Style Guidelines for *Translation Ireland*

Translation Ireland is the journal of the Association of Translators and Interpreters Ireland (ATII). The journal is published on the ATII website (**atii.ie**).

The present document outlines the guidelines for submitting contributions to the journal.

1. LANGUAGE

Generally speaking, submissions to *Translation Ireland* should be written in Irish or in English.

Occasionally, however, works in other languages are also published, such as in the case of poems translated into or out of English or Irish, when the different source and target texts are presented alongside one another in the journal issue.

2. LENGTH, FONT, FILE FORMAT

Submissions should not exceed **5,000 words**.

Full-text contributions should be submitted as Word documents (.docx file or equivalent).

Except where basic formatting indicators (e.g. italics, boldface) are needed, 'Normal' style should be used throughout the document, with the font set to Times New Roman, 12 pt.

3. SUBMISSION AND QUERIES

Submissions should be sent as email attachments to the guest editor(s) at **translationireland@atii.ie**.

Full-text contributions should also include **a 150-word abstract**, summarising the contents of the submission.

All queries should also be addressed to the guest editor(s) at **translationireland@atii.ie**.

4. TYPES OF CONTRIBUTIONS

The journal's primary (though not exclusive) audience consists of ATII members. As a result, submissions which have a professional orientation are particularly welcome. At the same time, we are keen to reflect a wide variety of contribution types, including—but not limited to—think pieces, personal accounts, academic articles, and translations of works related to the main theme of the journal issue.

ATII

Association of Translators
& Interpreters Ireland
Cumann Aistritheoirí
& Ateangairí na hÉireann

E : info@atii.ie
W: atii.ie

5. GENERAL GUIDELINES

Both rigour and readability are considered important submission assessment criteria.

The broad-based and interdisciplinary nature of translation and interpreting means that readers of the journal are unlikely to be conversant with all related areas. Contributors are therefore asked to bear in mind the following general guidelines, which will help to ensure that submissions are intelligible to a wider audience:

a) Provide explanations for technical terms, limit the use of acronyms, and avoid unnecessary jargon.

b) Use concrete examples to help make clear connections between abstract arguments and real-world phenomena (e.g. events, experiences, objects).

c) Provide glosses for examples written in other languages, so as not to restrict the audience to those readers who are familiar with the language of exemplification.

d) When using the singular form to refer to a person of unspecified gender:

- use the singular *they* and its variants (*their*, *them*, *themselves/themself*, *theirselves/theirself*);
    - For example: Every child needs to know that <u>they</u> are loved.
- avoid using only *he* or only *she*; and
- avoid using *he or she* or similar variations (e.g. *he/she*).

e) Consider the extent to which the principles of plain language can be incorporated into your submission. (See, for example, 'Plain English Tips' by the National Adult Literacy Agency: **www.nala.ie/plain-english/plain-english-tips/**).

6. SPELLING AND TYPOGRAPHICAL CONVENTIONS

	Examples of conventions used in *Translation Ireland*	Examples of conventions NOT used in *Translation Ireland*
Spelling (preference for UK conventions)	-ise (e.g. advertise)	-ize (e.g. realize)
	-our (e.g. colour)	-or (e.g. favor)
	-tre (e.g. theatre)	-ter (e.g. center)
	-lled/-lling and -tted/-tting (e.g. rebelled, benefitting)	-led/-ling and -ted/-ting (e.g. traveling, benefited)
Inverted commas	• Use single inverted commas for quoting or for identifying the titles of various works (e.g. poems, short stories, plays, journal articles, newspaper articles). • Use double inverted commas for items which require inverted commas but which already appear within single inverted commas. • Do not use scare quotes (i.e. inverted commas serving to draw attention to the unusual nature or possible inaccuracy of a text fragment).	Double inverted commas (with single inverted commas within them)
Spacing	• Use a single (rather than double) space after full stops. • Align your text to the left. • Do not use the hyphenation facility (i.e. where automatic hyphenation is enabled for words appearing at the end of a line).	n/a
Numbers	• <u>Spell out</u> numbers between zero and ten, unless they are decimals, presented alongside a symbol (e.g. €3.50), or presented otherwise in quoted material. • <u>Use Arabic numerals</u> to identify numbers 11 and up, unless they are presented otherwise in quoted material.	n/a
Italics	• Use italics for lexical items, foreign terms, and titles of books. • Italics which serve to add emphasis should be used very sparingly.	n/a
Boldface	• Use boldface when it already appears in material you are quoting. • When boldface serves to add emphasis, it should be used very sparingly, and only when italics are not an option.	n/a

