Style Guidelines

Papers submitted to *New Voices in Translation Studies* should not have been submitted for publication elsewhere.

1. Language of Publication

The language of publication is English. Please see Section 6.4 below on quoting languages other than English in your paper.

2. Submission to *New Voices*

2.1 Contributing to New Voices

New Voices aims to promote the research of early career scholars. For the purposes of contributing to *New Voices*, 'early career scholars' are understood to be researchers with no more than one previously published article <u>in English</u>. However, this is a guideline, not an inflexible rule, and researchers who do not fulfil this criterion but consider themselves 'early career scholars' should feel free to enquire about submission, clarifying their position.

2.2 Submitting a contribution

To propose a contribution to *New Voices in Translation Studies*, follow the guidance on the 'Submissions' page of the *New Voices* site, available here: https://newvoices.arts.chula.ac.th/index.php/en/about/submissions.

2.3 3 Length

Contributions to *New Voices* should be of 6,000 to 8,000 words in length, including references. These are not strict limits, but it is at the editors' discretion whether contributions longer than 8,000 words will be considered. You are advised to contact the editors if your proposed contribution will significantly exceed 8,000 words. The editorial board reserves the right not to consider proposed contributions that are significantly above or below the suggested word count limits.

2.4 Format

Submit proposed contributions as Microsoft Word documents (.doc or .docx format).

2.5 Submission to other journals

As is standard practice for most peer-reviewed journals, essays submitted to *New Voices* should not currently be under consideration for publication anywhere else. If a paper has been rejected for publication in *New Voices,* authors are free to submit the paper elsewhere.

a) Once a paper has been submitted, authors may withdraw their paper from the *New Voices* review process at any time. This is managed through the 'Submissions' portal on the *New Voices* site.

b) If an author is found to have submitted their paper to more than one journal without informing *New Voices*, the paper will no longer be considered for publication in *New Voices*.

c) If an author is found to have submitted a paper to another journal while that paper is currently undergoing review at *New Voices*, the paper will no longer be reviewed by, or considered for publication in, *New Voices.*

d) If any author is found to have submitted a paper elsewhere while that paper is currently undergoing review at *New Voices*, without formally notifying the *New Voices* editorial team, no further papers from this author will be considered for 12 months. This remains entirely at the editors' discretion.

e) If an author is found to have used materials and guidance from *New Voices'* reviewing processes to publish the same article elsewhere, without the paper being rejected for publication by *New Voices*, or without the author formally withdrawing the paper from *New Voices*, further papers by this author will not be considered for publication in *New Voices.*

f) The editorial board retains discretion as to which papers should be considered for publication, and the editors' decision is final.

3. General Layout

3.1 Title and introductory material

Please put the following, on separate lines, at the start of your paper:

    a)   the title of the paper– 16pt, bold, centred

    b)   the name(s) of the author(s) – 14pt, left aligned

    c)   the affiliation of the author(s), followed by the region (if any) and the country of authors' affiliation; country names must be in capital letters – 12pt, left aligned

    d)   an abstract, in English, of no more than 150 words – 11pt, indented on the right and left margins by 1cm

    e)   a list of three to six keywords in alphabetical order – 11pt, indented on the right and left margins by 1cm

3.2 Pagination

Number pages consecutively at the bottom right of each page.

3.3 Headings

Do not put full stops (periods) at the end of headings. Use 14pt bold for headings within the body of the text and 14pt italics for subheadings.

3.4 Line Spacing

Type papers with 1.5 line spacing.

3.5 Paragraph Formatting

Do not indent the first line of paragraphs. Instead, insert a single blank line at the end of each paragraph so that there is a space between paragraphs.

3.6 Alignment

Align your paper's text to the left (leaving a 'ragged' or non-justified right edge).

3.7 Margins

Use page margins of 2.5 cm (top, bottom, left and right).

3.8 Font

Use 12pt Times New Roman throughout, apart from

    a) the headings at the top of your paper as described in Section 3.1

    b) footnotes, which are to be 10pt Times New Roman.

3.9 Author's details

If you wish to include your contact details, include the postal and email address(es) of the author(s) at the end of the paper before the references.

4. Spelling, Typography, Punctuation, Word Choice

4.1 Spelling

New Voices papers may be published in British English, American English or any other standard dialect of English. It is essential however to maintain consistency throughout the paper. Where possible, use '–ize 'rather than '–ise' spellings. However, spellings which are standard across varieties of English, such as 'advise', should be maintained.

