



Translation, Cognition & Behavior

SUBMISSION GUIDELINES FOR CONTRIBUTORS (2018)

Translation, Cognition & Behavior (TCB) welcomes papers on all aspects of cognitive translation and interpreting studies. A typical article may be a full-fledged paper that presents novel data on research questions or hypotheses that are embedded in an extensive theoretical framework. Another kind of welcomed article may consist of a thorough review or discussion of the literature summarizing existing work in order to prompt future research. Authors wishing to submit articles for publication in TCB are requested to send inquiries to the editor at editor@cogtrans.net. Contacting the editor in advance may be a good idea, in order to request access to an online cover page form for your draft.

Only full-length papers are reviewed, i.e., the journal does not provide preliminary feedback on whether a paper is acceptable for publication (even in principle) only based on its title, planned topic or (extended) abstract. Any material submitted to TCB must be original work, not published or under review elsewhere, and contributors may not submit this work elsewhere while it is under review here. If related material is published, under consideration, or in press elsewhere, that must be disclosed to the TCB editor. Similarly, if part of a contribution has appeared or will appear elsewhere, contributors must specify the details when submitting their work to TCB. More information in the [JB Ethics Statement](#).

Manuscripts may be submitted at any time. There are no fixed deadlines. Papers in line with the journal's standards, aims and scope, will undergo a double-blind peer-review procedure. The two referees are usually given six to eight weeks to give their assessment, so that the time from submission to decision should be below 90 days. Submissions will not be returned; authors should keep a complete copy of their manuscript. More than one editing round may sometimes be necessary, especially for papers in thematic sections with guest editors. In any and all editing rounds, the first author or the corresponding author of a contribution will receive a PDF of first proofs of the article for correction via email and will be requested to return the corrections to the journal editor within 7 days of receipt.

To make the editing process efficient, smooth and quick, the publisher and the editor urge you to strictly follow the journal's style. Please read it through and try to be as careful and thorough as you can. Papers that do not conform to the following guidelines cannot be considered for publication. Please use a minimum of layout settings apart from those included in this style guide, and take advantage of electronic styles to ensure consistency. At this point in the process, clear and consistent presentation are paramount. In principle, TCB observes text conventions outlined in *The Chicago Manual of Style*. For all editorial problems not specifically addressed below, please refer to it.

The copyright of articles published in TCB is held by the Publisher (see [JB's copyright policy](#)). Permission for the author to use the article elsewhere will be granted upon request, provided full acknowledgement is given to the source. More information, [here](#). Authors will receive a complimentary copy of the issue in which their paper appears.

1. Language and spelling

- Articles should be in English
- Spelling and style should be consistently either British or American throughout
- If you are not a native user of English, you should have your paper checked by an English language professional *before* submitting it
- For texts including examples or fragments in languages with scripts other than Latin, such as Arabic, Chinese, Japanese, and Korean, please use Unicode fonts for special characters or supply the TrueType or PostScript Type 1 fonts with your submission

2. Text structure and length

2.1. Cover page

- (a) title
- (b) for articles with long titles (which in general should be avoided), include a shortened version (up to 55 characters + spaces), to be used later as running head
- (c) author(s) full name and ORCID id (indicate corresponding author with an asterisk)
- (d) authors' affiliations
- (e) corresponding author's email and postal address

2.2. Text body

- (1) title
- (2) abstract of 100–150 words
- (3) 4–6 keywords.
- (4) article's body of text
- (5) acknowledgments, if any
- (6) references
- (7) appendices, if any
- (8) a biosketch (a single paragraph of up to 80 words) for each author

2.3. Length

The word count total of sections (a) through (l) above should be at least 6,000 words long and not exceed a total of ca. **8,000 words**. Please refer to the call for papers for the issue or thematic section you are targeting or else write to the editor, in case there is some variation on the general arrangements.

