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13. Contributions should be consistent in their use of language and spelling. If you are not a native speaker of the language in which you have written your contribution, it is advised to have your text checked by a native speaker.

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1. When submitting the final manuscript to the journal, please include: a one-paragraph abstract in English, approximately five keywords, a short professional biography of the author, and a current mailing address.

2. Tables and figures: All tables, trees and figures must fit within the following page size (if necessary, after limited reduction) and should still be legible at this size: 12 cm (4.73") x 20 cm (7.87").

   Suggested font setting for tables: Times New Roman for English and PMingLiU for Chinese, font size at 10 pts.

   Tables and figures should be numbered consecutively, provided with appropriate captions and should be referred to in the main text in this manner, e.g., “in table 2,” not “in the following table:”

3. Emphasis and foreign words: Use italics for foreign language, highlighting and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of full caps (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface). For terms or expressions (e.g., “context of situation”) and glosses of citation forms, use double quotes. Single quotes should only be used for quotations within quotations.

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   Please use the “Author-Date” style as described in The Chicago Manual of Style (16th ed.).

   References in the text: These should be as precise as possible, giving page references where necessary; for example (Clahsen 1991, 252) or, as in Brown et al. (1991, 252). All references in the text should appear in the references section.
References section: References should be listed first alphabetically and then chronologically. The section should include all (and only) references that are actually mentioned in the text.

Examples:

Book:


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Website:

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spellings in -ize, -or, etc.
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punctuation that includes a comma before “and” or “or” in a series of 3 items (e.g. lexis, morphology, and syntax)
commas to set off any preceding dependent clause of a complex sentence or to divide a compound sentence
double quotes to enclose a quotation and single quotes to indicate a quote within a quote
double quotes after punctuation (i.e., “to be done.”)
comma after i.e. and e.g.
do not punctuate lists

7. Miscellaneous:
Section headers, if used, should simply be phrases, numbered 1, 2, 3, with subsections using (a), (b), etcetera. Please restrict headers to three or four per essay. They may be italicized.
indicate a new paragraph with a single tab
set off any introductory phrase of five words or more with a comma, e.g. “Towards the end of World War II,...”
dates should be of the form “20 October 2016”
decades should be of the form “the 1980s”
spell out centuries, e.g., “eighteenth century”
at first mention of an author in your text, provide the full name, e.g., “Anne Ross...”; all following in-text references should use only the last name
use “and” in place of “&,” and “see” in place of “cf.”
use minimal capitalization, e.g., “translation studies,” “the Roman Catholic church”;
use minimal hyphenization, e.g., “postcolonial”
possessives of names ending in “s” should take the form of “Yeats’s”
please avoid inappropriately gendered language, finding locutions as well that avoid awkward forms like “his/her” whenever possible
represent dashes as two hyphens, no spaces, e.g., “despite the difficulty--however great.”

For references in Chinese, please read the Chinese version of the “Notes to Contributors.”
稿 約

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五、來稿請使用雙倍行距，腳註與參考文獻亦然。

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稿約

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五、參考文獻：

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文末參考文獻：中文資料按漢語拼音排序，英文資料按字母表順序排列，其次按出版時間順序排列。應只包括正文提到的所有文獻。

示例：

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單德興（2016）。《翻譯與評介》。台北：書林出版有限公司。
著作中的論文：

黃國彬 (2007)。〈論盡世間人情〉。黃國彬，《莊子的蝴蝶起飛後：文學再定位》。臺北：九歌出版社，頁94–117。

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新起一段時，首行空出兩個字符位。

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避免使用帶有不當性別色彩的語言，以及“他 (的) / 她 (的)”之類容易引起爭議的慣用語。

破折號為兩個連接號「——」，省略號為「……」。前後及中間皆不置空白字符位。

*英文文獻徵引範例，參閱英文版稿約。