

T21N - Translation in Transition

Style guide for contributors

The guidelines listed below, including the necessary styles, have all been implemented in the MS Word template "T21N_Contribution.dot".

Page setup

- Margins: top, bottom, left, right 2.5 cm.
- Header and footer distance: 1.25 cm.
- Page size: A4, portrait (vertical).
- Page numbers: at page bottom, centered.

Language of publication

- Texts can be submitted in English or German.
- Articles submitted in German should be accompanied by an English abstract.
- If you are not writing in your native language, please have your text checked by a native speaker.
- If you wish to write in other languages, please contact the editors.



Structure of the contribution

1. Name and affiliation:
Put your first name and last name as well as the institutional affiliation in the first line of the text [e.g. Tom Smith (London)]. Use the style "Byline" (12 point Calibri, italic).
2. Title:
Add the title of the contribution. Use the style "Contribution Title" (14-point Calibri, bold, left aligned).
3. Abstract:
Please provide a short abstract of your article (about 15 lines) in the section designed for this purpose at the beginning of the document. Use the style "Abstract" (11 point Calibri, single-spaced). If the contribution is in German, the abstract should be in English.
4. Keywords:
Please provide about 4 to 10 keywords describing the content of your article in the section designed for this purpose at the beginning of the document. Use the style "Keywords" (11 point Calibri, single-spaced). The keywords should be in English and in the language the contribution is written in.

5. Table of contents:
Please note that we have already inserted a field in the template that will allow us to produce a table of contents once you have given your headings the appropriate style. Please do not delete this section in your document. You can update the table of contents by right-clicking on the table and choosing "Update Field" => "Update entire table".
6. Main text:
Use the style "Normal" (12 point Calibri).
7. Bibliography:
Use the style "Bibliography".
8. Appendices (if necessary):
Use the style "Normal" (12 point Calibri).
9. Biographical note:
Include a short biographical note and your email address after the references at the end of your article. If you do not wish to include your personal details in the publication, please let us know.

Main text formatting

- Style "Normal"
- Use black 12-point Calibri, with a line spacing of 1.5 lines.
- No paragraph indents for body text.
- Each paragraph has a spacing of 6 points after it.
- Left-justification for the body text and bibliography (leaving a 'ragged' or non-justified right edge).
- No (automatic or manual) hyphenation.
- No headers or footers.
- No bold printing or underlining.

Quotations

- Quotations shorter than three lines should be incorporated into the main text and signaled by quotation marks.
- Quotations of 3 lines and more should be 10 point Calibri with a left indent of 1 cm. Use the style "Quotation of 3 lines or more". No quotation marks are used in this case.
- Editorial interventions should always be marked by square brackets (e.g. [...], [sic]).
- It is important to provide a precise reference (including year of publication and page numbers) for all citations and indirect citations.
- Please use in-text citation only. Do not use footnotes or endnotes for simple bibliographical references.
- If you are referring to an author with various contributions from the same year, distinguish them by adding a letter to the year (2001a, 2002b).
- Make in-text citations "Author Year: Page Number" [e.g. (Li 2007: 56); (Jones and Stahlknecht 2005: 34); (Smith, Miller and Johnson 2001b: 12)]. Please ensure that there is a space before the page number.

- For Internet sources, please mark the references consecutively with the letter "w" and a superscripted numeral (e.g. w¹, w², w³ etc.). Internet sources should be listed in a separate part of the bibliography.

Hyperlinks

- Please create hyperlinks for in-text citations [e.g. (Li 2007: 56); (Jones and Stahlknecht 2005: 34); (Smith, Miller and Johnson 2001b: 12)] and in-text references to Internet sources (e.g. w¹, w², w³ etc.).
- Link all in-text citations and in-text references to their bibliographic entries.
- Mark the bibliographic entry and insert a *Bookmark* by using the function "Insert Bookmark" in *MS Word*. Under *Bookmark name* type a name and click *Add*.
- Mark the in-text citation or the in-text Internet reference and link it to its bibliographic entry by using the function "Insert Hyperlink". Under *Link to* click *Place in This Document*. Select the bookmark that you want to link to.

Headings

- First-level subheadings (e.g. 1 or 2 or 3):
Use the style "Heading 1" (12 point Calibri, bold, left aligned).
- Second-level subheadings (e.g. 1.1 or 3.1):
Use the style "Heading 2" (12 point Calibri, bold, left aligned).
- Third-level subheadings (e.g. 1.1.1 or 3.1.2):
Use the style "Heading 3" (12 point Calibri, bold, left aligned).
- Do not put full stops (periods) at the end of headings.

Figures and graphs

- Figures and graphs should be left-aligned. Use the style "Normal".
- Place all illustrations, figures, and tables within the text at the appropriate points, rather than at the end.
- Give each figure or graph a number followed by a colon and a descriptive title (e.g. "Figure 1: A typology of translation and localization technology").
- The table / figure number should appear along with a caption underneath the table or figure.
- The simplest way of entering a caption is by using the function "Insert Caption" in *MS Word*. In *Word 2007*, it is found in the tab "References". Use the style "Caption".

Footnotes

- Please use footnotes for explanatory statements that develop an idea or expand a quotation whenever inclusion in the text would interfere with readability.
- Footnotes should be numbered consecutively (Arabic numerals) and placed at the bottom of the page on which they appear.
- Text in the footnote should be 10 point Calibri, single-spaced. Use the style "Footnote Text".

