

## Style Guidelines for *Translation Ireland*

Submissions to *Translation Ireland* should be in Irish or English (though we also publish literature – usually poetry – in parallel translation out of or into English or Irish, alongside the source/target language). Articles should generally not exceed 5,000 words.

Submissions should be sent to either the General Editor or to the Guest Editor(s) by e-mail as Word attachments.

### 1. General Style and Content of Submissions

The primary audience of *Translation Ireland* is made up of ITIA members and, as such, articles of a professional orientation (rather than those which are more narrowly academic) are particularly welcomed. Rigour and accessibility are both considered important in assessing submissions. Moreover, given the interdisciplinary nature of the fields of translation and interpreting, our potential readers may not all be conversant with specific areas such as linguistics or cultural studies. Contributors are invited to consider the following general guidelines which will help make their material more accessible to a wider readership:

- (i) avoid unnecessary jargon and explain technical terms;
- (ii) use concrete examples to ensure that an otherwise abstract or dry argument is brought to life and grounded in the real world;
- (iii) gloss examples from other languages so as not to restrict your audience to those who speak the language of exemplification.

### 2. Spelling & Other Conventions

- (i) Use *-ise* rather than *-ize* generally, except for standard spellings such as *capsize*, and in quotations.
- (ii) Use British spelling wherever possible, for example *humour* rather than *humor*.
- (iii) Avoid sexist language. Replace *he and he or she* with *they* or a repetition of the noun where possible; otherwise use *he or she, his or her* and *him or her*.
- (iv) Use italics for lexical items, foreign terms, and titles of books. Boldface should be used for technical terms.
- (v) Use a single rather than double space after full stops, commas and semicolons.
- (vi) Justify your text to the left and do not use the hyphenation facility.
- (vii) Your review should use 'Normal' style formatting (aside from basic formatting indicators such as italics and boldface). Please do not use referencing software to format your bibliography – simply write it using normal Word features.

### 3. Quotations

(i) Author, date of publication and page number should be provided for all quotations, e.g.

“...damaging long-term consequences for it” (Cronin 2006: 87).

(ii) Quotations shorter than forty words should be incorporated into the text. Use double quotes, with single quotes within where necessary. Place punctuation outside quotation marks, for example:

Thus, Even-Zohar (1979: 77) stresses that “we can observe in translation patterns which are inexplicable in terms of any of the repertoires involved”, that is ...

(iii) Quotations longer than forty words should be taken out of the text and indented, with an extra space above and below the quotation. Do not use quotation marks with indented quotations.

### 4. References

(i) List entries in the bibliography first by author and then by date. Where there are two or more works by the same author in the same year, distinguish them as 1992a, 1992b, etc.

(ii) References to multi-author texts should be in the form of first author's last name plus *et al.* in the body of the text but all names should be spelled out in the bibliography, e.g. in-text ref.: (Manuel Jerez et al. 2004: 76) refers to the entry

Manuel Jerez, Jesús de, Juan López Cortés and María Brander de la Iglesia (2004) ‘Traducción e interpretación: Voluntariado y compromiso social’ [Translation and Interpreting: Volunteer Work and Social Commitment], *Puentes* 4: 65-72.

(iii) The following sample bibliography includes examples of various entries: books, journal articles, edited volumes, translated works, etc. Please try to include first names rather than initials of authors

Cabré, M. Teresa (1999) *Terminology: Theory, Methods and Applications*; ed. Juan C. Sager, transl. Janet Ann DeCesaris, Amsterdam & Philadelphia: John Benjamins.

Clifford, James (1998) ‘The Translation of Cultures: Maurice Leenhardt's Evangelism, New Caledonia 1902-1926’, in Robert Con Davis and Ronald Schleifer (eds) *Contemporary Literary Criticism: Literary and Cultural Studies*, New York: Longman, 680-94.

Cook, Guy (1992/2001) *The Discourse of Advertising* (second edition), London & New York: Routledge.

Delabastita, Dirk (1989) ‘Translation and Mass Communication: Film and TV Translation as Evidence of Cultural Dynamics’, *Babel* 35(4): 193-218.

----- and Lieven D'hulst (eds) (1993) *European Shakespeares: Translating Shakespeare in the Romantic Age*, Amsterdam & Philadelphia: John Benjamins.

Kozłowska, Zofia (2000) 'Nauczanie tłumaczenia pisemnego na język obcy a nauczanie tłumaczenie pisemnego na język ojczysty' [Teaching Translation into the Mother Tongue and Teaching Translation into the Second Language], in Anna Setkowicz (ed) *O nauczaniu przekładu* [On Teaching Translation], Warsaw: TEPIS, 62-77.

Languages National Training Organisation (2001) *The National Standards in Translating*, London: LNTO.

Meeuwis, Michael (ed) (1994) *Critical Perspectives on Intercultural Communication*, Special Issue of *Pragmatics* 4(3).

**Submissions and queries should be addressed to John Kearns:  
kearns@pro.onet.pl, or to the guest editor(s) of the volume in question.**