



Terminology and Knowledge Engineering Conference 2010 Style Sheet

Papers submitted to TKE 2010 should not have been submitted for publication elsewhere yet, unless the publication was in a language other than English.

The deadline for submissions is 14.05.10; because of the tight schedule for publication **late submissions cannot be accepted.**

1. Language of Publication

The language of publication is English. If you use examples or quotations from other languages in your paper, please provide a gloss of these in English.

2. File Format

Proposed contributions to *TKE 2010* should be sent through the Conftool system at <http://www.conftool.net/tke2010/> as Word files by 14th May 2010. Please upload the following 3 documents:

- (a) **An abstract, 500 words maximum** (Surname_ abstract.doc). This abstract will be published in the booklet accompanying the CD-ROM and distributed at the conference.
- (b) **A biography, 300 words maximum per author** (Surname_ biog.doc). This biography will be published in the booklet accompanying the CD-ROM and distributed at the conference.
- (c) **The paper, 8,000 words maximum** (Surname_ paper.doc).

These limits apply to conference papers. Separate arrangements will be made with workshop organisers. In the case of workshops, abstracts can be up to 2,500 words in length, and several papers can be included.

3. General Layout

3.1 Title, etc.

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

- a) the title of the paper (please keep titles brief) – 16pt, bold, centred
- b) the name(s) of the author(s) – 14pt, left
- c) the affiliation of the author(s) – 12pt, left
- d) a list of keywords (three to six is usually sufficient) – 11pt, right

3.2 Pagination

Number pages consecutively on the right of the bottom 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 text to the left (leaving a ‘ragged’ or non-justified right edge).

3.7 Margins

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

3.8 Font

Use 12 pt Times New Roman throughout, apart from footnotes which are to be 10 pt Times New Roman.

3.9 Hyphenation

Do not use the automatic hyphenation facility in your word processor, and do not hyphenate words at the end of lines.

3.10 Author’s details

If you wish to include your contact details, put 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 Where possible, use -ize rather than -ise. Standard spellings such as advise, however, should be kept.

4.2 Use italics for: (a) technical terms (b) words in languages other than English (c) titles of publications (books, newspapers, etc) (d) emphasis

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

4.4 In the interest of maintaining accessibility and inclusiveness:

- avoid unnecessary jargon
- explain any technical terms you use
- avoid sexist language by, for example, using plural referring expressions and they/their when the sex of referents is unknown or does not matter (for example, “Translators who work into their L2” rather than “The translator who works into his L2”) or by using combined forms like s/he, his/her or him or her.
- Gloss examples from other languages so as not to restrict your audience to those who speak/read the language of exemplification.

5. Notes

5.1 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.

5.2 Please use Arabic numerals. Notes should be numbered consecutively using Arabic numerals (1, 2, 3...) and the note indicators should appear outside the punctuation thus “...,²...” except for closing parenthesis when the note is part of the parenthetical matter.

5.3 Do not use footnotes to cite bibliographical information or to direct readers to your references (exception: cf. 5.3.1).

The possible exception to this is the use of footnotes to supply the URL address of certain online, often primary, sources that do not appear in the bibliography. In such cases, please supply the online address and the date of access. For example,

“<http://epic.org/privacy/terrorism/hr3162.html> (accessed 4 September 2009)” is the online source for the US 2001 Patriot Act.

6. Quotations

6.1 Give the author’s surname, date of publication and page number, for all quotations.

6.2 Quotations shorter than forty words should be incorporated into the text. Use double quotes, with single quotes within where necessary, to mark the boundaries of the quotation, and place punctuation outside quotation marks, 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).

6.3 Quotations longer than forty words should be set off from the rest of the text by two paragraph breaks above (that is, one extra break), 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 non-English language sources should be translated into English. Please indicate whether the translation is your own or another author’s. If you use another author’s translation, please indicate the source in your text (author’s surname, year of publication, and page number(s)) and give the full reference in your references section.

6.5 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 8.5 below).

7. References in the Body of your Text

7.1 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 they should be placed at the end of the sentence. For example:

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

7.2 Note that if you are referring to an entire publication (book or article), you do not need to give page numbers. See the example under 7.4 below.

7.3 Repeated quotations from the same page or repeated references to the same work. 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.

7.4 If you refer to more than one publication at a single point in the body of the text, separate the references by semicolons. For example:

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

7.5 Order them chronologically and then alphabetically. For example: (Puurtinen 1997; Munday 1998; Øverås 1998).

7.6 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 References to texts written by more than two authors should be in the form of 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. 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.

7.8 However, all names should be spelled out in the references at the end of your paper (see 8.4 below).

8. List of References at the End of your Text

8.1 List references alphabetically by author and then chronologically by date. Where there are two or more works by the same author in the same year, distinguish them as 1992a, 1992b, etc.

- Give authors' full first (given) name, where available, rather than just their initial.
- 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 is 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 (see Viswanatha and Simon (1999) and Scott-Tennent et al (2000) below).
- Volume titles are presented in italics, whereas the titles of articles are presented in roman script between single quotation marks.

8.2 Titles of works in less common languages should be glossed in English.

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

8.4 Follow the examples below when listing references for books, edited volumes, journal articles, translated works, etc.

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.

Volume with Gloss in English

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

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

8.5.1 These should appear in the main bibliography and should include additional details as outlined here.

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

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. Available online at [<http://www.ingress.com/~astanart.pritzker/pritzker.html>] (accessed 4 June 1997).

8.5.3 If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.

8.5.4 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: listserv@american.edu (1 August 1999).

8.5.5 If the reference is to a personal e-mail message, do not give the e-mail address: Author (year) 'Subject of message'. E-mail (30 January 2000).

8.5.6 As online material may be continually updated or revised, you cannot be sure that the material you refer to will not have been changed since the time you cited it. Therefore you should always include the date that you accessed the material.

9. Tables, Figures and Illustrations

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

9.2 The table/figure number should appear along with a caption above the table/figure. Example: Table 1: Out-migration by destination: Ireland 1988-98.

9.3 Refer to tables and figures using their numbers. Don't use 'the figure above/below'.
Example: Figure 1 shows the user interface of software X.

9.4 Illustrations should be submitted on separate sheets, with an indication of where they should appear in the text. They should be numbered consecutively, using Arabic numerals.

10. Copyright Permission

10.1 Please obtain permission for all relevant quotations and illustrations from works in copyright. You do not usually have to obtain permission 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). You need permission for one or more lines of poetry.

10.2 If you use a recording 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 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 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.