4.2 Italics

Use italics for

    a) technical terms that may not be familiar to the majority of *New Voices* readers

    b) words in languages other than English

    c) titles of publications (books, journals, etc. – see Sections 7 and 8 below for more detail on which types of publication need to have titles italicized)

    d) emphasis, although the use of italics for emphasis should be minimized

4.3 Spacing

Use a single rather than double space after full stops, commas and semicolons.

4.4 Linguistic preferences

New Voices always aims for accessibility and inclusivity of as wide a readership as possible. To this end:

a) Avoid unnecessary jargon or overly complex language.

b) Explain any technical terms you use.

c) Explain any terminology or cultural references that may not be familiar to a section of *New Voices*' worldwide readership.

d) Use gender-inclusive language wherever possible (e.g., 'chair' or 'chairperson' rather than 'chairman').

5. Notes

5.1 Footnote use

Where possible, explanatory material should as a preference be included in the main body of the text. Aim to avoid irrelevant notes or overly detailed footnotes. Use footnotes for explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the flow and balance of the text. Do not use footnotes to cite bibliographical information or to direct readers to your references. This includes URLs for digital resources, which should be provided in the Bibliography, not in footnotes (see Section 8.5).

5.2 Footnote formatting

Notes should be numbered consecutively using Arabic numerals (1, 2, 3…) and the note indicators should appear outside the punctuation (e.g., "…,²…"), except for with closing parenthesis when the note is part of the parenthetical matter.

6. Quotations

6.1 Referencing quotations

Give the author's surname, date of publication and page number, for all quotations: e.g. (Hermans 2007:32).

6.2 Shorter quotations

Quotations shorter than forty words should be incorporated into the text. Use speech marks or double quotes (" ") to mark the boundaries of the quotation. Use inverted commas or single quotes (' ') to show quoted text within a quotation. Punctuation should go outside quotation marks, after the corresponding reference, unless the punctuation belongs to the quoted text. For example:

> Wagner, who claims that computer assistance is "the issue that has created the deepest rift between academic theorists and practising translators", nonetheless defends realistic research into the use of computational tools in translation environments (2003:99).

> The fact that translation necessarily involves an encounter between two different subjects makes it "an extraordinarily fertile ground for the development of thinking about ethics" (Goodwin 2010:19).

6.3 Longer quotations

Quotations longer than forty words should be offset from the rest of the text by two paragraph breaks (that is, one extra break) above and below the quotation. They should also be indented from the left and the right margins a further 1cm, justified, and single spaced. Do not use quotation marks with indented quotations. For example:

Gibbons describes the knowledge economy of Aboriginal Australians in the following way:

> In traditional Aboriginal societies material goods were mostly held in common, and status, rather than deriving from wealth came from the possession of secret knowledge (this situation is also found in other indigenous communities). The result is that attitudes to knowledge are quite different from those found in western societies. Much knowledge is not to be shared freely. Some of it is available only to those who have been ceremonially initiated into it. It may be the property of only women or men (women's/men's 'business'). Even if such knowledge becomes known to those who should not know it, to display the knowledge is unacceptable (2003:205-6).

The consequences of such differing attitudes to knowledge between Aboriginal and western societies are potentially serious in a court of law.

6.4 Quotations from languages other than English

Quotations from non-English language sources should be provided in the original language and with an English translation. Please indicate whether the translation is your own or another author's. If you use another author's translation, indicate the source in your text and give the full reference in your bibliography. For quotations from languages which do not use the Latin alphabet (e.g. Arabic, Farsi, Japanese), provide the quotation in the original, a transliteration in Latin type and an English translation.

6.5 Quoting online sources

Quotations in the text from online material should include the surname(s) of the author(s), or the name of the 'authoring' organization, and the document date or date of last revision (which may require the date and month as well as the year). For example, White (29 June 1997); Australian Bureau of Statistics (1997). The full details of the reference will appear in the bibliography (see section 8.5).

7. References in the Body of the Text

7.1 First citation

On the first citation or mention of an author <u>within the body of the paper's text</u>, it is preferable to use their full name – for example, "Drawing on the work of Eugene Nida, this paper will…" rather than "Drawing on the work of Nida, this paper will…"

7.2 Formatting in-text references

As with quotations, when you refer to other sources in your text, you should indicate the author's name, the year of publication and relevant page number(s). This type of reference must be placed within parentheses and follow the author's name. For example:

Kothari (2003:70-90) describes the situation of the English language in colonial and present-day Gujurat.

