Submission Guidelines

February 2023

1 General information

The submission guidelines of *Lebende Sprachen* detail everything you need to know in order to write and format your manuscript for our journal. We kindly ask you to adhere to these guidelines when preparing your manuscript.

1.1 Language of the manuscript

Manuscripts can be submitted in *English*, *German*, *French* and *Spanish*. If you write your manuscript in a foreign language, please have a native speaker proofread your manuscript prior to submission.

1.2 Word count of the manuscript

The total word count of your manuscript (including title, abstract, keywords, text body references and appendices) should not exceed **10,000 words**.

2 Information on submission and publication workflow

2.1 Submission of materials

Manuscripts should be submitted electronically in Word format (.docx or .doc) or in Word-compatible format (e.g., .rtf or .odt). Please submit one full manuscript and one anonymised manuscript (not containing title page, acknowledgments, and any running headers with author names) to allow a blind review. If any elements within the text body need to be anonymised, feel free to use placeholders such as "[author]", "[author1/author2]" or "[university]". Please name the two files as follows:

Non-anonymised version: LES_title.docx

Anonymised version: LES_title_anonymised.docx

Please submit your manuscript through our Editorial Management System *ScholarOne Manuscripts*: https://mc.manuscriptcentral.com/les

2.2 Workflow (from submission to publication)

Once your manuscript has been accepted by the editors after peer-review, we will read the manuscript again and, if necessary, modify it after consulting with you (e.g., add missing information). Then, the manuscript will be typeset and you will receive the typeset proof. Please do not make any further extensive changes in content in this version and focus instead on errors such as incorrect hyphenation, errors in figures, etc.

Once these corrections have been incorporated into the typeset version, you will receive a further proof for correction. If only a few errors were flagged, the editors themselves will check whether all corrections were correctly implemented. After you have approved the final proof,

your article will be assigned a DOI and be published ahead of print on the LES website. Later, it will be assigned to a forthcoming issue of *Lebende Sprachen*. You will receive a PDF version of your published article.

3 General formatting rules

When preparing your manuscript, please follow these general formatting rules:

• Feel free to write your manuscript in gender-sensitive language. In this case, use one gender-sensitive style throughout the manuscript (e.g., use either *she or he* or *s/he* consistently).

• Please use 2.5 cm margin for all sides, Times New Roman 12 pt and 1.2 line spacing.

• Please keep formatting to a minimum and refrain from hyphenating words – all this will be done by the publisher before typesetting.

• For indentations, use *Paragraph → Indentation* (not the Tab key or the Space bar).

• Insert hard returns only at the end of a paragraph, not at the end of a line.

• Please spell-check your manuscript using UK spelling (*specialised*, *colour*, etc.).

• Please check your manuscript for double spaces.

• Please set book and journal titles in *italics*. Do not use bold or underlined formatting.

• Please use footnotes (Times New Roman 10 pt) instead of endnotes. References should only be placed in the main text, not in footnotes.

• When a line break between two elements is to be avoided, insert a non-breaking space (Ctrl+Shift+Space bar) between these elements.

• Please do not use an Oxford comma before the coordinating conjunction in an enumeration (e.g., *first element, second element, third element and fourth element*).

• Hyphenate pre-modifying compound adjectives (e.g., *source-text analysis*).

• Write out numbers as words to express numbers up to nine (e.g., *three*, *seven*, *eight*) and use numerals to express numbers 10 or above (e.g., *11*, *42*, *256*).

4 Text-specific formatting rules

When preparing your manuscript, please follow these text-specific formatting rules:

4.1 Text structure

• title

• abstract

• 3–5 keywords

• text body

• references section (not numbered)

• appendices, if any

Note: Funding information and acknowledgements (not numbered) can be placed before the references.

4.2 Abstract

Please include an abstract of 150–200 words in your manuscript.

4.3 Keywords

Please list 3–5 keywords which describe the thematic focus of your manuscript.

4.4 Headings

1 Level 1 heading

1.1 Level 2 heading

1.1.1 Level 3 heading

1.1.1.1 Level 4 heading

4.5 Tables and figures

Figures must be saved in .jpg or .tif image format and must be centred in the manuscript. Please write table captions as "**Tab. 1:** Name of table" and figure captions as "**Fig. 1:** Name of figure" (place captions below the table/figure). In the running text, refer to tables/figures using the unabbreviated form, e.g., "For further information see table/figure 1" (not: "[…] see the following table/figure").

4.6 References in the text

For in-text references, please use the *LES citation style* as follows:

• A detailed description of the subword method can be found in Koehn (2020:224f.) and van Genabith (2020:94ff.).

• The following discussion draws heavily on the work of the two American linguists/philosophers George Lakoff and Mark Johnson (cf. Johnson 1987; Lakoff 1987; Lakoff/Johnson 1980, 1999; Johnson/Lakoff 2002).

• See Garcia (2015:81f.): "Traditionally, when users first bought a CAT system, it came with empty databases."

• As a result, linguistic meaning is, to a large extent, claimed to be arbitrary, relative and historically contingent (cf. Lakoff/Johnson 1999:5).

• Truth-conditional semantics goes back to the work of the logician Alfred Tarski (1901–1983), according to whom "[s]emantics is a discipline which […] deals with certain relations between expressions of a language and the objects (or 'states of affairs') 'referred to' by those expressions" (Tarski 1944/2004:119).

• Pinchuck (1977:13) claims that "today's pure science may be tomorrow's technology" […]. For example, as Pinchuck (ibid.) notes, the experiments of the scientist Michael Faraday (1791–1867) were initially prompted by sheer curiosity […].

