

***INContext* Submission Guidelines**

The Submission Process

Papers submitted for publication are initially considered by the Editor-in-Chief and the Editorial Board. Following this initial evaluation, papers will then be reviewed by up to three outside peer-reviewers or returned to the author for revision. The initial consideration by the Editorial Board and peer-review is undertaken with the greatest possible speed and is usually completed within two months of submission. Articles submitted for publication must not have been previously published or be under concurrent review by another journal or as part of an edited book. The editor is available to consult with potential authors prior to the submission of a manuscript for formal consideration.

The Submission Deadline

INContext is published twice a year: November 30 and May 30. The rolling submission deadlines are two months prior to publication.

Author's Initial Submission Checklist

When submitting your manuscript, be sure to include:

1. Research Ethics Pledge
2. Copyright Agreement
3. A blinded manuscript (no author details)
4. A cover letter in English

Manuscripts not meeting these requirements will be returned to the author for correction prior to beginning the peer review process.

Style Sheet

The following guidelines will help authors prepare their manuscript for *INContext*. For matters not specified in these guidelines, please refer to the APA 7th.

1. Language of Publication
The language of publication is English. Manuscripts in other languages will be considered by the Editorial Board.
2. Manuscript
 - 2.1. Manuscripts to *INContext* should be 6,000 to 8,000 words in length and sent to our [manuscript submissions system](#). The manuscript should be arranged in the following order: title, author name(s), institutional affiliation(s), abstract, text, appendix(es), references, and professional profile.
3. Funding Sources
Funding source(s) should be listed under the heading "Funding" before the References.
4. Abstract
 - 4.1. The abstract should be in both English and the native language of the contributor; it should be no shorter than 300 words up to 350 words each.
 - 4.2. In the case of a contributor whose native language is English, a Korean abstract will be provided by the editor.

5. Keywords
Provide five (5) keywords in each language of writing for indexing.
6. Title and Subtitle
Capitalize the first and all content words in the title. If there is a subtitle, use a colon and a space between the title and the subtitle. Capitalize only the first word and proper nouns of the subtitle.
7. Author Names and Affiliations
 - 7.1. List the author(s)' names and affiliations. For additional background information, use asterisks (*) and corresponding footnotes.
 - 7.2. The final manuscript should include an email address of the corresponding author.
 - 7.3. When submitting a manuscript authored by a group, the corresponding author should specify the group name if one exists, and clearly identify the first author.
8. Text
 - 8.1. Heading and Subheadings
 - 8.1.1. In order to clearly present one's manuscript, it is useful to use a consistent system of headings. The author should use only three grades of headings, although up to five can be accommodated. The following hierarchy should be used (only important words should be capitalized).

1. Part One (Times New Roman, 13pt, bold)

1.1 First Subheading (Times New Roman, 12pt, bold)

1.1.1 Second subheading (Times New Roman, 11pt, bold)

(a) Third subheading (Times New Roman, 11pt)

i) Fourth subheading (Times New Roman, 11pt)

- 8.1.2. Capitalize the first and all content words in the headings and first/second subheadings. All function words are lowercase, regardless of the number of characters.
- 8.1.3. Capitalize only the first word and proper nouns in the third and fourth subheadings.
- 8.2. Quotation Marks
 - 8.2.1. In-text quotations: "..."
 - 8.2.2. Quotation in running text already enclosed in double quotation marks: '...'
 - 8.2.3. Ellipsis: [...]
- 8.3. General Layout
 - 8.3.1. Title
 - (a) The title of the paper: Times New Roman, 16pt, bold, left
 - (b) The subtitle of the paper: Times New Roman, 12pt, bold, left
 - (c) The name(s) of the author(s): Times New Roman, 14pt, left
 - (d) The affiliation of the author(s): Times New Roman, 12pt, left
 - (e) Email: Times New Roman, 9pt, left
 - (f) Abstract
 - English: Times New Roman, 10pt, right and left margins 1cm
 - Korean: HY Sin-myeong-jo, 10pt, right and left margins 1cm
 - Other languages: Common font type 10pt, right and left margins 1cm
 - (g) Five keywords