3. Submission of materials

- **Text** Articles should be submitted electronically in Word format (preferably .docx or .doc) or Word-compatible format (e.g., .rtf, .odt). **Please supply a PDF file as well**
- **Graphics files** For figures, please supply both the original creation files and also copies converted to Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF). Typesetters cannot work on figures supplied as graphics. The resolution should be at least 300 dpi
- **File names** Please name your files the first three characters of the first author's last name. For example, if that name is *Johnson*, the respective document file should be named *joh.doc*. Do not use the three-character extension except for identifying the file type, as provided by the system. That is, *joh.doc* is OK, but **not** *joh.art*, *joh.rev*. Instead, use *joh-art.doc*, *joh-r1.doc*, etc.). Figures,

tables, etc. should be named using the appropriate standard extensions, e.g., *joh1.eps*, *joh2.tif*, *joh3.xls*, etc

- **Corrections** Make sure that you have deleted any previous versions within the manuscript as well as any personal comments, corrections, tracks, etc., and check that all files are readable
- **Permissions** Authors are responsible for observing the laws of copyright when quoting or reproducing material. It is the responsibility of the authors to procure permission to publish reproductions from contents and materials, such as photographs and other graphics, from the copyright owners. Such permissions should be obtained prior to sending a draft to TCB and should come with it, in order to avoid unnecessary delays and unpleasant surprises
- **Copyright assignment form** If the article is accepted, authors will need to provide a copyright assignment form together with the last version

4. Lay-out of article content and graphics

Any formatting not called for by this stylesheet should be kept to a minimum. Please be consistent for all formatting or style conventions used. In particular, examples, quotations, tables, headings, etc. should be presented in a clear and consistent way, so that they can be identified and formatted in the style of our journal.

- Please use ample margins and 1.5-line spacing
- Do not use full justification
- Do not use ‘stiff’ or automatic hyphenation
- Do not use running heads
- Notes should be kept to a minimum and should be submitted as footnotes (no Roman numbers for footnotes!). Note indicators in the text should appear as superscript numbers at the end of sentences and follow punctuation marks except a dash

4.1. Fonts and font sizes

- Body of text, Times (New) Roman 12 pts.
- Tables and footnotes, Times (New) Roman 10 pts.
- Absolute lowest size for special cases, 8 pts.

4.2. Typographical emphasis

Italics Use them for words in languages other than English as well as for emphasis. Use them sparingly to introduce unconventional terms or expressions (e.g., *context of situation*).

Boldface should be used only for headings and for highlighting words *within italicized stretches*.

FULL CAPS Please refrain from using them except for focal stress and abbreviations.

Underlining Do not use it except *within examples*, as an alternative to boldface for highlighting.

4.3. Capitalization in titles and subtitles

- English—capitalize the first and all major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions). Do not capitalize articles; prepositions (unless used adverbially or adjectively, or as part of a Latin expression used adverbially or adjectively); the conjunctions *and*, *but*, *for*, *or*, *nor*, *to* as part of the infinitive; as in any grammatical function; parts of proper names that would be lower case in normal text; and the second part of a species name.

- Languages other than English and English translations in square brackets —capitalize the first word in the title, the subtitle, and any proper names or other words normally given initial capitals in the language being used.

4.4. *Headings*

Articles should be conveniently divided into numbered sections and, if necessary, sub-sections. Numbering should be in Arabic numerals. The first sub-section is 1, not 0. Numbering should only be used for the main text and the appendices, not for the abstract, Reference section, Notes sections, etc. Please

- do not use more than three levels
- always flush left section numbers and headings
- use full stops between numbers and after the last number, thus: Section 1. ..., Section 2.3.1. ..., etc., in the heading but do not enter a full stop after the last number when referencing (e.g., "see section 2.3.1"); do not use italics for numbering
- mark section headings as follows:

1. *Level 1 bold*

Enter two blank lines before the heading. Text starts immediately below.

1.1. *Level 2 bold italics*

Enter one blank line before the heading. Text starts immediately below.

1.1.1. *Level 3 italics*. Enter one blank line before the heading. End it with period, start text in the same line.

4.5. *Numbering lists*

- Lists that run on with the main text may be numbered using parentheses: (1).....; (2)....., etc.
- Lists placed apart should not be indented. If numbered, please do it as follows:
1. (or a.)
2. (or b.)
- If you need to set more than one list close to each other, please alternate between Arabic numerals and lowercase letters. That is, one list would have all items with numbers, the next one would have all items marked with letters, the third one with numbers again, etc.

