

## *The Interpreters' Newsletter – Style Sheet*

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**Papers that do not respect the above guidelines will be returned to the author for adjustment within 15 days, after which time the paper will be excluded from publication.**

Manuscripts should be between 6,000 and 7,500 words long, including references, abstract and keywords (5-10).

**Languages:** English or French

**Margins:** Although articles selected for publication will be formatted by the publisher, at the initial stage please keep to a text area of 12 cm x 20 cm. This should allow you approximately 3,120 characters (including spaces) on an average full page. Aim at a maximum of 12-14 pages including references.

**Title:** Please add the title of your paper, name surname and affiliation. Times New Roman size 12, single spacing. No bold letters, underlining or italics.

**Abstract:** 150-200 words in English.

**Keywords:** 5-10. Separated by a comma.

**Main text - Font, sizes, spacing, colour, highlighting:** Times New Roman size 12, single spacing. Black police only. The text should be justified. Please remove the double spaces. For highlighting use italics (no bold letters, underlining or curly brackets). Paragraphs should enter by 0.5 cm. No empty line between them. No section/page break.

**Headings:** Times New Roman size 12, single spacing. Black police only. No underlining or italics. Headings should enter by 0.5 cm. Add two lines above headings and subheadings and one below. Introduction: no number. Section headings and subheadings: 1., 1.1, 1.1.1, 1.1.2,.....,1.2...., 2....  
References: no number.

**Discursive data in languages other than the main language of your paper:** please provide glosses in the main language of your paper (English or French): Times New Roman size 10. Excerpts are to be numbered. Please insert the transcription conventions in the original as well as in the literal translation. Transcription conventions should be placed after the conclusion and before the references.

**Quotations:** If inserted within the main text, quotations should be between inverted commas. If isolated from the main text, use size 10 (2 points less than the main text). One space above and below to separate it from the main text. 1 cm to the left and right of your margin.

**Notes:** Please use footnotes. Times New Roman. Font size: 10 (two points less than the main text). Single spacing. No empty line between the footnotes.

**Tables and figures:** Size 10 (always in Times New Roman). Accompanying text should be placed underneath the tables or figures. As well as sending us your full paper (containing your tables, graphs, etc.), please could you send us your tables and figures in separate files (e.g. excel, jpeg, etc.).

**Bibliographical references:** Please check that these contain only all references to texts quoted or mentioned in your article and keep to the following rules below:  
Justified text. Single spacing. An empty line between the references.

#### **VOLUMES**

Levy E. (2001) *Oscar Fever: The History and Politics of the Academy Awards*, New York, Continuum Press.

Blanche-Benveniste C. / Jeanjean C. (1987) *Le français parlé. Transcription et édition*, Paris, INaLF, Didier Erudition.

Serianni L. / Castelvechi A. / Patota G. (1988) *Italiano. Grammatica, sintassi, dubbi. Per leggere, per scrivere, per parlare*, Milano, Garzanti.

#### **EDITED VOLUMES**

House J. / Blum-Kulka S. (eds) (1986) *Interlingual and Intercultural Communication: Discourse and Cognition in Translation and Second Language Acquisition Studies*, Tübingen, Gunter Narr.

Bersani Berselli G. / Mack G. / Zorzi D. (eds) (2004) *Linguistica e Interpretazione*, Bologna, Clueb.

Gavioli L. (ed.) (2009) *La mediazione linguistico-culturale: una prospettiva interazionista*, Perugia, Guerra Edizioni.

#### **ARTICLES IN JOURNALS**

Allerton D. J. (1996) "Proper names and definite descriptions with the same reference: a pragmatic choice for language users", *Journal of Pragmatics* 25/5, 621-633.

Cappeau P. / Gadet F. (2010) "Transcrire, ponctuer, découper l'oral : bien plus que de simple choix techniques", *Cahiers de Linguistique* 35/1, 187-202.

Deuchert E. / Adjamah K. / Pauly F. (2005) "For Oscar glory or Oscar money? Academy Awards and movie success", *Journal of Cultural Economics* 29/3, 159-176.

Kurz I. / Pöchhacker F. (1995) "Quality in TV interpreting", *Translatio: Nouvelles de la FIT – FIT Newsletter* 14/3-4, 350-358.

#### **Special Issues:**

##### **a) Indication of a Special Issue:**

Mason I. (ed.) (1999) *Dialogue Interpreting*, Special Issue of *The Translator* 5.

Grass T. / Humbley J. / Vaxelaire J.L. (eds) (2006) *La traduction des noms propres*, Special Issue of *Meta* 51/4.

##### **b) Article in a Guest Edited Special Issue:**

Pöchhacker F. / Kadric M. (1999) "The hospital cleaner as healthcare interpreter. A case study", in I. Mason (ed.) *Dialogue Interpreting*, Special Issue of *The Translator* 5, 161-178.