7. QUOTATIONS

7.1. Citations

Author, date of publication, and page number(s) should be provided for all quotations and references. For example:

- '…damaging long-term consequences for it' (Cronin 2006: 87).
- Even-Zohar (1979: 77) stresses that...

To identify the author in citations of multi-authored publications, list the last name of the first author, followed by *et al*. For example:

- (Manuel Jerez et al. 2004: 76)

Note: See 8.4. for the corresponding bibliographic entry.

7.2. Formatting shorter quotations

When quotations are fewer than 40 words, they should be incorporated into the main text of the submission. For example:

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

7.3. Formatting longer quotations

When quotations which are 40 words or longer, the following conventions apply:

- They should be set off from the main text.
- They should be indented on both the left and the right.
- They should <u>not</u> be placed within inverted commas.
- A line should separate the quoted material from the text which precedes it and from the text which follows it.

For example:

To understand why *Milkman* might have been translated in these ways, we should revisit the book's introductory lines:

> The day Somebody McSomebody put a gun to my breast and called me a cat and threatened to shoot me was the same day the milkman died. He had been shot by one of the state hit squads and I did not care about the shooting of this man. Others did care though, and some were those who, in the parlance, 'knew me to see but not to speak to' and I was being talked about because there was a rumour started by them, or likely by first brother-in-law, that I had been having an affair with this milkman and that I was eighteen and he was forty-one. (Burns 2018: 1)

ATII Association of Translators
& Interpreters Ireland
Cumann Aistritheoirí
& Ateangairí na hÉireann

E : info@atii.ie
W: atii.ie

8. BIBLIOGRAPHY

8.1. Referencing software

Do not use referencing software to format your bibliography.

8.2. Title

Your bibliography should be provided under the heading 'References.'

8.3. Order of entries

List entries in the bibliography first by author and then by date.

When your bibliography contains two or more works written by the same author and published in the same year, distinguish between them by inserting letters (in alphabetical order) next to the publication year. For example:

Grutman, Rainier (2018a) 'Introduction: From Italian Insights to Self-Translation Studies', *Testo e senso* 19, 1-19.

Grutman, Rainier (2018b) 'Jhumpa Lahiri and Amara Lakhous: Resisting Self-Translation in Rome', *Testo e senso* 19, 1-18.

8.4. Multi-authored texts

In bibliographic entries for multi-authored publications, the names of all the authors should be spelled out in full. For example:

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.

Note: See 7.1 for corresponding in-text citation.

8.5. Academic publications

Where applicable, the Digital Object Identifier (DOI) associated with the scholarly work should be provided at the end of the bibliographic entry. For example:

Wilson, Rita (2009) 'The Writer's Double: Translation, Writing, and Autobiography', Romance Studies 27(3), 186-198. DOI: 10.1179/174581509X455150

8.6. Formatting entries

Format the bibliography using a 'hanging' indentation. This will ensure that, for each entry, all lines after the initial one are indented on the left. For example:

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

8.7. Sample bibliography

The following sample bibliography includes examples of various kinds of entries: e.g., books, journal articles, edited volumes, translated works.

Please identify the first names of authors in full, rather than by merely indicating their initials.

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.

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).