

# Interpreting and Society: An Interdisciplinary Journal

## Author Guidelines

*Interpreting and Society: an Interdisciplinary Journal* conforms with [Sage Manuscript Submission Guidelines and Policies](#), unless otherwise indicated below.

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### 1. What do we publish:

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*Interpreting and Society: An Interdisciplinary Journal* is an international, open access, peer-reviewed, biannual journal which publishes original studies on interpreting undertaken from an interdisciplinary and transdisciplinary perspective. Focusing primarily on socially relevant practice, priority is given to critical and conceptual research which integrates insights from various disciplines and paradigms to frame and address the societal and scientific challenges posed by interpreting practice and enquiry. The journal is also interested in empirical and pedagogical studies that offer novel insights and adopt a cross-disciplinary perspective.

### 2. Process from submission to publication:

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The co-editors determine whether the manuscripts are of sufficient quality and meet the aims and scope of the journal. After this initial screening, manuscripts are either returned to the author (in case of rejection) or sent out to two anonymous reviewers.

The double-blind peer-review process is typically completed in three months and may lead to rejection, acceptance with minor revisions, or acceptance with major revisions. Acceptance with major revisions will be followed by a second round of peer-review.

Proofs of accepted manuscripts will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if

any, are accurate. Please note that if there are any changes to the author list at this stage, all authors will be required to complete and sign a form authorising the change.

After the implementation of corrections, the production department will publish your paper online first, in open access and with a DOI which makes it fully accessible and quotable, before it is assigned to a future issue, which significantly reduces the lead time between submission and publication. Visit the [SAGE Journals help page](#) for more details, including how to cite Online First articles.

The editors will decide which issue your article is assigned to, based on various considerations, but will not delay publication unduly.

### 3. Further information on Sage editorial policies

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See further details on Sage editorial policies for [Authorship](#), [Acknowledgements](#) and [Declaration of conflicting interests](#).

### 4. Open Access free of charge

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*Interpreting and Society: An Interdisciplinary Journal* offers open access publishing via the [SAGE Pure Gold program](#). This means that all contributions are fully and freely available online under a Creative Commons license. For more information, you are advised to visit SAGE's [open access licenses page](#).

### 5. Further information on Sage publication policies

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See further details on [Publication ethics](#), [Contributor's publishing agreement](#), and [Permissions](#)

### 6. Preparing your manuscript

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#### a. *Types and Length of the contribution*

- Articles: 8000 words including title, footnotes, abstract (150-200 words), keywords (5 to 6) but excluding references
- Book reviews: 2000 words
- Discussion Forums: proposals to be discussed with editors
- Interviews: proposals to be discussed with editors

#### b. *Anonymising your manuscript*

Authors should submit a fully anonymised manuscript with a separate title page. See [Sage instructions](#) for ensuring anonymity.

#### c. *Reference style*

*Interpreting and Society: An Interdisciplinary Journal* adheres to the SAGE APA reference style. View the [SAGE APA](#) guidelines to ensure your manuscript conforms to this reference style.

#### d. *Microsoft Word guidelines*

There is no need to follow a specific template when submitting your manuscript in Word. However, please ensure your heading levels are clear, and the sections clearly defined.

#### e. *Illustrations, pictures, figures, charts, tables and graphs*

- Format: TIFF, JPEG, for pictures and EPS for graphs and line art

- Placement: in the main text if created in MS Word and separately if created outside Word (i.e. Excel, PowerPoint, JPG, TIFF and EPS), in which case a placeholder note will have to be added in the running text (i.e. "[insert Figure 1.]")
- Resolution: at least 300 dpi (dots per inch) for rasterized based files (i.e. with .tiff or .jpeg extension) and at least 800 dpi for line art
- Colour: images supplied in colour will be published in colour free of charge
- Fonts: The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).
- Image integrity: Figures should be minimally processed and should reflect the integrity of the original data.

*f. Supplementary material*

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. For more information please refer to our [guidelines on submitting supplementary files](#).

*g. English language editing services*

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

## **7. Submitting your manuscript**

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*h. Submission platform*

*Interpreting and Society* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <https://mc.manuscriptcentral.com/isy> to login and submit your article online.

*i. ORCID*

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID, the Open Researcher and Contributor ID](#) which provides a unique and persistent digital identifier that distinguishes researchers from every other researcher. We encourage all authors and co-authors to link their ORCIDs to their accounts in our online peer review platforms. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. We collect ORCID iDs during the manuscript submission process and your ORCID iD then becomes part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID iD is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications. If you do not already have an ORCID iD please follow this [link](#) to create one or visit our [ORCID homepage](#) to learn more.

*j. Permissions*

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## **8. Contact**

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Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the co-editors of *Interpreting and Society: An Interdisciplinary Journal*

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The Editors

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