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The abstract text body is formatted in italic, 12pt, justified. It should contain about 150-200 words. Please do not duplicate the abstract in the introduction or the conclusions, and vice versa. Please also remember that an abstract merely states what the article is about: it is not a summary. Do not argue any points, and do not give references unless the article is about someone else's work. The abstract text body is formatted in italic, 12pt, justified. It should contain about 150-200 words. Please do not duplicate the abstract in the introduction or the conclusions, and vice versa. Please also remember that an abstract merely states what the article is about: it is not a summary. Do not argue any points, and do not give references unless the article is about someone else's work. The abstract text body is formatted in italic, 12pt, justified. It should contain about 150-200 words. Please do not duplicate the abstract in the introduction or the conclusions, and vice versa.

- [A] Heading of the first part¹
- [B] Heading of a subsection
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Paragraphs which are not the first paragraphs under a heading or after a blank line should be indented by 0.75 cm. The length of your paper should be between 5.000 and 7.000 words (plain text including all footnotes² and excluding references).

Quotes of three lines or more should be displayed left-aligned, in 12pt italics. They are not indented. Here is an example:

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Direct quotes under three lines are to be included into the text: "This quotation is under three lines and thus has to be integrated into the text" (Sanders et al. 2001³: 44). Please use "cf." to indicate indirect quotations (cf. Barbu / Schippel 2010).

¹ Please do not number your sections. Just indicate the heading of a section by using [A], [B] or [C] for the various levels. Please do not use any formatting.

² Please use footnotes, NOT endnotes. Footnotes should be in 11 pt.

³ If there are three or more authors, please use et al. in brackets in the text.

Figures and tables have a caption of 10pt font size, they are numbered subsequently throughout the paper. Figures and tables are left-aligned. Here you have an example:

Figure 1: an empty table

If you are referring to a translation and its source text or vice versa please enter the *Title of the source text in italics* [title of the translation at hand in italics in square brackets] or vice versa. If there is no published translation, please enter the *Title of the source text in italics* (own translation of the title in round brackets without italics). When you cite a translation, please put author and translator into the reference: "This is a quote from a translation" (Last Name Author/Last Name Translator Year: Page). If your article contains examples in another language than English, French or German, a translation has to be added:

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Please make sure to have your paper spell-checked and proofread before submission.

References (Times New Roman, 16 pt, left-aligned)

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Primary sources (Times New Roman, 14 pt, left-aligned)

- Claudel, Paul / Hegner, Jakob (transl.) (1913): *Verkündigung*. Hellerau b. Dresden: Hellerauer-Verlag [L'Annonce faite à Marie (1912), Paris: Gallimard]⁴.
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Secondary sources (Times New Roman, 14 pt, left-aligned)

- AIIC, Association Internationale des Interprètes de Conférence (2000): *Practical Guide for Professional Conference Interpreters*. http://aiic.net/page/628/practical-guide-for-professional-conference-interpreters/lang/1 (4.08.2010).
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- Prunč, Erich (2008): "Zur Konstruktion von Translationskulturen". In: Schippel, L. (ed.): *TRANSLATIONSKULTUR ein innovatives und produktives Konzept*. Berlin: Frank & Timme, 19-41.
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- Salevsky, Heidemarie (2012): "Am Anfang war die Übersetzung. Zu Transformationen des Romans 'Das siebte Kreuz'". In: Kalverkämper, H. & Schippel, L. (eds.): Vom Altern der

⁴ If available, please add all information on the source text in square brackets. Sometimes it is unclear what version of a text served as the source text, please feel free to add information regarding this issue.

- *Texte. Bausteine für eine Geschichte des interkulturellen Wissenstransfers.* Berlin: Frank & Timme, 353-362.
- Schippel, Larisa (2010): "Zwischen Bibliophilie und Ideologie. Der Verlag 'Academia' und seine Übersetzungskultur". In: Grbić, N.; Hebenstreit, G.; Vorderobermeier, G.; Wolf, M. (eds.): *Translationskultur revisited. Festschrift für Erich Prunč*. Tübingen: Stauffenburg, 129-140.
- Chevrel, Yves; D'Hulst, Lieven & Lombez, Christine (eds.) (2012): *Histoire des traductions en langue française. XIXe siècle. 1815-1914.* Lagrasse: Èditions Verdier.
- Richter, Julia (2016): Re: Information on your project. E-Mail (12/05/2016).
- Zwischenberger, Cornelia & Behr, Martina (eds.) (2015): *Interpreting Quality: A look around and ahead.* Berlin: Frank & Timme.