
Guidelines for Contributors

1. Manuscript format: Microsoft Word
2. Languages: English, Korean, Chinese, French, Japanese
3. Length: Approximately 7,000 words in English and French; approximately 15 pages (A4 size) in Korean, Chinese and Japanese, not exceeding 25 pages. Abstracts should be approx. 150 words in English. Five keywords in English should be provided.
4. Font: 12pt English, French: Times New Roman, Chinese: 10pt SimSun, Japanese: 10pt MS Mincho
5. Justification: Title, section headings, including references and appendix, should be center-aligned. Author's name and affiliation, which should be placed between the title and the abstract, must be right-aligned. Abstract, keywords, and the text must be aligned at both the left and right margins (full justification). All new paragraphs must be indented 1cm.
6. Spacing: Single line spacing throughout. Use a single space following a period or colon.
7. Title: 14pt bold, one line space below.
8. Articles should be divided into sections and subsections as necessary. Please mark the hierarchy of subheadings as follows:
 - Heading A** = bold, center-aligned, two lines space above and one line space below.
 - Heading B** = Italics, bold, left-aligned, one line space above and one line space below.
 - Heading C** = Italics, left-aligned, one line space above, text on new line, no line space below.
 - Abstract** = Italic: left 1cm, right 1cm, one line space above and one line space below.
9. Quotations over 40 words should be indented (left and right 1cm) and italicized without quotation marks. Short quotations in the text itself should be marked with quotation marks.
10. Spelling conventions should be consistent (either American English or British English). Proofreading is required before submission.
11. The first page of the manuscript should include the title, author's name and affiliation, position, abstract, and text.
12. The last page of the manuscript should include a brief biographical sketch of the author or authors. Email addresses for each author should also be provided.
13. Tables and figures should be numbered consecutively and provided with brief captions. Tables and figures should be referred to in the main text. All illustrations, figures, and tables should be placed within the text rather than at the end of it. Titles for tables and figures should precede the tables and figures and one line spacing is required between the table or figure and the following paragraph.
14. Footnotes should be numbered consecutively and should be kept to a minimum.

15. Referencing style: APA (see examples in “Referencing style” section below). References should list all references cited in the article. All references must be included in the reference list except for unpublished items such as correspondence. References should be listed alphabetically and chronologically.
16. The author should obtain any necessary permission to use copyrighted materials and/or ethical clearance necessary for the publication of their papers. The author(s) retains copyright of articles but grants T&I Review right of first print and electronic publication
17. The manuscript should not have been previously published nor be under review by another journal. However, a revised version of a previous publication will be considered if accompanied with proper acknowledgment.
18. All contributions will be subjected to a double blind peer-review process. Reviewers will determine whether or not the manuscript is ready for publication with/without revisions. Comments and suggestions for revisions, if needed, will be sent to the author and the author will be requested to provide a final draft of the manuscript by the due date.
19. Manuscripts and all editorial correspondence should be sent electronically to:
erits@ewha.ac.kr

Referencing style

References in the text (Provide page references where necessary)

Gile's (1995) Effort Model for translation...

Goffman (1981: 8) states that ...

According to Kiraly (1995: 7),...

이범수와 김민영(2006: 23)에 따르면

Gonzalez et al. 1991: 100) demonstrate that...

... (Denton and Hahn 1986; Dorsey 2008), (이창수 2000; 김순미 2002; 김순영 2005 등)

End-text referencing (English references followed by non-English references)

Hanging indent (1cm): The first line of each reference is fully left justified while subsequent lines are indented to the right. The width of the hanging indent should be 1cm.

Single author:

Gile, D. (2010). *Basic Concepts and Models for Interpreter and Translator Training* (2nd edn.). Amsterdam/Philadelphia: John Benjamins.

Hale, S. B. (2007). *Community Interpreting*. Hampshire: Palgrave Macmillan.

Lee, J. (2009a). Conflicting views on court interpreting: examined through surveys of legal professionals and interpreters. *Interpreting* 11(1): 35-56.

Lee, J. (2009b). Interpreting inexplicit language during courtroom examination. *Applied Linguistics* 30(1): 93-114.

王华树. (2009). 『翻译技术实践』 北京：外文出版社.

原子郎. (2013). 『定本宮澤賢治語彙辭典』 筑摩書房.

Multiple authors:

Lakoff, G. and Johnson, M. (1980). *Metaphors We Live By*. Chicago: University of Chicago Press.

Edited volumes:

Gile, D. (1994). Methodological aspects of interpretation and translation research. In Lambert, S. and B. Moser-Mercer (eds.), *Bridging the Gap: Empirical Research in Simultaneous Interpretation*. Amsterdam/Philadelphia: John Benjamins, 39-56.

Hale, S., Ozolins, U. and Stern, L. (eds.) (2009). *The Critical Link 5: Quality in Interpreting- A Shared Responsibility*. Amsterdam/Philadelphia: John Benjamins.

Articles in journals:

Chang, C. and Schallert, D. L. (2007). The impact of directionality on Chinese/English simultaneous interpreting. *Interpreting* 9(2): 137-176.

王湘玲, 杨艳霞. (2019a). 「国内60年机器翻译研究探索——基于外语类核心期刊的分析」 『湖南大学学报(社会科学版)』 33(4): 90-96.

藤井章雄. (1972). 「ニュース翻訳の一考察」 『時事英語学研究』 第11号, 頁 99-112. 時事英学研究学会.

Unpublished thesis:

Kim, M. (2007). *Discourse-based Study on Theme in Korean and Textual Meaning in Translation*.
Unpublished PhD dissertation, Macquarie University.

Conference papers:

Anderson, V. (1991, April). Training teachers to foster active reading strategies in reading-disabled adolescents. Paper presented at the annual meeting of the American Educational Research Association, Chicago.

Electronic sources:

AUSIT (n.d.). AUSIT Guidelines for Health Professionals Working with Interpreters (online) Retrieved from <http://www.ausit.org/pics/HealthGuide08.pdf> on date month yyyy.

Articles in newspapers & magazines:

Delaney, K. J., Karnitschnig, M., and Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

Translated books:

Freud, S. (1970). *An Outline of Psychoanalysis* (J. Strachey, Trans.). New York: Norton.

Proceedings:

Nicholson, N. S. (2008). Court interpreting in the United States: Past, present and future. The 8th International Conference on Translation and Interpretation Studies Proceedings.

Non-English references:

Lee, W. (2000). *Discourse Analysis*. Seoul: Hankukmunhwasa.

Lee, H. (1999). Efficient methods for vocabulary teaching. In Lee, H. (eds.), *English Teaching and Learning Methods*. Seoul: Hankukmunhwasa, 185-204.

Won, J. (2010). Directionality in Korean-English simultaneous interpreting strategies. *Interpreting and Translation* 12(1): 131-156.

Lee, B. and Kim, M. (2006). A Rhetorical Analysis of President Roh Moo-Hyun's Inaugural Address. *Korean Journal of Rhetoric* 4: 179-209.

Shin, J. (2006). *A Study on 'Norms' in English-Korean Translation of Children's Literature*. Unpublished PhD dissertation, Sejong University.

Yang, C. (2007). *Interpreting Education: Theory and Practice* (J. Son, Y. Kim, and H. Ahn, Trans.). Seoul: Hankukmunhwasa.

Lactorin-Inoue, K. (1991). Kokusaikajidai no tsuyakukyoku - totaaru komiyunikeeshion no susume (Interpreter training in the era of internationalization - Towards total communication). *Kiyou* 25: 23-61.