7.3 Referencing an entire publication

If you are referring to an entire publication (book or article), you do not need to give page numbers (see the examples in Section 7.5 below).

7.4 Used of '(ibid.)'

Please use '(ibid.)' only when you either quote consecutively from *the same page* or refer to *the same work* consecutively. Do not use '(ibid.)' in any other case, e.g. when you quote from the same work but a different page, or refer to the same page later in your paper. Other abbreviations such as '(op. cit.)' should not be used.

7.5 Citing multiple references

If you refer to more than one publication at a single point in the body of the text, separate the references by semicolons, order them chronologically and then alphabetically. For example:

Recent translation process research (Alves and Gonçalves 2003; Jakobsen 2003; Smith 2015; Abbas 2018) has used data recorded by keyboard monitoring software.

7.6 Works with two authors

References to texts written by two authors should include both authors' surnames. For example:

Viswanatha and Simon (1999) discuss the place of the writer/translator B. M. Srikantaiah in the history of literature in Kannada.

7.7 Works with multiple authors

References to texts written by more than two authors should be in the form of the first author's last name followed by "et al." and the relevant year, and if appropriate, page number(s), in the body of the text. However, all names should be spelled out in the references at the end of your paper (see Section 8.4). For example:

Scott-Tennent et al. (2000) describe an empirical study intended to chart the effects of a specially designed training programme on students' application of certain translation strategies.

8. References at the End of Text (Bibliography)

8.1 Ordering and formatting references

In your bibliography, list sources alphabetically by author and then chronologically by date.

a) Give authors' full names, where available, rather than just their initial(s).
b) Repeat the author's name when you include more than one work by the same author rather than replacing the name with a line. Where there are two or more works by the same author in the same year, distinguish them as (for example) 1992a, 1992b, etc.
c) For works with more than one author, give the first author's name in the order: surname, first name; and give subsequent authors' names in the order: first name, surname.
d) Volume titles are presented in italics, whereas the titles of articles are presented in Roman

script between single quotation marks.

e) For edited volumes, "(ed.)" with a full stop should follow the name of a single editor, and "(eds)" without a full stop should follow the names of two or more editors.

8.2 Titles of works in languages other than English

Titles of works in languages *other than English* should be glossed in English, i.e., give the original reference along with a gloss of the title in English. The glossed title should appear in square brackets after the original title, as in the example given in Section 8.4 below.

8.3 Formatting the bibliography

Use only a single paragraph break after each reference. Second lines should be indented by at least 1 cm (choose the 'hanging' option with regard to paragraph indentation).

8.4 Example references

Follow the formatting of the examples below when listing references for books, edited volumes, journal articles, translated works, etc. If an exact analogue for the type of work you are referencing is not included below, use these as a guide and replicate the style as closely as possible.

Single-author Book

Gibbons, John (2003) *Forensic Linguistics. An Introduction to the Language in the Justice System*, Oxford: Blackwell Publishing Ltd.

Edited Volume

Alves, Fabio (ed.) (2003) *Triangulating Translation: Perspectives in Process Oriented Research*, Amsterdam/Philadelphia: John Benjamins.

Single-author Article in Edited Volume

Wagner, Emma (2003) 'Why international organizations need translation theory', in Luis Pérez González (ed.) *Speaking in Tongues: Language across Contexts and Users*, València: Universitat de València, 91-102.

Two-author Article in Edited Volume

Viswanatha, Vanamala and Sherry Simon (1999) 'Shifting grounds of exchange: B.M. Srikantaiah and Kannada translation', in Susan Bassnett and Harish Trivedi (eds) *Post- Colonial Translation*, London/New York: Routledge, 162-181.

Multiple-author Article in Edited Volume

Scott-Tennent, Christopher, Maria González Davies and Fernanda Rodríguez Torras (2000) 'Translation Strategies and Translation Solutions: Design of a Teaching Prototype and Empirical Study of its Results', in Allison Beeby, Doris Ensinger and Marisa Presas (eds) *Investigating Translation. Selected Papers from the 4th International Congress on Translation*, Barcelona, 1998, Amsterdam/Philadelphia: John Benjamins, 107-116.