4.6. *Examples*

- Examples should be numbered with Arabic numerals in parentheses, thus: (1) ...; (2) ...; etc., and referred to as such in the text
- Examples in languages other than English should be *in italics*; an approximate translation should be provided between square brackets
- Please transliterate into English any examples from languages that use a non-Latin script, using the appropriate transliteration system (ISO or LOC)
- Between the original and the translation lines, a line with glosses may be added. In cases of more divergent languages, a line containing a morphemic breakdown may also be provided. Such interlinear information is given without punctuation or highlighting. For the abbreviations in the interlinear gloss, please use small caps and not CAPS. Please use the [Leipzig Glossing Rules](#)

4.7. Tables and figures

- Tables and figures should be numbered consecutively and provided with appropriate and concise captions
- They should be referred to in the main text. References should read “Table 2”, “Figure 3”, etc. Please avoid expressions such as “in the following table: ...” or “See the figure below”
- Table titles and figure captions should be single-spaced
- Each one must fit within the following page size and should be clearly legible at this size: 12.5 cm (4.9”) x 18.5 cm (7.3”)
- Keep shading to a functional minimum and for individual cells only
- Notes in Tables and Figures should not be regular notes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure
- Please indicate the preferred positioning of tables and figures in the text in this way:

INSERT FIG 1 ABOUT HERE

Please note that the exact position of graphics will depend on typesetting needs, but we will make an effort to place the graphic as close as possible to the position you indicated.

4.8. Quotes

- *“Double quotes”* Always use them for glosses and directly quoted forms and expressions. In-text quotations should be given in double quotation marks
- *‘Single quotes’* Use them for meanings and definitions, and also for quotes within double quotes
- *Quotations longer than three lines* or 40 words should be set in a freestanding block of text, off from the main text, with a blank line above and below. Also, they should be indented 1 cm left and right, *without quotation marks*, followed by the appropriate reference to the source on a separate line (left adjusted, indented 1 cm). Block quotations should be single-spaced

5. Citations and references

- TCB uses the ‘Author-Date’ style
- Citations should be as precise as possible, giving page references where necessary; for example, (Clahsen 1991, 252) or as in Brown et al. (1991, 252)
- Page numbers and years should not be abbreviated: e.g., 210–212 (rather than 210-2), the war of 1914–1918 (rather than 1914-18). This also applies to references
- For repeated consecutive references to the same source, and where no confusion is possible, it suffices to provide the page reference between brackets; for example, (252)
- Separate multiple citations within parentheses with a semicolon as in (Clahsen 1991, 252; Brown et al. 1991, 252)
- When citing a paper by three or more authors, use the first author’s name followed by *et al.* in the signal phrase or in parentheses. However, all the authors’ names must appear in the respective entry in the References section
- Editorial interventions in quotations (indications such as *sic*, or interpolated comments) need to be signaled by the use of square brackets, e.g., [sic]. Ellipsis points used to indicate a deleted passage in a quotation, too, need to be bracketed

- When citing a paper by two researchers, name both authors each time you cite the work. Use ampersand (&) between the authors' names when you are referring to a text, and the word *and* between the same names when you are referring to the persons; e.g., *Hönig & Kußmaul (1982) was a hit but both Hönig and Kußmaul published other important books later on*

6. References section

Begin the References on a new page. The section should include all (and only!) references actually mentioned in the text. Subdivisions (e.g., Primary sources; Other references) may exceptionally be envisaged in certain cases, but in principle a single list is preferred. It is essential that the references are formatted to the specifications given in these guidelines, as these cannot be formatted automatically.

A Digital Object Identifier (DOI) is a *permanent* ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the site of a permanent electronic source or reference. Please include a DOI if the publisher lists one. You will be able to find most DOI at Crossref. In electronic publications, if no DOI is available, list a URL and include an access date.

6.1. References should

- include English translations of titles not in English, between square brackets, right after the original title
- give the names of journals in full, with page references for quoted articles
- give only the first place name of a publisher if two or more are available; e.g., *Amsterdam: John Benjamins*
- *not* use abbreviations for names of publishers (other than dropping 'Inc.' etc.), or titles of journals

6.2. Special care with names

This is a journal for Translation Studies. Special attention should be devoted to enter the correct spelling of any and all names of authors and editors. Also, please make sure that you understand the naming conventions in languages other than English so that you don't list or name an author with an incorrect name or surname. Finally, do not forget to include the names of translators in any entry of a reference that has them.