- English: Times New Roman, 10pt, right and left margins 1cm
- Korean: HY Sin-myeong-jo, 10pt, right and left margins 1cm
- Other languages: Common font type 10pt, right and left margins 1cm

8.3.2. Pagination: Page numbers consecutively on the right of the bottom of each page

8.3.3. Text body

- (a) Line spacing: 1.5 line spacing
- (b) Paragraph formatting: Do not indent the first paragraph of each (sub)section; insert an indent of 1cm starting from the second paragraph.
- (c) Alignment: Justify your text.
- (d) Margins: Use margins of 2.5cm (top, bottom, left and right).
- (e) Font: Use 11pt Times New Roman throughout.

8.3.4. Footnotes

Use 9pt Times New Roman. Notes should be numbered consecutively using Arabic numerals (1, 2, 3...). 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. Other than what is directly cited in the References, further bibliographical information (e.g. links to the websites of organizations mentioned in the text) may be included in the footnotes.

8.4. Tables, Figures, and Illustrations

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

8.4.2. The table/figure/illustration number should appear along with a caption *above* it.

8.4.3. Capitalize only the first word and proper nouns of the captions.

8.4.4. Tables, figures, and illustrations should be referred to in the main text in this manner, e.g., “in Table 2”, but never like this “in the following table.”

8.5. Quotations

8.5.1. Give the author’s surname, date of publication, and page number, for all quotations (e.g. (Hermans, 2007, p. 32)).

8.5.2. 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 (2003), who claims that computer assistance is “the issue that has created the deepest rift between academic theorists and practicing translators”, nonetheless defends realistic research into the use of computational tools in translation environments (p. 99).

8.5.3. 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 (2003) 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 (pp. 205-206).

The consequences of such differing attitudes to knowledge between Aboriginal and western societies are potentially serious in a court of law.

- 8.5.4. Quotations from non-English language sources should be translated into English. Indicate whether the translation is your own or another author's. If you use another author's translation, indicate the source in the text and give the full reference in the references.
- 8.5.5. 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 (1997, June 29); Australian Bureau of Statistics (1997).

The full details should appear in the references.

8.6. References in the Body of your Text

- 8.6.1. As with quotations, when referring to other sources in the text, the author's name, the year of publication and relevant page number(s) should be indicated. This type of reference must be placed within parentheses and follow the author's name. For example:

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

- 8.6.2. When referring to more than one publication at a single point in the body of the text, separate the references by semicolons, order them chronologically and then alphabetically. For example:

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

- 8.6.3. Note that when referring to an entire publication (book or article), the page numbers do not need to be indicated.
- 8.6.4. 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.

- 8.6.5. References to texts written by more than two authors should be in the form of the 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. However, all names should be spelled out in the references at the end of the paper. For example:

Scott-Tennent et al. (2000) describe an empirical study intended to chart the effects of a specially designed training program on students' application of certain translation strategies.

8.6.6. Citing secondary sources

When quoting information or an idea from an author that is quoted in a book or journal article, but you have not read the original source, provide both authors' names and use 'as cited in...'. For example:

In Seidenberg and McClelland's study (1988, as cited in Coltheart et al., 1993), ...

8.7. References at the End of the Text

8.7.1. List only the sources referred to in the manuscript. When it is essential to mention sources not cited directly, list them separately under the heading of Bibliography.

8.7.2. Spell out the full name of the author(s) whenever possible, instead of initializing the first name as suggested in the APA 7th.

(a) For the first author, the surname is followed by a comma, a space and the first name in full. The full middle name or the middle initial may follow the first name.

(b) For the other authors, the first name comes first and is followed by the middle name/initial (if any) and surname.

8.7.3. In the list of references, list sources alphabetically by author. When citing multiple works from the same author, list them chronologically by date, with the latest work coming first. Where there are two or more works by the same author in the same year, distinguish them as 2015a, 2015b, etc.

