



## ***Journal of Interpretation Author Guidelines***

*The Journal of Interpretation* (JOI), published under RID Publications, publishes a **broad** scope of scholarly manuscripts, research reports, and practitioner essays and letters relevant to effective practices in the signed language interpreting profession. *JOI* provides a peer-reviewed platform for stimulating thought and discussion on topics that reflect a broad, interdisciplinary approach to interpretation and translation. *JOI* expressly aims to serve as an international forum for the cross-fertilization of ideas from diverse theoretical and applied fields, examining signed or spoken language interpreting and relationships between the two modalities.

Submissions may be made to any of the following *JOI* sections:

1. **Research and Application:** Original quantitative, qualitative, and mixed methods research reports must be accompanied by a statement that the project was undertaken with the understanding and written consent of each participant and was approved by the local ethics committee. The Editors reserve the right to reject a paper if there is doubt as to whether appropriate procedures have been used to collect data with human subjects. Authors may focus on recent original research, replication of research, or reviews of research. The RID Research Grant recipient/s will publish research-in-progress updates and final reports in the *JOI*.
2. **Innovative Practices in Interpreting:** *JOI* welcomes practitioner essays related to, but not limited to, business practices, interpreting with diverse populations, ethical decision-making, development and growth of the profession, mentorship, contemporary issues in interpreting, and certification.
3. **Reviews:** Authors will be individually invited by the Editors to review current resources (e.g., books, media, curricula, services) that are devoted to interpreting skill development, knowledge expansion, intercultural competency, and best practices. A review should advance the interpreting profession by providing a critical and comprehensive evaluation of the resource.

The value of the *JOI* is dependent upon the quality of submissions received from interpreters, translators, interpreter educators, and other related professionals. This is an excellent opportunity for you to share your depth of knowledge and expertise with your fellow interpreters and a readership of more than 15,000 individuals.

A complimentary copy of *JOI* is distributed to each RID member (associate or certified) at the time of publication, typically in December of each year.

## **Requirements for Submissions**

- **All manuscripts should be original work.** It is the author's responsibility to obtain written permission for unpublished or published material quoted in excess of fair use, and for the reprinting of illustrations from unpublished or copyrighted material (for both print and electronic versions).

- **Style:** American Psychological Association (APA 6th) format for style, notes and references is required for editorial consideration. Manuscripts should be print ready. Please see the APA Publication Manual for proper formatting of headings and titles. Indent paragraphs with the Tab key, not by setting a defined indentation for the paragraph in the word processor.
- **Format:** The manuscript should be in Word format using Times New Roman, 12-point font and double spaced with 1-inch margins. No color should be used in the manuscript. Please do not change fonts, spacing, or margins or use style formatting features at any point in the manuscript except for tables.
- **Art:** All embedded art, pictures, graphs and charts should be included as separate files in EPS, PDF, TIFF, BMP or JPEG formats, and in grayscale or black and white mode. Bitmap art should be 600 DPI.
- **Photos:** Photographs and grayscale items should be 300 DPI.
  - **Length:** Manuscripts should be limited to approximately 30 pages, and the Editors will make recommendations for shortening any paper if that appears appropriate without loss of essential content. Shorter papers are welcome. A concise, well-written paper is easier for the Editors and reviewers to evaluate, and this can help to speed up publication. Submissions should be no larger than 2 MB.
  - **Citations:** Only citations referred to in the manuscript should be listed in the references. Thoroughly check all references before submitting to ensure that all sources cited in the text appear in the references and vice versa. Make sure that all references are accurate and complete, including the Digital Object Identifier (doi) when available.
  - **Anonymity:** Authors should **NOT** place their names on the manuscript and should obscure identifiable citations. Ensure that the manuscript is appropriately blinded and contains no clues to the author's identity or institutional affiliation outside of the title page. The identifying information of the author that is embedded in the Microsoft Office file should also be removed. Please double-check your manuscript for:
    1. Self citations that are “in press”
    2. Self referential citations that reveal author identity
    3. Institution name
    4. References to institution-specific documents
  - **Title page:** Authors' names should appear below the title, with the name of each author given in full. When applicable, the university where the work was carried out should be given below the authors' names. Include full names, addresses, fax numbers, telephone numbers, and email addresses of all authors, designating one as Corresponding Author.
  - **Running Head:** The running head should contain no more than 50 characters (including spaces).
  - **Submission:** Submit manuscripts online by emailing to [Len.roberson@unf.edu](mailto:Len.roberson@unf.edu) by *March 1* to be considered for inclusion in the December issue. The subject line should include the phrase **JOI Submission: Category** (such as *Research and Application* or *Innovative Practices*)

## **Editorial Review Process**

Once a manuscript is received, it is reviewed by the Editors to ensure that it adheres to the editorial standards of the journal. If the manuscript is determined to meet these standards, it is then sent to a minimum of two reviewers. *JOI* follows a double-blind review process that conceals the identity of both the author and the reviewers. Reviewers are asked to complete their review within a four-week time period. The Editors' decision regarding publication is based on the reports of reviewers. Authors will be informed of the editorial decision, on average, within 6 weeks of submission. If the manuscript is a resubmission following revision, authors will be required to complete a matrix, provided to them by the Editors, that responds to the concerns of reviewers.

## **Editorial Board**

If you are interested in reviewing manuscripts as a member of the *JOI* Board of Editors, the Editors invite you to submit a letter of interest. Manuscript reviewers are vital to the publications process. As a reviewer, you will gain valuable experience in publishing and provide a much-needed service to the profession. The Editors are particularly interested in encouraging members of underrepresented groups to participate in this process.

To be selected as a reviewer, you must:

- (a) have published articles in peer-reviewed journals. The experience of publishing provides a reviewer with the basis for preparing a thorough, objective review.
- (b) be a regular reader of several journals that are most central to the profession of interpreting. Current knowledge of recent publications provides a reviewer with the knowledge base to evaluate a new submission within the context of existing research.
- (c) provide your curriculum vita with a letter of interest. In your letter, specifically describe your area of expertise.
- (d) be prepared to invest the necessary time to evaluate a manuscript thoroughly (usually a minimum of four hours) and provide feedback within 4 weeks.

For more information, please contact *JOI* Editors, [Len Roberson](#), Ph.D., CI and CT, SC:L or [Sherry Shaw](#), Ed.D, CSC.