##### **c) Article in a Special Issue without Guest Editor (or online):**

Cencini M. (2002) "On the importance of an encoding standard for corpus-based interpreting", *CULT2K*, Special Issue of *inTRAlinea*, [http://www.intralinea.it/specials/cult2k/eng\\_more.php?id=107\\_0\\_42\\_0\\_M%>](http://www.intralinea.it/specials/cult2k/eng_more.php?id=107_0_42_0_M%>).

### ARTICLES IN EDITED VOLUMES

Amato A. (2002) “Interpreting legal discourse on TV: Clinton's Deposition with the Grand Jury”, in G. Garzone / P. Mead / M. Viezzi (eds) *Perspectives on Interpreting*, Bologna, CLUEB, 269-290.

### THESES

Medici V. (2007) *I nomi propri: una sfida per l'interprete*, unpublished MA Thesis, SSLMIT, University of Bologna at Forlì.

### ARTICLES AND VOLUMES WITH WEBSITE INDICATION

Hanaoka O. (2002) “Proper names in the media: problems for translators/interpreters and L2 learners”, *Interpretation Studies* 2, 28-42, <[www.soc.nii.ac.jp/jais/kaishi2002/pdf/03f-hanaoka\\_02\\_.pdf](http://www.soc.nii.ac.jp/jais/kaishi2002/pdf/03f-hanaoka_02_.pdf)>.

### ONLINE ARTICLES EXCLUDING THOSE IN JOURNALS OR VOLUMES

Gorman B. (2011) “Sunday final ratings: ‘Academy Awards’ adjusted up, plus ratings for ‘Oscar's Red Carpet’”, <<http://tvbythenumbers.zap2it.com/2011/03/01/sunday-final-ratings-academy-awards-adjusted-up-plus-ratings-for-oscar-red-carpet/84094/>>.

### DOCUMENTS PUBLISHED BY ASSOCIATIONS, SPECIAL INTEREST GROUPS, ETC.

MPAA (Motion Picture Association of America) (2010) “2010 Economic contribution report – Factsheet”, <<http://www.mpa.org/policy/industry/>>.

SIGTIPS (Special Interest Group on Translation and Interpreting for Public Services) (2011) *Final Report*, DG Interpretation, Union Européenne, <[http://ec.europa.eu/dgs/scic/docs/sigtips\\_en\\_final\\_2011.pdf](http://ec.europa.eu/dgs/scic/docs/sigtips_en_final_2011.pdf)>.

### REPRINTS (USUALLY BY DIFFERENT PUBLISHERS) OR REVISED EDITIONS

Meillet A. (1982/1975) *Linguistique historique et linguistique générale*, Paris, Editions Champion.

### REFERENCES IN LANGUAGES OTHER THAN ENGLISH OR FRENCH

BS Hōsōtsūyaku gurūpu (in English, BS broadcast interpreters' group) (1998) *Hōsō tsūyaku no Sekai* (in English, *The World of Broadcast Interpreting*), Tokyo, ALC.

Ino K. / Kawahara K. (2008) “Hōsōtsūyaku ni okeru dōji tsūyaku to jisa tsūyakuno hikaku” (in English, “Comparative analysis of simultaneous mode and prepared mode in broadcast interpreting”), *Interpreting and Translation Studies* 8, 37-56.

### REFERENCES IN THE TEXT

1 author:

Lee (2020)

Lee (2020: 23)

[e.g. As Lee (2020) puts it, .... // As Lee (2020: 23) puts it, “QUOTATION”]

(Lee 2020)

(Lee 2020: 23)

[e.g. Text (Lee 2020); Text + “QUOTATION” (Lee 2020: 23)]

2 authors:

Cappeau/Gadet (2010)

Cappeau/Gadet (2010: 188)

Cappeau/Gadet (2010: 183-188)

(Cappeau/Gadet 2010)

(Cappeau/Gadet 2010: 188)

(Cappeau/Gadet 2010: 183-188)

3 or more authors:

*please don't forget the italics*

Deuchert *et al.* (2005)

Deuchert *et al.* (2005: 175)

Deuchert *et al.* (2005: 165-175)

(Deuchert *et al.* 2005)

(Deuchert *et al.* 2005: 175)

(Deuchert *et al.* 2005: 165-175)

Associations:

MPAA (2010)

(MPAA 2010)

SIGTIPS (2011: 21-22)

(SIGTIPS 2011: 21-22)

Several references:

in chronological order

(Pasquandrea 2011; Mason 2012; Davitti 2013)

(Deuchert *et al.* 2005; Cappeau/Gadet 2010)

(e.g. Pasquandrea 2011; Mason 2012; Davitti 2013)

(e.g. Wadensjö 1998; Bot 2005)

Citation from the same source material:

*Ibid.* = capitalised, italicised. Suffixed with a full stop.

Text (*Ibid.*)

Text (*Ibid.*: 25-29)