- Reference numbers in the text should be typed as a superscripted numeral immediately following the passage to which they refer (after punctuation).

Misc.

- If the contribution is in English, use US spelling and punctuation.
- Emphasized words, technical terms and foreign words should be printed in italics. Use emphasis sparingly.
- Explain all acronyms when they first appear in the text.
- Use straight quotation marks (i.e. "...") (instead of smart quotation marks [i.e. "..."]).
- When you need to include spacing within lines, use tabs and not multiple spaces.
- For formatting assistance use the template provided.

Bibliographic entries

General guidelines:

- Use style "Bibliography".
- Start a new line for each bibliographical entry; the second and following lines of an entry are indented by 1 cm.
- Please do not abbreviate authors' first names and be sure to include the publisher.
- Works are listed alphabetically by the author's surname, and arranged chronologically when two or more publications by the same author are referred to. In the case of two or more publications by the same author, editor or team in the same year, distinguish them by adding a letter (2002a, 2002b etc.).
- Use "et al." if there are more than 3 authors/editors.
- Use the language in which your article is written for parenthetical information in the bibliography (e.g. "Ed." as opposed to "Hrsg.>").

Examples

Books by one or more authors:

Steiner, Erich (2004). *Translated Texts. Properties, Variants, Evaluations*. Saarbrücker Beiträge zur Sprach- und Translationswissenschaft 4. Frankfurt: Peter Lang

Books with one or more editors:

Pöckl, Wolfgang (ed.) (2004). *Übersetzungswissenschaft, Dolmetschwissenschaft: Wege in eine neue Disziplin*. Vienna: Edition Praesens.

Beyer, Manfred et al. (eds.) (1995). *Realities of Translating*. *anglistik & englischunterricht* 55/56. Heidelberg: Winter.

Book article:

Albrecht, Jörn (2008). "Wiedergeburt der Philologie aus dem Geist der Übersetzung? Die Übersetzungsforschung als Bindeglied zwischen Sprach-, Kultur- und Kulturwissenschaft." Christoph Strosetzki (ed.): *Übersetzung. Ursprung und Zukunft der Philologie?* Tübingen: Narr. 45-64.

Journal or magazine article:

Gile, Daniel (1998). "Observational Studies and Experimental Studies in the Investigation of Conference Interpreting." *Target* 10:1. 69-93.

Conference proceedings:

Keller, Nicole and Hans-Jürgen Strubel (2009). "Neue Formen der Zusammenarbeit von Industrie und Übersetzern – gewinnbringend für beide Seiten." Baur, Wolfram et al. (eds.) (2009): *Übersetzen in die Zukunft – Herausforderungen der Globalisierung für Dolmetscher und Übersetzer. Tagungsband der Internationalen Fachkonferenz des Bundesverbandes der Dolmetscher und Übersetzer e.V. (BDÜ), Berlin, 11.-13. September 2009*. Schriften des BDÜ 32. Berlin: Bundesverband der Dolmetscher und Übersetzer e.V. (BDÜ). 473-476.

Series:

Orbán, Wencke (2008). *Über die Entlehnung konstruktivistischer Lerntheorien in die Praxis der Übersetzungswissenschaft: Kooperatives Übersetzen als kommunikations- und prozessorientierte Handlungsform des Übersetzers*. Heidelberger Studien zur Übersetzungswissenschaft 10. Trier: Wissenschaftlicher Verlag Trier.

Online source:

Electronic references should appear in a separate section of the bibliography. Please always give as much information as possible (e.g. author, editor or affiliated institution). Always include the date on which you accessed the information in square brackets. Electronic references should be listed in the order they appear in the text.

W¹: Schmitz, Ulrich (1996). *Zur Sprache im Internet. Skizze einiger Eigenschaften und Probleme*. http://www.linse.uni-essen.de/linse/publikationen/sprache_internet.html. [Nov. 28, 2006].

Submission

- T21N – Translation in Transition – is a non-profit, scholarly journal.
- Authors provide their work without remuneration.
- Please send contributions to mail@t21n.com.
- When submitting a contribution, please include your last name and an abbreviation of the title in the name of your document (e.g. "Johnson_Machine Translation.doc").
- File format: Use *MS Word* with the extension *.doc.
- Unpublished contributions are preferred. Authors submitting articles already published elsewhere must indicate the fact and obtain permission for re-publication.
- Authors must obtain permission for all relevant quotations and illustrations from works in copyright before submitting the contribution to T21N. Authors are personally responsible for the payment of any fee related to copyright that may be applicable. Authors must ensure that all extracts, quotations, and reproductions are properly acknowledged in the paper.
- All texts will be additionally proofread by the editors. You will receive a reviewed version of your text prior to publication.

Editorial information

We will insert the following editorial box with a T21N-watermark on the last page of your contribution. The header and footer of the contribution will also contain editorial information.

T21N - Translation in Transition

T21N offers a cutting-edge electronic publishing venue, created by experts for both young talent and established researchers from the worlds of translation and interpreting.

T21N provides a stage for emerging ideas and new academic talent to present their ideas in a digital reading site, where speed and ease meet enjoyment.

T21N is exclusively published online at <http://www.t21n.com>.

Articles in compliance with our style sheet may be submitted at any time and will be published at short notice.

T21N editors research and teach at the Institute of Translation and Interpreting at the University of Heidelberg in Germany, Aston University (Birmingham, UK) and the University of Wisconsin-Milwaukee (U.S.A.).

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