Publication Guidelines for **trans-kom**

Dear Author,

**trans-kom** is a scholarly journal for translation and technical communication research. It is published by Leona Van Vaerenbergh and Klaus Schubert exclusively on the Internet. **trans-kom** publishes research results and scholarly discussion papers in the fields of translation and interpreting, specialized communication, language for special purposes, terminology and related subjects.

Submissions are accepted in German, English, French or Spanish. All submitted manuscripts will undergo a blind review process.

**trans-kom** is found at <https://www.trans-kom.eu/>. These Publication Guidelines and the computer files mentioned in it can be downloaded from the website.

On the following pages you will find concise guidelines for formatting your submission to **trans-kom**. All submitted manuscripts should follow these publication guidelines. Please bear with us for wording everything in telegraphic style.

Manuscripts should be submitted electronically as an e-mail attachment (if necessary, on a data medium) to one of the editiors:

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We shall carry out the final formatting of the manuscripts for the journal using Microsoft Word and then convert the files to PDF format for publication. We therefore request that you write your manuscript in Word. The sample pages, which you will find below, illustrate the appearance of the final version of a manuscript. To make formatting your manuscript as easy as possible for you, we offer you three procedures. Please choose the procedure that best suits your habits when producing a manuscript.

1. *You do the writing – we do the formatting*. If you are not experienced in using paragraph and document templates, please send us a plain Word file. Structure your text with paragraph headings, body text, quotations, examples, bibliographic references etc. as illustrated on the sample pages. We shall do the rest of the formatting work for you.
2. *Experienced in using paragraph templates*. If you are used to working with Word paragraph templates, please use the empty master file **trans-kom.docx** which is included in the Publication Guidelines zip file. Write your text in this file. Format the paragraphs with the paragraph templates. Which template to use for which type of paragraph is shown in blue print in the margin of the sample pages. If your version of the Word software is in a language other than German, most of the paragraph templates names will appear in German as shown on the sample pages, while others (e. g. **Überschrift 1**) will appear in the language of your system (e. g. **Heading 1**).
3. *Experienced in using document templates*. If you are used to working with document templates, please copy the template **trans-kom.dotx** which is included in the Publication Guidelines zip file, to the folder on your hard disk where Word document templates are stored. Use the template for your manuscript. If you have already written part of your text, simply link your document to the new template. Please format each paragraph as shown on the sample pages. If your version of the Word software is in a language other than German, most of the paragraph templates will appear in German as shown on the sample pages, while others (e.g. **Überschrift 1**) will appear in the language of your system (e.g. **Heading 1**).

No matter which of these procedures you choose, please follow the instructions given on the following pages, which include Instructions and Sample Pages.

Thank you!

The Editors

Leona Van Vaerenbergh

Klaus Schubert

Sylvia Jaki

Franziska Heidrich-Wilhelms

**Instructions for formatting your manuscript**

* Each article starts with the author’s name. This is followed by the title of the article and possibly a subtitle (see sample pages).
* The articles have an abstract of up to 150 words in English. If your article is written in English, the heading of the abstract is only the word **Abstract**. If the article is in some other language, the heading of the abstract is an English translation of the title of your article, followed by a dash and the word **Abstract**.
* The first heading is numbered 1 (not 0).
* There is no blank line between paragraphs. Paragraphs following another paragraph in body text are indented. Paragraphs following a heading, an example, a quotation, an illustration or the like are not indented (see sample pages).
* Please refrain from using underscores and bold face type in the body text. For emphasizing words, use italics. Also use italics or small capitals for emphasis (e.g. for transcriptions, book titles or unnumbered subheadings in the body text).
* The general rule is: As little emphasis as possible.
* Quotations appear in double quotation marks. Quotations longer than two or three lines should be set off without quotation marks (see sample pages). It is important to precisely reference all quoted and referred to passages of text with publication year and page numbers.
* Enter a space between punctuation marks in abbreviations (→ e. g., i. e. ...).
* No spaces before or after slashes (→ translating/interpreting).
* For omissions in quotations use square brackets: → [...].
* Please do not use hyphenation in headings.
* You may use footnotes. However, please do not add footnotes to the author’s name, to the title of the article or to headings.
* When you need to create special spacing within lines, use tabs and not multiple spaces.
* Figures, illustrations etc. are numbered throughout the article, starting with **Fig. 1**.
* In the list of references, do not abbreviate the authors’ first names and make sure to include the publisher. Carefully follow the examples given on the sample pages.
* If appendices are included, they should appear after the list of references.
* Please do not add page numbers or headers. This will be done uniformly for the journal.

If you follow procedure 2 or 3, you may copy text written before receiving these guidelines into the master file or you may link your file to our document template. If you do this, please make sure that your document has the required margins. It may well happen that the margins previously set in your file override the margin settings contained in our templates. The settings should be:

* Top: 3.5 cm
* Bottom: 4.5 cm
* Left: 3 cm
* Right: 3 cm
* Binding margin: 0 cm
* Header: 2.5 cm
* Footer: 4.3 cm

Paper format: A4. Standard font: Arial, Standard font size: 11.

**Sample pages**

The following sample pages do not constitute a complete article. They are meant to show you how to format various types of paragraph. The list of references is not taken from the sample pages. It shows references to the most frequent types of publications. The list of references is in alphabetical order by authors’ names.