



---

225 Reinekers Lane, Suite 590  
Alexandria, VA 22314

www.atanet.org  
ata@atanet.org

Telephone: (703) 683-6100  
Fax: (703) 683-6122

**american  
translators  
association**

To: Conference Presenters  
From: Teresa Kelly, Meeting Planner  
Date: August 1, 2008  
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. Publishing a paper is optional; however, we strongly encourage you to submit one.

Please use the enclosed guidelines to prepare your paper and email it to roshan@atanet.org.  
**The deadline for submitting your paper is September 5, 2008.**

If you have any questions regarding your paper, please contact me at teresak@atanet.org or (703) 683-6100, ext. 3014.

Thank you. See you in Orlando.

Attachments:

1. Publication Agreement
2. Proceedings Guidelines



225 Reinekers Lane, Suite 590  
Alexandria, VA 22314

www.atanet.org  
ata@atanet.org

Telephone: (703) 683-6100  
Fax: (703) 683-6122

**american  
translators  
association**

**Publication Agreement for the  
*Proceedings of the ATA 49th Annual Conference***

Please complete this form and return it to ATA by **September 5, 2008**. You may fax this form to (703) 683-6122 or mail it to ATA, 225 Reinekers Lane, Suite 590, Alexandria, VA 22314.

**Note:** Please complete a separate form for each manuscript submitted.

The undersigned author has submitted a manuscript entitled:

Printed title: \_\_\_\_\_

- The author grants the American Translators Association (ATA) permission to publish this manuscript and related materials in both print and electronic formats of the *Proceedings of the ATA 49th Annual Conference* and grants ATA the nonexclusive, irrevocable, worldwide license to reproduce, distribute, and sell this publication.
- The author grants ATA permission to publish part or all of the manuscript and related materials in other ATA publications, which may be published or distributed in various print or electronic media (such as CD-ROM or via the Internet).
- The author warrants that the manuscript and related materials do not violate any proprietary or personal rights of others (including, without limitation, any copyrights or privacy rights); that the manuscript and related materials are factually accurate and contain no matter libelous or otherwise unlawful; that such manuscript and related materials are the author's own original work; that the author is the sole owner of copyright, and that author has full power to make this Publication Agreement; that the author has obtained all necessary permissions from any persons or organizations whose materials are included within the manuscript and related materials; that the author has not previously in any manner disposed of any of the rights granted or previously granted any adverse rights; and that there are no rights outstanding which would diminish, encumber, or impair the full enjoyment or exercise of the rights granted to ATA.
- The author further authorizes ATA to use his/her name and biographical data in connection with the use and promotion of any aspect of the manuscript and related materials. It is understood that the author will not receive any royalty or other monetary compensation from ATA for the license and subsequent use by ATA.
- The author understands that this Publication Agreement does not prohibit the author from using the manuscript and related materials in the future in the author's professional or personal work.

Authorizing signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Please check one:  Author's own work  
 Employer; work made for hire

## How to Prepare Your Paper for the ATA Proceedings

Use the following guidelines to prepare your paper for the ATA Proceedings. If you have any questions regarding formatting, please contact Teresa Kelly at ATA Headquarters, [teresak@atanet.org](mailto:teresak@atanet.org) or (703) 683-6100, ext. 3014. **The deadline for submitting your paper is September 5, 2008.**

The guidelines are included within the **Sample Paper** below. When completed, your paper should resemble the one shown below. **Proof your paper very carefully. Papers will not be copy edited.** Email your paper to [mis@atanet.org](mailto:mis@atanet.org).

### SAMPLE PAPER

#### **TITLE OF YOUR PAPER IN ALL CAPS AND BOLD**

#### **Your Name in Bold**

*Your Organization or Affiliation in Bold and Italics*

**Abstract:** Include your abstract here, up to 250 words. Skip three lines before starting the text of your paper.

#### **1. GETTING STARTED**

Papers must be created using Microsoft Word or Corel WordPerfect. When naming your file, use your "Last Name" and "Session Code" (for example "Stejskal\_ATA-1"). Your paper must be 8.5 inches x 11 inches, with 1-inch margins. Use 12-point Times font, single-spaced lines, and fully justified alignment. Double space between paragraphs but do not indent paragraphs. **Papers are limited to 30 pages.**

#### **2. HEADINGS—FIRST LEVEL**

First-level headings should be numbered (using Arabic numbers), in all caps, bold, and with the first word of the heading tabbed 1/2 inch from the left margin.

##### **2.1 Headings—Second Level**

Second-level headings should be numbered (using decimal subdivisions), in initial caps, bold, and with the first word of the heading tabbed 1/2 inch from the left margin.

##### **Headings—third level**

Third-level headings are not numbered. The heading is bold with the first word capitalized and the first word of the heading tabbed 1/2 inch from the left margin.

#### **3. TABLES AND ILLUSTRATIONS**

##### **3.1 Tables**

Tables can be set within the text or after the text, but may not exceed the document margins. Captions should be centered beneath each table in initial caps and numbered consecutively.

##### **3.2 Illustrations**

Illustrations can be set in spaces left by the author, or after the text. On the back of each illustration, write its title, number, and author's name in pencil. Provide a list of captions for the illustrations, numbered consecutively. Photographs must be high contrast, glossy, quality prints. Line drawings must be in black ink. Illustrations may not exceed the document margins.

#### **4. 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. (See sample below.)

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*. Medford, NJ: Learned Information, Inc. 1992, pp. 249-259.