

## Consignes aux traducteurs et traductrices

## Translation Guidelines

### General

- Please 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.')
- English text headings and titles use title case: capitalize all words except for 'a', 'an' 'it', 'of', etc. (except when the first word).

### Spelling

- Use British English spelling.
- For verbs ending in -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 revise; 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

### Quotations

→ Note that a bilingual **list of references** should be provided by the author, so that the translator does not have to do it.

If the text being referred to and/or quoted in French has been translated and published in English, please refer to the English version of the reference, and insert it in the text by changing the year of publication in parentheses. If an expression is quoted in French from this reference, please look up *the exact wording* and the page in the corresponding English reference.

Comment parvenir à exister comme artiste quand on n'occupe pas une position stable et visible, quand on n'est ni un « membre à part entière » du champ (Bourdieu 1998 : 370) ni un « professionnel intégré » au monde de l'art (Becker 1988) ?

*Références :*

Becker Howard S. (1988). *Les Mondes de l'art*. Traduit en français par Jeanne Bouniort. Paris, Flammarion.

Bourdieu Pierre (1998) [1992]. *Les Règles de l'art*. Paris, Seuil.

→ How does one manage to exist as an artist when one is not in a stable, visible position, nor a “fully fledged member of the field” (Bourdieu 1995: 226), nor an “integrated professional” in an art world (Becker 1982)?

*References:*

Becker Howard S. (1982). *Art Worlds*. Berkeley, University of California Press.

Bourdieu Pierre (1995). *The Rules of Art*. English translation by Susan Emanuel. Stanford, Stanford University Press.

In case you do not have the possibility to look up the English reference, please ask the author (1) if s/he has the original English reference, or knows the English version of the quoted expression, and if s/he does not, (2) if s/he can provide a periphrasis of the quotation for the English translation.

*In any case, let us know with a comment in the translation.*

Otherwise, if no published English version of the reference exists whatsoever, then please translate the quotation along with the rest of the text.

## → Typography

- Use double quotes (") for initial quotations, then single quotes (') for quotations within the initial quotation
- 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.' Please note that Mr, Mrs, and Ms do not take periods in British English.
- 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>.

## 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).
- British usage dictates a period between the hours and minutes when writing the time (e.g., 10.30)

## 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 ...".

## Punctuation

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

Thank you!