

INSTRUCTIONS FOR THE PROCEEDINGS

Second International Conference on Interpreting Quality

Almuñécar (Granada, Spain), 24-26 March 2011

These instructions are intended for the authors that actually present an oral presentation or a poster at the Conference.

In preparing the final papers for the Conference Proceedings, the authors are kindly requested to adhere to the following instructions. This will speed up the edition process and ensure the highest possible level of cohesion in the Proceedings of the Conference.

1 Deadline and submission address

Please send your paper before **30 April 2011** to the Organising Committee at

ecis.granada@gmail.com

Updated information about the publication of the Proceedings will be available on the Conference website at

<http://ecis.ugr.es/2011.htm>

2 Length

The paper should be limited to a maximum of 6,000 words, including title, text body, tables, figures and notes, and **excluding** the list of references and any appendices.

3 Working languages

The paper may be written in any of the working languages of the Conference: Spanish, English, French or German.

4 File format

Submit your abstract in <doc> format, compatible with Microsoft Word 2003.

The file name must consist of the first 4 words of the paper title, written in lowercase, separated by underscores and followed by the submission date in YYYY.MM.DD form:

these_are_the_four_2011.03.24.doc

5 Identifying information

Be sure to include your identifying information at the beginning of the document. Please include the following information for each author, in the following order:

First name and family name (please do not use UPPER CASE letters)

Affiliation (university or institution)

E-mail address (may be published)

Please avoid using any labels:

Latifah Watanabe

~~First name and family name: Latifah Watanabe~~

In addition to the identifying information, include the following:

Full title of the paper (please do not use UPPER CASE letters)

Short title (for the running head of the Proceedings)

6 Headings

Do not number the section headings. Please use the following “level codes” instead. The editors will remove these codes and format each heading as appropriate.

~~1. This is the heading of the first section~~ → [A] This is the heading of the first section

~~2. This is the heading of the second section~~ → [A] This is the heading of the second section

~~4.3. This is the heading of a sub-section~~ → [B] This is the heading of a sub-section

~~7.2.1. This is the heading of a sub-sub-section~~ → [C] This is the heading of a sub-sub-section

We recommend that you do not use any levels below [A], [B] and [C].

For the headings, use sentence-style capitalisation without ending punctuation:

An empirical model in Korean linguistics

~~An Empirical Model in Korean Linguistics~~

~~AN EMPIRICAL MODEL IN KOREAN LINGUISTICS~~

7 Hyperlinks

Do not use working hyperlinks in your document. (in Word 2003, right click > Remove hyperlink).

You can switch off the automatic replacement of Internet paths with hyperlinks in your word processor (in Word 2003, Tools menu > AutoCorrect options > AutoFormat as you type, etc.):

8 Tables and figures

Tables must be numbered consecutively by using Hindu-Arabic numerals. In the table captions, the table number must be followed by a period and a short description, without final punctuation:

Table 1. Results of the first experiment

The same holds for figures:

Figure 1. Correlation between source and target speech

References to tables and figures in the text body must be capitalised and written in full:

As shown in Figure 5, ...

~~As shown in fig. 5, ...~~

9 Notes

Do not use endnotes, but only footnotes. They must be numbered by using Hindu-Arabic numerals followed by a period, and they must end with final punctuation:

7. This procedure was first applied by Johnson.

10 Citations

Citations must be in APA style (*Publication Manual*, 6th ed.), with the clarifications and exceptions mentioned below.

Official website:

<http://apastyle.apa.org/>

Citation examples:

<http://www.umuc.edu/library/guides/apa.shtml>

When citing yourself, always use the third person.

Do not use a comma to separate the author's name and the publication year when both appear in parentheses:

(Johnson 2005)

~~(Johnson, 2005)~~

Under the same circumstances, use a colon and a blank space to separate the year and the page number:

(Johnson 2005: 32)

~~(Johnson 2005, p. 32)~~

If an author is listed with two family names in the list of references, both must be mentioned in the citation:

In a previous study (González Léonard 1998)...

Within in-text citations in double quotation marks, use single quotation marks to set off speech:

As reported by Johnson, "they admitted that the results were 'odd enough' to be dismissed"

11 References

All works cited in the text must be referenced alphabetically and then chronologically in the References section of the paper.

Only the works actually cited in the paper may be incorporated in the reference list. The references must be in APA style, with the following clarifications or exceptions.

In references, names of foreign cities must be in the language of the reference:

Aachen, Germany: Karen Verlag

~~Aix-la-Chapelle, Germany: Karen Verlag~~

Dates of publication or retrieval of electronic documents must be in little-endian form. URLs must appear in angle brackets and be followed by the DOI (digital object identifier) whenever possible:

Retrieved 24 March 2011 from <http://www...>. doi:...

~~Retrieved on March 24th, 2011 from http://www...~~