

# Notice to Contributors

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2. The journal welcomes guest editing of special issues. A proposal, including an abstract of planned contributions and descriptions of the sources (e.g. conference proceedings), should be submitted.
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4. Manuscripts in Chinese should not exceed 20,000 characters; manuscripts in English should not exceed 15,000 words. All manuscripts should be word-processed. For the main text, use Times New Roman for English and PMingLiU for Chinese. The font size should be no smaller than 12 point size.
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6. Please attach to the manuscript a title page containing, where applicable, the following information: contributor's name, address, telephone number, fax number, and email address.
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12. Submissions can be delivered electronically as a Word file attachment (to: jts.tra@cuhk.edu.hk) or as a hard copy to: *Journal of Translation Studies*, Department of Translation, Room 127, Leung Kau Kui Building, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong. Tel: (852) 3943 1867 / Fax: (852) 2603 7843.
13. Contributions should be consistent in their use of language and spelling. If you are not a native speaker of the language in which you have written your contribution, it is advised to have your text checked by a native speaker.

### Stylesheet for manuscripts that have been accepted for publication

1. When submitting the final manuscript to the journal, please include: a one-paragraph abstract in English, approximately five keywords, a short professional biography of the author, and a current mailing address.
2. Tables and figures: All tables, trees and figures must fit within the following page size (if necessary, after limited reduction) and should still be legible at this size: 12 cm (4.73") x 20 cm (7.87").

Suggested font setting for tables: Times New Roman for English and PMingLiU for Chinese, font size at 10 pts.

Tables and figures should be numbered consecutively, provided with appropriate captions and should be referred to in the main text in this manner, e.g., "in table 2," *not* "in the following table:"

3. Emphasis and foreign words: Use italics for foreign language, highlighting and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of full caps (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface). For terms or expressions (e.g., "context of situation") and glosses of citation forms, use double quotes. Single quotes should only be used for quotations within quotations.
4. Notes: Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences, following punctuation marks.
5. References:

Please use the "Author-Date" style as described in *The Chicago Manual of Style* (16th ed.).

References in the text: These should be as precise as possible, giving page references where necessary; for example (Clahsen 1991, 252) or, as in Brown et al. (1991, 252). All references in the text should appear in the references section.

References section: References should be listed first alphabetically and then chronologically. The section should include all (and only) references that are actually mentioned in the text.

Examples:

Book:

Görlach, Manfred (2003). *English Words Abroad*. Amsterdam: John Benjamins.

Spear, Norman E., and Ralph R. Miller (eds.) (1981). *Information Processing in Animals: Memory Mechanisms*. Hillsdale, NJ: Lawrence Erlbaum.

Yuan, Kejia 袁可嘉 (1988). *Lun xinshi xiandaihua* 論新詩現代化 [On the modernization of modern Chinese poetry]. Beijing: Sanlian.

Article (in book):

Adams, Clare A., and Anthony Dickinson (1981). "Actions and Habits: Variation in Associative Representation during Instrumental Learning." In *Information Processing in Animals: Memory Mechanisms*, ed. by Norman E. Spear, and Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Article (in journal):

Claes, Jeroen, and Luis A. Ortiz López (2011). "Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico" [Pragmatic and social restrictions in the expression of the future in Puerto Rican Spanish]. *Spanish in Context* 8: 50–72.

Rayson, Paul, Geoffrey N. Leech, and Mary Hodges (1997). "Social Differentiation in the Use of English Vocabulary: Some Analyses of the Conversational Component of the British National Corpus." *International Journal of Corpus Linguistics* 2 (1): 120–132.

Zeng, Pu 曾樸 (1927). "Bianzhe de yidian xiao yijian" 編者的一點小意見 [A few thoughts from the editor]. *Zhen mei shan* 真美善 1, 1–15.

Website:

Sales, Marlon James (2015). "Palestine: A Nation of Translators." IATIS blog, January 26. <http://www.iatis.org/index.php/iatis-blog/item/1176-palestine-a-nation-of-translators>. Accessed 22 March 2016.

6. Spelling and punctuation: Please use American spellings and punctuation, including spellings in -ize, -or, etc.

## *Notice to Contributors*

punctuation that includes a comma before “and” or “or” in a series of 3 items (e.g. lexis, morphology, and syntax)

commas to set off any preceding dependent clause of a complex sentence or to divide a compound sentence

double quotes to enclose a quotation and single quotes to indicate a quote within a quote

end quotes after punctuation (i.e., “to be done.”)

comma after i.e. and e.g.

do not punctuate lists

### 7. Miscellaneous:

Section headers, if used, should simply be phrases, numbered 1, 2, 3, with subsections using (a), (b), etcetera. Please restrict headers to three or four per essay. They may be italicized.

indicate a new paragraph with a single tab

set off any introductory phrase of five words or more with a comma, e.g. “Towards the end of World War II,…”

dates should be of the form “20 October 2016”

decades should be of the form “the 1980s”

spell out centuries, e.g., “eighteenth century”

at first mention of an author in your text, provide the full name, e.g., “Anne Ross...”; all following in-text references should use only the last name

use “and” in place of “&,” and “see” in place of “cf.”

use minimal capitalization, e.g., “translation studies,” “the Roman Catholic church”;

use minimal hyphenization, e.g., “postcolonial”

possessives of names ending in “s” should take the form of “Yeats’s”

please avoid inappropriately gendered language, finding locutions as well that avoid awkward forms like “his/her” whenever possible

represent dashes as two hyphens, no spaces, e.g., “despite the difficulty--however great.”

For references in Chinese, please read the Chinese version of the “Notes to Contributors.”