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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.”

## 稿 約

- 一、 《翻譯學報》為香港中文大學翻譯系與中文大學出版社聯合出版的學術刊物，每年兩期，歡迎與翻譯研究相關的各類學術論文及書評。
- 二、 本學報歡迎客座編輯主持特刊。應徵者須提交計劃書，包括擬刊登之論文摘要及稿件來源（如會議記錄）。
- 三、 本學報刊登中、英文來稿。文責自負。
- 四、 中文論文以20,000字為限，英文論文以15,000字為限。請以電腦打字。內文中文字體應選用繁體細明體，英文選用Times New Roman。字型不小於十二點。
- 五、 來稿請使用雙倍行距，腳註與參考文獻亦然。
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- 七、 來稿由本學報編輯委員會審閱，如獲通過，再以匿名方式送交兩位專家評審。評審過程通常需時三個月。若評審意見不一，稿件須送至第三位專家評審。凡有延期，均會告知作者。
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- 十三、 來稿在語言與拼寫上應保持一致。若所用語言不是投稿人母語，建議請母語者檢查稿件。

**已同意發表之稿件體例：**

- 一、 終稿請附英文摘要、關鍵詞（五個）、作者簡介及當前通訊地址。
- 二、 所有圖表均須適應12 cm (4.73") x 20 cm (7.87")頁面尺寸（可進行適當壓縮），以能清晰辨識為度。

圖表建議字體：中文繁體細明體或英文Times New Roman，十點。

圖表應連續編號，並附有適當標題。於正文中引用時應按照如下示例：“在圖二中”，而非“在下圖中”。

- 三、 需強調之語句與外來詞請使用斜體，在斜體及標題中強調時請加粗。避免全部大寫（重點強調及縮略詞除外）或使用下劃線（於示例中強調時除外）。引用術語（如“情景語境”）及他人註解時請使用雙引號，單引號僅用於引語中的引語。
- 四、 注釋：盡量少用注釋。注釋號應標記於句末標點之後。
- 五、 參考文獻：

請使用第16版的《芝加哥格式手冊》(*The Chicago Manual of Style*)中的“作者-日期”格式。

文內徵引文獻：盡可能精確。如有需要，請給出頁碼，如（余光中2014，180）。所有徵引文獻均應出現在文末參考文獻中。

文末參考文獻：中文資料按漢語拼音排序，英文資料按字母表順序排列；其次按出版時間順序排列。應只包括正文提到的所有文獻。

示例

著作：

安妮·史蒂布著，蔣顯璟譯（2001）。《女人語錄》。北京：中國社會科學出版社。

單德興（2016）。《翻譯與評介》。台北：書林出版有限公司。

著作中的論文：

黃國彬 (2007)。〈論盡世間人情〉。黃國彬，《莊子的蝴蝶起飛後：文學再定位》。臺北：九歌出版社，頁94-117。

期刊中的論文：

王宏志 (2014)。〈斯當東與廣州體制中英貿易的翻譯：兼論1814年東印度公司與廣州官員一次涉及翻譯問題的會議〉。《翻譯學研究集刊》，第17期 (6月)，頁225-259。

電子數據：

劉紹銘 (2014)。〈翻譯可以「活在借來的生命」中〉。《晶報》。9月14日。http://news.ifeng.com/a/20140914/41975405\_0.shtml。訪問於2014年9月1日。

## 六、 其他

如需使用段落標題，層次依序為：(一) …… (二) …… (三) ……；1.1 …… 1.2 …… 1.3 ……；1.1.1 …… 1.1.2 …… 1.1.3 ……。標題應限於三至四個，可使用斜體。

新起一段時，首行空出兩個字符位。

日期以阿拉伯數字書寫。例如：2016年10月20日。

避免使用帶有不當性別色彩的語言，以及“他(的)/她(的)”之類容易引起爭議的慣用語。

破折號為兩個連接號「——」，省略號為「……」。前後及中間皆不置空白字符位。

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