8.7.4. For book chapters and articles in edited volumes, newspapers and magazines, capitalize only the first word of their titles and do not apply single quotation marks (e.g. Why international organizations need translation theory). The titles of books, edited volumes, journals, newspapers and magazines should be italicized.

Capitalize the first word, all content words (i.e. nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions), and all prepositions of four letters or more.

8.7.5. For web pages and other electronic references, make sure to enter the date of retrieval for all pages.

8.7.6. When the title of a reference already ends with a punctuation mark (e.g. question mark), the period that follows the title will be overridden.

8.8. Non-English References and Translated Works

8.8.1. References in Latin alphabet languages other than English

(a) Title: Do not transliterate the original title.

(b) Literal translation of the title: Add the English back-translation in square brackets after the title; do not italicize the literal translation. Capitalize only the first word and proper nouns in the literally translated title.

(c) Names: Do not transliterate the names of the author, editor(s), place(s) of publication, journal/newspaper/magazine, and publisher. For their capitalization, follow the grammatical rules for the respective languages.

8.8.2. References in other scripts

(a) Title: Romanize the title (instead of using the source language version) of a book, edited volume, journal/newspaper/magazine article, book chapter, and

web page. Follow the Romanization rules for respective languages¹. Capitalize only the first word and proper nouns.

- (b) Literal translation of the title: Add the English literal translation in square brackets after the title. Do not italicize the literal translation; capitalize only the first word and proper nouns in the literally translated title.
- (c) Names: Romanize the names of the author, editor(s), place(s) of publication, and publisher with no literal translation. Use the English names of the journal, newspaper, magazine, and other sources if any; Romanize them otherwise.

8.8.3. Translated works

Refer to either Section 8.8.1. or 8.8.2. depending on the source language in question.

* Follow the examples below when listing references for different types of source.

Books and Chapters

(a) Book

- Gibbons, John. (2003). *Forensic Linguistics. An Introduction to the Language in the Justice System*. Blackwell.
- Robinson, Douglas. (2019). *Becoming a Translator: An Introduction to the Theory and Practice of Translation* (2nd ed.). Routledge.
- Bielsa, Esperança and Susan Bassnett. (2008). *Translation in Global News*. Routledge. <https://doi.org/10.4324/9780203890011>
- Franco, Eliana, Anna Matamala and Pilar Orero. (2010). *Voice-over Translation: An Overview*. Peter Lang.

(b) Edited Volume

- Alves, Fabio (Ed.). (2003). *Triangulating Translation: Perspectives in Process Oriented Research*. John Benjamins.
- Wolf, Michaela and Alexandra Fukari (Eds.). (2007). *Constructing a Sociology of Translation*. John Benjamins.
- Baker, Mona, Maeve Olohan and María Calzada Pérez (Eds.). (2010). *Text and Context: Essays on Translation and Interpreting in Honour of Ian Mason*. St Jerome Publishing.

(c) 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* (pp. 91-102). Universitat de València.
- Marinetti, Cristina. (2011). Cultural approaches. In Yves Gambier & Luc van Doorslaer (Eds.), *Handbook of Translation Studies* (Vol. 2, pp. 26-30). John Benjamins.
- Viswanatha, Vanamala and Sherry Simon. (1999). Shifting grounds of exchange: B. M. Srikantiah and Kannada translation. In Susan Bassnett & Harish Trivedi (Eds.), *Post-colonial Translation* (pp. 162-181). Routledge.
- Scott-Tennent, Christopher, María González Davies and Fernanda Rodríguez Torras. (2000). Translation strategies and translation solutions: Design of a teaching prototype

¹ Where possible, observe the Romanization system recommended by the respective national government. Otherwise, follow the most commonly used system. For Korean, follow the Romanization rules of the National Institute of Korean Language (NIKL); for Japanese, follow the Kunrei-shiki system; and for Chinese, follow the Hanyu Pinyin system.

and empirical study of its results. In Allison Beeby, Doris Ensinger & Marisa Presas (Eds.), *Investigating Translation. Selected Papers from the 4th International Congress on Translation, Barcelona, 1998* (pp. 107-116). John Benjamins.