6.3. Ordering references

- Publications should be listed alphabetically in accordance with the authors' last names. Authors' names should be given with full first and last name(s) except in cases where authors consistently write their own names differently
- Publications by the same author should be listed chronologically, starting with the earliest publications
- Multiple-author publications should follow the single-author ones (alphabetically and chronologically)

6.4. Examples

Books

Butler, Judith. 2006. *Gender Trouble*. 3rd ed. London: Routledge.

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.

Special issue of journal

Pym, Anthony, ed. 2000. *The Return to Ethics*. Special issue of *The Translator* 7 (2). Manchester: St Jerome.

Articles/chapters 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*, edited by Norman E. Spear, and Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Articles in printed journals

Bassnett, Susan. 2012. "Translation Studies at Cross-roads." In *The Known Unknowns of Translation Studies*, ed. by Elke Brems, Reine Meylaerts, and Luc van Doorslaer, special issue of *Target* 24 (1): 15–25.

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.

Articles in online journals

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115: 405–50. Accessed February 28, 2010. DOI 10.1086/599247.

Dynamic Language. 2010. "Google Puts Pressure on Interpreting Industry?" *Dynamic Language Blog*. Accessed 1 June 2012. <http://blog.dynamiclanguage.com/2010/10/21/google-putspressure-on-interpreting-industry/>.

Dissertations and Theses

Atkinson, David P. 2007. *Some Psychological Competences That Predict Freelance Translator Success and Wellbeing in the Demanding Globalised Business Context*. Masters Thesis, University of Auckland.

Internet sites

European Observatory for Plurilingualism. Accessed 22 April 2013.

http://www.observatoireplurilinguisme.eu/index.php?option=com_frontpage&Itemid=1

7. Style

Please use a reader-friendly style! Manuscripts submitted to TCB must be written in clear, concise and grammatical English.

7.1. Anonymity

In order to permit double-blind refereeing, submissions should not carry author information. In particular, please note the following:

- Avoid the use of your name in the text of the manuscript
- Minimize references to your own work. If necessary, use third person formulations as much as possible; if you are Jones or have worked in Jones' department, do not write "Building on previous work (Jones 2007), we will now show that ...", but simply "We build on prior work by Jones (2007)"
- Acknowledgements should not appear in the first submission, which has to be anonymized
- Avoid references to unpublished work, especially work of which you are a (co-) author. If unavoidable, replace the reference in the text by "Author (in press)", and describe it in the list of references as "Author (in press). Details omitted for blind reviewing". In this case, it should be the first entry in the list but please remember to fill these out again and properly place them in the final text for production if your article is accepted for publication! Authors are responsible for reinserting self-identifying citations and references when manuscripts are prepared for final submission
- Remember to remove any identifying information from the document properties

7.2. *Miscellanea*

- The abstract should consist of a single paragraph without citations, briefly presenting the aims, methods, main findings and conclusions of the study. Please be clear and concise, and do not use undefined abbreviations or unspecified references
- Please use semicolons to separate one keyword from the next and ensure that your keywords are not too general (e.g., *interpreting; cognitive; process*)
- A paragraph indent of 1 cm is applied for all paragraphs except the first one in any section and after white spaces (examples, tables, figures, etc.). That is, there is no paragraph indent immediately after a heading or anything that is not another paragraph. Please do not enter a blank line between paragraphs
- Acknowledgments come as an unnumbered section immediately after the conclusions. Font style, size, and spacing are the same as in the other sections of the manuscript
- Appendices should be referred to in the body of text, e.g., *Appendix 1, Appendix 2, Appendices 3 and 4*, etc. Appendices use Times (New) Roman, size 11, and single line spacing
- Please do not number the pages of your manuscript
- Set off any introductory phrase of five words or more with a comma, e.g., “Toward the end of World War II,…”
- Enter a comma after i.e. and e.g.: *e.g., i.e.*,
- Do not punctuate lists
- Use minimal capitalization, e.g., “*translation studies*.” When in doubt, use lowercase
- Use minimal hyphenation, e.g., “*keylogging*”
- Possessives of names ending in “s” should take the form of “*Yeats's*”
- Dates should be of the form “*15 December 1998*”
- Decades should be of the form “*the 1980s*”
- Spell out centuries, e.g., “*eighteenth century*”
- Please avoid inappropriately or unnecessarily gendered language whenever possible, and also avoid awkward forms like “his/her”