Article in Journal

Venuti, Lawrence (1995) 'Translation, Authorship, Copyright', *The Translator*, 1(1): 1-24.

Work with Gloss in English

Ó Dónaill, Niall (ed.) (1977) *Foclóir Gaeilge-Béarla* [Irish-English Dictionary], Dublin: Oifig an tSoláthair.

Volume with Details of Translation into English

Deleuze, Gilles and Félix Guatarri (1980) *Milles Plateaux: Capitalisme et Schizophrénie*, Paris: Les Editions de Minuit; trans. by Brian Massumi (1987) as *A Thousand Plateaus: Capitalism and Schizophrenia*, Minneapolis MN: University of Minnesota Press.

8.5 Electronic References

A book, part of a book, a journal, or a journal article which has been published on the internet should contain the usual reference details followed by a statement of its availability and then the actual electronic address (URL) in square brackets. Always include the date on which you accessed the information in brackets. For example:

Calzada Pérez, María (2005) 'Applying Translation Theory in Teaching', *New Voices in Translation Studies*, 1: 1-11. Available online at [http://www.iatis.org/images/stories/publications/new-voices/Issue1-2005/calzada-NV2005.pdf] (accessed 31 January 2014).

It is also acceptable to use a digital object identifier (DOI) in place of the URL. If using a DOI, a date of access is not necessary.

If the reference is to a message on a discussion board, the entry should be in the spirit of the following: Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: example@newvoices.styleguide (the date you accessed the message).

If the reference is to a personal e-mail message, do not give the e-mail address; simply state "Email", e.g.: Author (year) 'Subject of message'. E-mail (date you accessed the message).

While it is impossible to give examples for every available type of online resource, formats should aim to replicate the examples above and in Section 8.4 in as much detail as possible. As near as possible, <u>every</u> reference should include at minimum an author's name (or 'authoring organization'); a title; a full URL; and the date the resource was accessed. For example, a specific entry in an online dictionary may be formatted as follows:

Oxford English Dictionary. 'Bibliographic.' Available online at [https://www.oed.com/view/Entry/18627?redirectedFrom=bibliographic&] (accessed 05 November 2020).

9. Tables, Figures and Illustrations

9.1 Numbering
Tables, figures and illustrations should be included in the body of your text and numbered consecutively using Arabic numerals (1, 2, 3, ...).

9.2 Captions
Every table/figure/illustration number should appear with a caption *above* it.

9.3 Referring to tables in the body of the text
Refer to tables, figures and illustrations using their numbers, for example, "Figure 1 shows the user interface of software X." Do not use "the figure above/below."

10. Copyright Permission

10.1 Permission for quoting published material
Please obtain permission for all relevant quotations and illustrations from works in copyright. Seeking permission for material is the responsibility of authors, not of *New Voices*. Permission is not usually needed for quotations under 400 words in length in one extract, or under 800 words in a series of extracts from the same work, provided none exceeds 250 words. Permission is needed for one or more lines of poetry.

10.2 Permission for quoting record or oral material
If you use a recording (audio-only or video) of any spoken material you must make sure you obtain the written permission of all speakers and interlocutors to quote any length of their conversation, speech, lecture, or informal talk. Surreptitious recording is illegal and no spoken data or video recording can therefore be published without written permission from the speaker(s) concerned. This condition also applies to the recording of interpreting sessions, where the permission of both the speaker(s) and the interpreter(s) has to be obtained.

10.3 Extent of permissions and acknowledgement
All permissions should be obtained for a world (English language) market. All permissions correspondence should be delivered to the editor with your article. Please make sure that all extracts are properly acknowledged in your paper.

11. Plagiarism and AI

New Voices in Translation Studies is committed to the principles of ethical publishing. We have a duty of care to our international and intercultural readership within the TIS community, to our parent organisations, IATIS and the Chulalongkorn University, but also to our own editorial team, to our reviewers and authors. In practical terms, this means that we seek to promote widely accepted standards of academic integrity regarding plagiarism and the misuse of Artificial Intelligence. Any content submitted to New Voices must be the author's or authors' own work, reflecting their own research activities. As is conventional in all scholarly contexts, any reliance on other human or artificial resources should be properly referenced. While AI may be used sparingly to achieve a

polished academic style in English, authors must be accountable for detailed content, argument, structure and referencing. Our internal and external peer-review processes are dedicated to ensuring that this is the case.