Country: Publisher.	<i>Cutter's Way</i> , 1981 [film]. director Ivan PASSER. USA: Gürrian Entertainments & United Artists.
Audio or video recordings	(Morrison 2003)	AUTOR(S), year. <i>Title</i> [online] [format]. Place: Publisher. [accessed xx month year] Retrieved from: http://xxx	MORRISON, Bill, 2003. <i>Feather by Feather</i> [online]. [CD]. Chicago: Drag City, [accessed 26 Aug 2014]. Retrieved from: http://www.dragcity.com/products/supper

If you have references that are not described in this guide, please refer to the ISO690 standard. If this standard does not contain patterns to your specific reference, please contact us to devise a solution.