Journal Articles

- Venuti, Lawrence. (1995). Translation, authorship, copyright. *The Translator*, 1(1), 1-24.
- Peñalver, Elena Alcalde and Alexandra Santamaría Urbieto. (2020). The healthy and fit translator: a reality or a necessity? *The Interpreter and Translator Trainer*, 14(4), 461-477.
- Chmiel, Agnieszka, Przemysław Janikowski and Anna Cieślewicz. (2020). The eye or the ear?: Source language interference in sight translation and simultaneous interpreting. *Interpreting*, 22(2), 187-210.

Newspapers and Magazines

- Powell, Michael and Michelle Garcia. (2006, January 16). Translator's conviction raises legal concerns: Trial transcript show lack of evidence. *Washington Post*, A01.
- Bryant, Miranda. (2021, November 14). Where have all the translators gone? *The Guardian*.
<https://www.theguardian.com/tv-and-radio/2021/nov/14/where-have-all-the-translators-gone>
- Bobrow, Emily. (2013, May 21). Gained in translation. *The Economist*.
<https://www.economist.com/1843/2013/05/21/gained-in-translation>

Electronic References

- Calzada Pérez, María. (2005). Applying translation theory in teaching. *New Voices in Translation Studies*, 1, 1-11. Retrieved January 31, 2014 from
<http://www.iatis.org/images/stories/publications/new-voices/Issue1-2005/calzada-NV2005.pdf>
- European Commission. (2021). *Machine Translation for Public Administrations – Etranslation*. Retrieved November 18, 2021 from
https://ec.europa.eu/info/resources-partners/machine-translation-public-administrations-ettranslation_en

Non-English and Translated Works

- Park, Hye Ju. (2009). Hangukmunhak beonyeogui hyeonhwanggwaja gwaje [The current situation and assignment of Korean literature translation]. *Korean Language and Culture*, 5(0), 211-238.
- Sarkozy, Nicolas. (2010, January 27). Déclaration sur la régulation du capitalisme mondialisée [Declaration on the regulation of globalized capitalism]. *Vie publique*.
<https://www.vie-publique.fr/discours/178033-declaration-de-m-nicolas-sarkozy-president-de-la-republique-sur-la-re>
- Eco, Umberto. (1983). *The Name of the Rose* (William Weaver, Trans.). Harcourt Brace Jovanovich. (Original work published 1980)

Unpublished or Informally Published Works

- Danks, Joseph H. (1991). The psycholinguistics of reading and translation. *Fundamental*

- *Questions in Translation Theory* [Unpublished manuscript]. University of Leipzig.
- Dagut, Menachem B. (1971). A linguistic analysis of some semantic problems of Hebrew-English translation [Unpublished PhD thesis]. The Hebrew University.

References with Missing Information

- No author: *Memoir of Anna Deborah Richardson. With Extracts from Her Letters.* (1877). J. M. Carr.
- Author signing as anonymous: Anonymous. (1924). *The House Made with Hands.* Arrowsmith.
- No date: Maalej, Zouhair. (n.d.). *Translating Metaphor Between Unrelated Cultures: A Cognitive Perspective.* Retrieved November 10, 2021 from <http://simsim.rug.ac.be/Zmaalej/transmeta.html>

9. Cover Letter

Submit a cover letter in English. The length should be one page with a word limit of 400 words per heading.

Author's Final Submission Checklist

When submitting the revised version of your accepted manuscript, indicate who will handle the correspondence, and provide that individual's affiliation (as above), full postal address, e-mail address, and telephone number.

Also, be sure to include:

- A 300 to 350 word abstract of your article - one in English and one in your native language; where English is the native language of the author(s), a Korean abstract will be provided by the editors of the journal
- Five keywords in each of your writing languages to aid in searching and indexing
- A short (2-3 sentence) professional profile, including key publications
- A cover letter in English