The guidelines listed below, including the necessary styles, have all been implemented in the MS Word template "T21N_Contribution.dot".

**Page setup**
- Margins: top, bottom, left, right 2.5 cm.
- Header and footer distance: 1.25 cm.
- Page size: A4, portrait (vertical).
- Page numbers: at page bottom, centered.

**Language of publication**
- Texts can be submitted in English or German.
- Articles submitted in German should be accompanied by an English abstract.
- If you are not writing in your native language, please have your text checked by a native speaker.
- If you wish to write in other languages, please contact the editors.

**Structure of the contribution**
1. Name and affiliation:
   - Put your first name and last name as well as the institutional affiliation in the first line of the text [e.g. Tom Smith (London)]. Use the style "Byline" (12 point Calibri, italic).
2. Title:
   - Add the title of the contribution. Use the style "Contribution Title" (14-point Calibri, bold, left aligned).
3. Abstract:
   - Please provide a short abstract of your article (about 15 lines) in the section designed for this purpose at the beginning of the document. Use the style "Abstract" (11 point Calibri, single-spaced). If the contribution is in German, the abstract should be in English.
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   - Please provide about 4 to 10 keywords describing the content of your article in the section designed for this purpose at the beginning of the document. Use the style "Keywords" (11 point Calibri, single-spaced). The keywords should be in English and in the language the contribution is written in.
5. Table of contents:
   Please note that we have already inserted a field in the template that will allow us to produce a table of contents once you have given your headings the appropriate style. Please do not delete this section in your document. You can update the table of contents by right-clicking on the table and choosing "Update Field" => "Update entire table".

6. Main text:
   Use the style "Normal" (12 point Calibri).

7. Bibliography:
   Use the style "Bibliography".

8. Appendices (if necessary):
   Use the style "Normal" (12 point Calibri).

9. Biographical note:
   Include a short biographical note and your email address after the references at the end of your article. If you do not wish to include your personal details in the publication, please let us know.

Main text formatting
- Style "Normal"
- Use black 12-point Calibri, with a line spacing of 1.5 lines.
- No paragraph indents for body text.
- Each paragraph has a spacing of 6 points after it.
- Left-justification for the body text and bibliography (leaving a 'ragged' or non-justified right edge).
- No (automatic or manual) hyphenation.
- No headers or footers.
- No bold printing or underlining.

Quotations
- Quotations shorter than three lines should be incorporated into the main text and signaled by quotation marks.
- Quotations of 3 lines and more should be 10 point Calibri with a left indent of 1 cm. Use the style "Quotation of 3 lines or more". No quotation marks are used in this case.
- Editorial interventions should always be marked by square brackets (e.g. […], [sic]).
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- Please use in-text citation only. Do not use footnotes or endnotes for simple bibliographical references.
- If you are referring to an author with various contributions from the same year, distinguish them by adding a letter to the year (2001a, 2002b).
- Make in-text citations "Author Year: Page Number" [e.g. (Li 2007: 56); (Jones and Stahlknecht 2005: 34); (Smith, Miller and Johnson 2001b: 12)]. Please ensure that there is a space before the page number.
• For Internet sources, please mark the references consecutively with the letter "w" and a superscripted numeral (e.g. \( w^1 \), \( w^2 \), \( w^3 \) etc.). Internet sources should be listed in a separate part of the bibliography.

**Hyperlinks**

• Please create hyperlinks for in-text citations [e.g. (Li 2007: 56); (Jones and Stahlknecht 2005: 34); (Smith, Miller and Johnson 2001b: 12)] and in-text references to Internet sources (e.g. \( w^1 \), \( w^2 \), \( w^3 \) etc.).
• Link all in-text citations and in-text references to their bibliographic entries.
• Mark the bibliographic entry and insert a **Bookmark** by using the function “Insert Bookmark” in **MS Word**. Under **Bookmark name** type a name and click **Add**.
• Mark the in-text citation or the in-text Internet reference and link it to its bibliographic entry by using the function “Insert Hyperlink”. Under **Link to** click **Place in This Document**. Select the bookmark that you want to link to.

**Headings**

• First-level subheadings (e.g. 1 or 2 or 3):
  Use the style "Heading 1" (12 point Calibri, bold, left aligned).
• Second-level subheadings (e.g. 1.1 or 3.1):
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• Third-level subheadings (e.g. 1.1.1 or 3.1.2):
  Use the style "Heading 3" (12 point Calibri, bold, left aligned).
• Do not put full stops (periods) at the end of headings.

**Figures and graphs**

• Figures and graphs should be left-aligned. Use the style "Normal".
• Place all illustrations, figures, and tables within the text at the appropriate points, rather than at the end.
• Give each figure or graph a number followed by a colon and a descriptive title (e.g. "Figure 1: A typology of translation and localization technology”).
• The table / figure number should appear along with a caption underneath the table or figure.
• The simplest way of entering a caption is by using the function "Insert Caption" in **MS Word**. In **Word 2007**, it is found in the tab "References". Use the style "Caption".

**Footnotes**

• Please use footnotes for explanatory statements that develop an idea or expand a quotation whenever inclusion in the text would interfere with readability.
• Footnotes should be numbered consecutively (Arabic numerals) and placed at the bottom of the page on which they appear.
• Text in the footnote should be 10 point Calibri, single-spaced. Use the style "Footnote Text".

- 3 -
• Reference numbers in the text should be typed as a superscripted numeral immediately following the passage to which they refer (after punctuation).

Misc.
• If the contribution is in English, use US spelling and punctuation.
• Emphasized words, technical terms and foreign words should be printed in italics. Use emphasis sparingly.
• Explain all acronyms when they first appear in the text.
• Use straight quotation marks (i.e. "...") (instead of smart quotation marks [i.e. “...”]).
• When you need to include spacing within lines, use tabs and not multiple spaces.
• For formatting assistance use the template provided.

Bibliographic entries

General guidelines:
• Use style "Bibliography".
• Start a new line for each bibliographical entry; the second and following lines of an entry are indented by 1 cm.
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