

**AUSIT *In Touch***  
**Submission Guidelines**

**Style, genre and topics**

Please write as clearly and concisely as you can, keeping in mind that *In Touch's* readers work and study across the spectrum of T&I; therefore terms specific to your own area should be put into plain language or defined, and academic writing should be adapted to engage this readership.

We aim to include a wide range of genres—reviews, reports, reflections (personal and theoretical), stories, dilemmas ... If *you* think it's interesting, it's likely others will too.

We also aim to maintain a rough balance in each issue between articles relating to interpreting and to translation, and between academic and practical pieces; these constraints could, on occasion, lead to an otherwise suitable article being rejected or, if appropriate, held over for another issue.

Don't feel you have to write in the third person; if you're recounting your own experience, it's fine to use 'I', 'me' and 'my'.

**Word count**

Our standard guideline for articles is between 500 and 700 words. Shorter submissions are also welcome. Please try to keep your submission roughly within these limits; excess length could lead to the rejection of an otherwise promising article.

Advice on how to cut down a long article can be given by the relevant Editorial Committee member or the editor, if sought well prior to the submission date; however editing your article down to reduce the word count is not within the editor's remit.

Longer 'feature' articles can *sometimes* be accommodated; if you think your piece could fall into this category, please discuss this in advance with the editor.

**Acronyms**

When using acronyms, please spell out all but the most common (eg. NAATI, T&I, UNSW) the first time you use them.

**References/footnotes/endnotes**

Whilst references and so on are to be avoided whenever possible, please ensure that other people's ideas, whether quoted directly or paraphrased, are acknowledged.

Include as much information as you can (in the case of published writing: author, year, publisher, page number(s)); the editor will assist with formatting it into endnotes if they are deemed necessary.

## Acceptance

All material submitted will be reviewed by *In Touch's* Editorial Committee and/or the editor to assess its suitability for publication. Factors taken into consideration include level of interest and relevance, balance across the various areas of T&I, and previously published articles on the same or related topics.

You will be contacted by the editor or an Editorial Committee member to acknowledge your submission, and again once it has been assessed.

The editor reserves the right to edit or not publish any material submitted for publication.

## Editing

All articles published will be edited to meet *In Touch's* own Editorial and Style Guidelines, and in accordance with conventions regarding grammar, spelling and so on. Articles may also be edited for clarity and readability.

The editor will do his/her utmost not to compromise your own style and voice during editing. You may be consulted during the editing process, and your approval of the edited article will be sought prior to publication.

## Images

**Please don't** paste images into your article; supply them as separate files, labelled clearly with your surname, to *In Touch's* designer\*.

For most articles we require a photo of the author; this can be a head-and-shoulders shot, or alternatively a reasonably close-up image of you 'at work'.

Please also supply any other images that you consider relevant to your article.

For all images other than head-and-shoulders shots, please supply any information that could be needed for a caption—such as names of people and/or groups, date, and/or a description of the context.

All images should be in jpeg format, high resolution (at least 300 dpi and a minimum of 1MB total file size), with no side longer than 15 cm. If in doubt, please contact *In Touch's* designer\*.

By supplying any image, you are agreeing that it may also be used on the cover of the relevant edition of *In Touch*.

The final word regarding which image(s) will be used, and where, rests with *In Touch's* designer, in discussion with the Editorial Committee.

\* designer@ausit.org

## Copyright and permissions

If your article is accepted for publication, you must ensure that you have permission to use any third-party material. This applies to both text and images. If recognition of permission is required, you must inform the editor, and also supply any required wording—for example, "Image courtesy of the Mitchell Library, State Library of NSW".