In Touch magazine (AUSIT)

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 900 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 editors, if sought well prior to the submission date; however, editing your article down to reduce the word count is not within the editors' 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 editors.

Acronyms

When using acronyms, please spell out all but the most common (e.g. 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)); *In Touch*'s editors 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 editors to assess its suitability for publication. If/when the editors consider it necessary, AUSIT's National Council and/or Ethics and Professional Practice Committee will be consulted.

Factors taken into consideration include: levels of interest and relevance, balance across the various areas of T&I, previously published articles on the same or related topics, and ethics.

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

The editors reserve 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 editors will do their 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 Content Editor and Designer: editor@ausit.org

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 an 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.

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 editors, and also supply any required wording – for example, 'Image courtesy of the Mitchell Library, State Library of NSW'.

Note:

We really appreciate the effort that goes into making a submission to *In Touch* magazine. As you may be aware, AUSIT is a not-for-profit organisation, and as such it does not financially reward the magazine's contributors for their work.

In Touch's mandate is to uphold, promote and further AUSIT's commitments and objectives (as stated here). Our contributors are drawn from a wide pool, with AUSIT members making up the largest group, augmented by non-members working in the language professions and industry stakeholders, from Australia and overseas. We believe that all these groups benefit from the news, ideas, insights, reflections and research outcomes shared in *In Touch*.