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**american
translators
association**

To: Conference Presenters
From: Jiri Stejskal, Conference Organizer
Date: July 18, 2006
Re: Instructions for Conference *Proceedings*

For the past 20 years, ATA has published a *Proceedings of the Annual Conference*. The *Proceedings* is the official record of the Annual Conference.

I have enclosed detailed instructions for preparing your paper for inclusion in the *Proceedings*. Publishing a paper is optional; however, I strongly encourage you to submit one.

Please provide a camera-ready copy of your paper and an electronic version either on diskette, preferably Word or WordPerfect, or by email to roshan@atanet.org. Mail the camera-ready paper (and diskette, if applicable) to ATA Headquarters. **The deadline for submitting your paper is September 1, 2006.**

If you have any questions regarding your paper, please contact Teresa Kelly at ATA Headquarters, (703) 683-6100, ext. 3014; fax: (703) 683-6122; or email: teresak@atanet.org.

Thank you. See you in New Orleans.

Attachments:

1. Heading Information Form
2. Guidelines for Preparing Uniform Camera-Read Papers for Inclusion in *Proceedings*



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Re: Heading Information for the ATA *Proceedings*

Please complete this form and return it with your paper to ATA Headquarters.

Please type or print the title of your paper, your name, and the corporate or institutional affiliation exactly as you want them to appear in the *Proceedings*. (Photocopy this form as needed.) We will use this information to typeset the heading on the first page of your paper.

Title of Paper: _____

Your Name: _____

Affiliation: _____

Return to: ATA Headquarters
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Remember: The deadline for submission of your camera-ready paper is September 1, 2006.

If you have any questions, please call Teresa Kelly at ATA Headquarters, (703) 683-6100, ext. 3014; or email: teresak@atanet.org.

GUIDELINES FOR PREPARING UNIFORM CAMERA-READY PAPERS FOR INCLUSION IN THE ATA PROCEEDINGS

(Title of your paper)

Your Name

(Your name should be entered here.)

Your Organization or Affiliation

(Give your organization or affiliation as you want it to appear in print.)

Abstract: Key in your abstract here (up to 250 words). After the last line of the abstract, leave three blank lines before starting the text of your paper. Type flush with the left margin.

1. GETTING STARTED

Use 12-point Times font. Please note: You will get about 600 words per full page with 12-point type. **Submissions are limited to 30 pages.**

2. MANUSCRIPT

Prepare your paper in camera form on 8 ½” x 11” white paper. Use the same typing area as indicated here. Key the text single-spaced within the following margins: top and bottom ¾”; left and right 1”. Please *fully justify* if you can. The title of your paper should appear in all caps ¾” down from the top of the first page.

3. PARAGRAPHS

Do not indent paragraphs. Type text double space between paragraphs, double space before and after.

4. HEADINGS—FIRST LEVEL

Number your headings using Arabic numbers. Heading numbers should be typed flush with the left margin. First-level heads should be keyed in *all caps, bold* with the number starting at the left margin and the first word of the head starting ½” from the left margin. *Skip one line* before the head and between the head and the text under the head.

4.1 Headings—Second Level

Number your second-level headings using Arabic numbers with decimal subdivisions. (Please note: No period after the decimal subdivision.) Second-level heads should be keyed in *initial caps, bold* with the number starting at the left margin and the first word of the head starting ½” from the left margin. *Skip one line* before the head and between the head and the text under the head.

Headings—third level

Third-level headings are *not numbered*. The head is *bold with the first character of the first word capitalized* and the first word of the head starting ½” from the left margin. Skip one line before the head but NOT between the head and the text under the head.

5. TABLES AND ILLUSTRATIONS

5.1 Tables and Figures

Tables and figures can be typed in the text or on a separate sheet, but may not exceed the width of the image area. Captions should be numbered consecutively through the paper. Table and figure numbers with their captions should be centered beneath the Table/Figure and keyed in initial caps.

5.2 Illustrations

Illustrations can be set in spaces left by the author, or after the text. Mark in pencil on the back of each illustration its title, number, name of author, and title of paper. Provide a separate list of labels (captions) for illustrations. They should be numbered as figures. (See above.)

Photographs

Please supply high contrast, glossy, quality prints not to exceed 8” x 10”.

Line drawings

Please use black ink.

Oversized diagrams

Oversized diagrams are not acceptable. They must be reduced to fit in the space provided, not to exceed 8” x 10”.

6. FOOTNOTES

In place of footnotes at the bottoms of pages, please use *endnotes* and place them in a number section immediately before the REFERENCES in a section called NOTES. The numbers associated with notes should be sequential through the paper and listed in numeric order under NOTES.

7. REFERENCES

References should be numbered and noted in the text at the end of the appropriate sentence e.g., (Ref. 1). Full bibliographic citations should be listed at the end of the paper, with double spacing between them. Italicize journal titles and book titles.

1. Krawutschke, Peter. “ATA’s Role in JNCL and JNCL’s Role in the Legislative Process,” in Edith F. Losa, ed. *Proceedings of the 33rd Annual Conference of the American Translators Association*. Medford, NJ: Learned Information, Inc. 1992, pp. 249-259.

2. Jones, Mary B., etc.
3. Bailey, Charles W. Jr. "Intelligent Multimedia Computer Systems: Emerging Information Resources in the Network Environment," *Library Hi Tech*, Vol. 8, No. 1, pp. 29-41, 1990.

8. NUMBERING OF PAGES

Manuscript pages should be numbered. The page numbers should be centered at the bottom of the page. Pages will be renumbered for placement in the *Proceedings*.

NOTE: Please proof your paper very carefully. Papers will not be copy edited. They will be printed just as you have prepared them. If you have any questions regarding formatting, please contact Teresa Kelly at ATA Headquarters, (703) 683-6100, ext. 3014 or teresak@atanet.org.

Send your camera-ready copy and a copy on diskette (*or send file electronically to roshan@atanet.org*), in WordPerfect or Word, to:

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Thank you.