Notes:

• Please use a non-spaced en dash (–) in order to indicate a span or range of numbers, date, or time.

• Do not place a space between colon and page number.

• Use "f." (without a space) after the page number if the reference refers to this page and the following page, and use "ff." (again, without a space) if it refers to this page and two or more following pages.

• If multiple references are listed in brackets, sort them first by publication date (in ascending order) and then alphabetically. References from the same authors are separated by a comma, references from different authors are separated by a semicolon.

• Cited text is placed in "double curly quotation marks". Within double quotation marks, single quotation marks can be used (e.g., "this 'new paradigm' in translation studies").

• Please place citations up to 3 lines of text directly in the text in quotation marks. Citations that extend over 3 lines should be indented as a separate paragraph, without quotation marks.

• For references with three or more authors, write only the first author's name followed by "et al.".

• Omissions within citations are indicated by "[…]".

• If a reference is repeated within a paragraph, you can use "ibid." to refer to this reference.

5 References

Please format the references according to the *LES reference style*. We are currently working on a Citavi template for the LES reference style.

5. 1 Monographs/Dissertations

Beaugrande, Robert A. de/Dressler, Wolfgang U. (1981): *Introduction to text linguistics.* London: Longman.

Koehn, Philipp (2020): *Neural machine translation*. Cambridge: University Press.

Krein-Kühle, Monika (2003): *Equivalence in scientific and technical translation. A text-in-context-based study*. University of Salford: PhD thesis.

Munday, Jeremy (2001/2016): *Introducing translation studies: Theories and applications*. 4th edition. New York: Routledge.

Hackenbuchner, Janiça (2022): *Gender bias in machine translation – A comparison of systems trained with biased and unbiased datasets*. TH Köln: MA thesis.

Note: Please do not use BA theses as references.

5. 2 Edited volumes with one or more editors

Wilss, Wolfram (1980) (Ed.): *Semiotik und Übersetzen*. Tübingen: Narr.

Humbley, John/Budin, Gerhard/Laurén, Christer (2018) (Eds.): *Languages for special purposes. An international handbook*. Berlin: De Gruyter Mouton. https://doi.org/10.1515/978311022801.

5.3 Articles

5.3.1 Articles in edited volumes

Läubli, Samuel/Sennrich, Rico/Volk, Martin (2018): Has machine translation achieved human parity? A case for document-level evaluation. In: Riloff, Ellen/Chiang, David/Hockenmaier, Julia/Tsujii, Jun'ichi (Eds.): *Proceedings of the 2018 conference on empirical methods in natural language processing*. Association for Computational Linguistics, 4791–4796. http://dx.doi.org/10.18653/v1/D18-1512.

Way, Andy (2019): Machine translation: Where are we at today? In: Angelone, Erik/Ehrensberger-Dow, Maureen/Massey, Gary (Eds.): *The Bloomsbury companion to language industry studies*. London: Bloomsbury Academic, 311–332. http://dx.doi.org/10.5040/9781350024960.0018.

5.3.2 Articles in journals

Schmitt, Peter A. (2019): Translation 4.0 – Evolution, revolution, innovation or disruption? *Lebende Sprachen* 64(2), 193–229. https://doi.org/10.1515/les-2019-0013.

Note: Please do not list subtitles of journals (e.g., only list *Meta* and not *Meta: Translators' Journal*).

5.4 Web pages

Uszkoreit, Jakob (2017): Transformer: A novel neural network architecture for language understanding. *Google AI Blog.* https://ai.googleblog.com/2017/08/transformer-novel-neural-network.html?m=1 (30 April 2021).

TensorFlow (2021): Transformer model for language understanding. https://www.tensorflow.org/tutorials/text/transformer (9 May 2021).

5.5 Standards

ISO 18587 (2017): *Translation services – Post-editing of machine translation output – Requirements*. ISO Copyright Office.

SAE J 2450 (2016): *Translation quality metric*. Warrendale: SAE International.

5.6 General information

• Please sort all references (including internet sources) alphabetically by author(s).

• For authors with more than one given name, please write the first name in full and abbreviate the remaining name(s) (e.g., "Schmitt, Peter A.").

• In case of multiple publications in one year by the same author(s), use "a", "b", "c" etc. after the year of publication.

• If a reference has been accepted for publication but was not published yet, list this reference as "(forthcoming)".

• If no publication year is available for a reference, list this reference as "(n. d.)" (= no date).

• One editor is indicated with "(Ed.)", multiple editors are indicated with "(Eds.)".

• Please list publisher names in abbreviated form (e.g., "De Gruyter" instead of "Walter de Gruyter"). In case of multiple cities of publication, please list only the first one.

• For all references, please include a DOI, if available (without access date). If no DOI is available, list an URL, if available (with access date).

• Please use *Sentence case capitalisation* for English titles in the references section (examples see 5.1–5.5). Sentence case capitalisation capitalises the following words:

- the first word of the title

- the first word of the subtitle

- the first word after a colon, an en dash or a full stop

- proper names

- words regularly capitalised in English (e.g. language names)

6 Author checklist

☐ Manuscript checked according to general formatting rules (spell-check, no double spaces, etc.).

☐ Manuscript checked according to text-specific formatting rules (text structure, abstract, keywords, LES citation style for in-text-references, etc.).

☐ References section formatted according to LES reference style.

7 Support

If you have any questions concerning these submission guidelines, please contact our editorial assistant, Birgit Fischer, by email: lebendesprachen@degruyter.com.