The Interpreters’ Newsletter – Style Sheet

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. Paragraphs should enter by 0.5 cm.

Title of article: Please add the title of your paper, name surname and affiliation.

Abstract: 10-15 lines in English.

Font, sizes, spacing: Times New Roman size 12, single spacing. For highlighting use italics (no bold letters, underlining or curly brackets). Add two spaces 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.

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 rather than endnotes. Font size: 10 (two points less than the main text).

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:

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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

2 authors:

House/Blum-Kulka (1986)  
(House/Blum-Kulka 1986)

Cappeau/Gadet (2010)  
(Cappeau/Gadet 2010)

Cappeau/Gadet (2010: 188)  
(Cappeau/Gadet 2010: 188)

Cappeau/Gadet (2010: 183-188)  
(Cappeau/Gadet 2010: 183-188)

3 or more authors:

Deuchert et al. (2005)  
(Deuchert et al. 2005)

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

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

MPAA (2010)
(MPAA 2010)
SIGTIPS (2011: 21-22)
(SIGTIPS 2011: 21-22)

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