The Interpreters’ Newsletter – Style Sheet

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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.

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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.

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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.

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)
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(Cappeau/Gadet 2010: 183-188)

3 or more authors:

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

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(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)
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