**STYLE SHEET**

**1. General**

FORUM, an international journal co-published by the Université Paris 3 Sorbonne Nouvelle ESIT and the Korean Society of Conference Interpretation (KSCI) welcomes contribu­tions. The journal is published twice a year and the publication languages are English and French. Manuscripts submitted will be considered to be original and unpublished previously. Send a copy by e-mail to forum\_translation@hotmail.com following the style sheet described below.

a) All manuscripts should be typed using MS WORD.

b) Manuscripts should be at least 20 pages (paper size Letter) in length.

c) All copies must be typed, 1 ½ spaced, with margins as follows;

top/ bottom 4.2cm, left/ right 4.55cm, gutter 0, header/ footer 2.7cm

d) All manuscripts should be submitted by email, beginning with the name of the author, the affiliation and his or her position. A short biosketch of up to 5 sentences should be sent with the manuscript.

e) All manuscripts written in French must include an English abstract of no more than 200 words, and those written in English must have a French abstract of the same length.

f) All manuscripts must include five keywords that best describe the article.

g) Authors must ensure that they observe copyright laws in their articles. FORUM retains copyright of all articles published in the journal.

**2. Textual references**

The author’s surname, the date of the work referred to, and page numbers should be cited in the text.

**3. Footnotes**

a) Footnotes must be numbered serially, single spaced, at the bottom of each page, in which they appear. Reference numbers should be typed as a raised number in the text immediately following the passage to which they refer after punctuation. Do not put the reference numbers in parentheses.

b) References cited in the footnotes must be included in the bibliography.

**4. Bibliography**

a) The reference section should begin on a separate page with the heading ‘REFERENCES’ in the center.

b) References should be cited following APA style.

i) Journal article

Barik, H.C. (1973). Simultaneous Interpretation: Temporal and Quantitative Data. *Language and Speech,* 16(3), 237-270.

ii) Book

 Steiner, G. (1992). After Babel (2nd ed.). London: Oxford University Press.

c) Works should be listed alphabetically by the author’s surname and arranged chronologically when there are two or more publications by the same author.

**5. Font size and type**

a) Title: Times New Roman (in bold), 15point

b) Body: Times New Roman, 10 point, Indent two spaces for each new paragraph

c) Quotations & Footnotes: Times New Roman, 9 point

d) Abstract: Times New Roman, 8.5 point

e) Keywords: Times New Roman: 8.5 point

f) Use Roman numerals (I, II, III, IV, …) to indicate the main sections of the article. For subsequent subdivisions use 1, 2, 3, … followed by 1.1., 1.2., 1.3., etc. Here Roman numerals and their titles should be in **bold**.

**6. Complimentary copies**

Authors will receive a copy of the journal in which their article appears along with 10 offprints. When there are multiple authors, the first named author will receive the offprints and the other authors only one complimentary copy of the journal.

**7. Manuscripts and inquiries**

Manuscripts and any questions related to the journal should be addressed to :

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Manuscripts are accepted all year-round, but those for the fall edition should be submitted by July 15 while those for the spring edition by January 15 of each year.