



**Kääntämisen ja tulkkauksen tutkimuksen symposiumin verkkojulkaisu
Nätpublikation för Symposiet om forskning i översättning och tolkning KäTu
Electronic Journal of the KäTu Symposium on Translation and Interpreting Studies**

MikaEL is a peer-reviewed, open-access journal of translation and interpreting research that is issued once a year. It is published by the Finnish Association of Translators and Interpreters and is available online at:

<https://www.sktl.fi/liitto/seminaarit/mikael-verkkojulkaisu/>

Named in honour of Mikael Agricola (c. 1510–1557), the famous Bible translator and father of written Finnish, *MikaEL* welcomes original, previously unpublished research based on presentations, posters, panels or workshops held at the KäTu Symposium. Published since 2007, *MikaEL* became a peer-reviewed journal in 2016 and was granted the official status of an academic publication channel (Level 1) by the Finnish Publication Forum (<http://www.julkaisufoorumi.fi/en>) in 2018. This 15th volume is the seventh to incorporate a peer-reviewing process.

The manuscripts submitted for *MikaEL15* must be based on a plenary or section presentation, a panel/workshop or a panel/workshop presentation held at the KäTu2021 Symposium. While *MikaEL* is primarily a forum for peer-reviewed articles, non-peer-reviewed reports and discussion papers can also be submitted for consideration. **Authors are requested to familiarise themselves with the criteria for refereed and non-refereed articles** (<https://www.sktl.fi/liitto/seminaarit/mikael-verkkojulkaisu/about-mikael/principles-of-peer-reviewing-and/>) **and to consider carefully which type of manuscript they wish to submit.** Articles are required to conform to the code of Responsible Conduct of Research as defined by the Finnish National Board on Research Integrity (available in Finnish, Swedish and English at <https://tenk.fi/en/research-misconduct/responsible-conduct-research-rcr>).

The articles are accepted for publication by the editorial board in cooperation with the editors.

Editorial board

Contact information for the members of the editorial board can be found at: <https://www.sktl.fi/liitto/seminaarit/mikael-verkkojulkaisu/about-mikael/editorial-board-and-editors/>. Information about the editorial board for the next term (1 August 2021 to 31 July 2024) will be updated in August 2021.

Inquiries should be primarily addressed to the **editors**, not the editorial board.

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Timetable

The deadline for manuscripts is **31 August 2021**.

Authors who have submitted manuscripts intended for peer review will be notified of the editors' initial assessment and acceptance for peer review by the end of October. The reviewers' comments will be sent to the authors in January 2022, after which the authors will be expected to provide revised versions of their articles during February 2022.

Editorial comments on non-refereed manuscripts will be sent to the authors in November 2021, and the authors are expected to provide revised versions of their articles no later than February 2022.

Once the manuscript has been accepted for publication, authors will be requested to sign a publication agreement with the publisher, i.e. the Finnish Association of Translators and Interpreters. *MikaEL – Electronic Journal of the KäTu Symposium on Translation and Interpreting Studies* Volume 15 will be published in April 2022 before the next KäTu Symposium.

Manuscript submission

If submitting a manuscript intended for peer review, authors should ensure that their manuscript is anonymised. (See below for information about the *MikaEL* template with examples of the title page etc.) In instances where cited works are identifiable as your own, authors should use the initials 'AA' for the first author, 'BB' for the second author and so forth. The list of references should only include the anonymous initials and year of publication and be alphabetised according to the initials (AA 2015 at 'A', BB 2019 at 'B' etc.). The editors will rename the manuscript file and clear its metadata before sending the manuscript to peer reviewers to ensure the anonymity of the review process.

Name your manuscript file 'Surname_MikaEL15' and submit it to **all four editors** listed above as an e-mail attachment in the Microsoft Word format (.docx). The subject line of the e-mail message should read 'Manuscript for MikaEL', and the accompanying e-mail message should 1) state whether the manuscript is intended to be a refereed or a non-refereed article 2) include the authors' contact information and, in the case of multiple authors, identify one of the authors as the corresponding author.

Part 1: Preparing the manuscript

Language

Manuscripts will be accepted for consideration in Finnish, Swedish, English, French or German, and if accepted, will be published in the language of submission. The language of the article need not necessarily be the same language in which the original KäTu paper was presented.

Please make sure that your manuscript is written in a clear, academic style and that it is consistent in its language and spelling (e.g. British English, American English, German revised spelling standards, etc.). If necessary, have the manuscript checked by a professional language reviser. No translation or language revision service will be provided by the journal.

Length

For both refereed and non-refereed articles, the length of a manuscript is 35,000 to 42,000 characters (including spaces). For articles based on plenary presentations, the maximum length is 62,000 characters (including spaces). **NB:** The character counts include the abstract, keywords, footnotes, references and possible appendices.

Layout and headings

Please use the *MikaEL* template when preparing your manuscript. The template can be downloaded at <https://www.sktl.fi/liitto/seminarit/mikael-verkkojulkaisu/about-mikael/guidelines-for-contributors/>. The template is available in Finnish, Swedish and English.

Do not change the settings of the template. The body of the manuscript should be typed in Times New Roman 12-point font, single-spaced, and all margins should be three cm on a standard A4 page. Arial is used for headings. Do not indent the start of a new paragraph, but insert an extra line between paragraphs. Align your text to the left, leaving a ragged right edge. Do not use line-end hyphenation.

Sections and sub-sections are to be numbered consecutively, beginning with 1 (not 0!). Headings should contain no full stops (periods): 1 Introduction, 2.3 Data. Insert an extra line before and after each heading.

Abstract and keywords

Manuscripts should include a title and an abstract of 150–200 words in English. The abstract should be followed by three to five keywords in English and in the language of the article, if the article is written in a language other than English.

Emphasis, quotations and examples

Within the text, use *italics* for foreign words and linguistic examples and **bold** for other emphases or when introducing central concepts.

Short quotations should be incorporated into the text using double inverted commas (double quotes). Longer quotations (more than three lines) should be separated from the main body of the text by an extra line. They should also be typed in smaller font (Times New Roman 10pt) with a 1 cm left indent. Refer to the template for an example.

Longer examples, such as excerpts from the research data, should be numbered consecutively, typed in smaller font (Times New Roman 10) and indented (1 cm left indent). When excerpts from interviews or survey data are used, they should be anonymised and identified only by a code or short description, for example (#35, student, University of Turku).

Do not insert quotations or examples into the text in an image format; this is regarded as an attempt to circumvent the maximum character count, which is unacceptable.

Notes

Use footnotes rather than endnotes.

Figures and tables

Figures and tables should be numbered consecutively. In the body of the text, refer to figures and tables by their number (Figure 1, Table 3). Titles of figures and tables should be placed above them as in the example in the template. Figures should be inserted into the text in an image format (e.g. PNG, JPG). Please use figures and tables only to provide essential information that cannot be included in the text.

In-text references

Generally speaking, *MikaEL* follows a streamlined Harvard citation style. References in the text should indicate the author and the year of publication: according to Hakulinen *et al.* (1980), as observed by Halliday and Hasan (1976); or more concisely: (Hakulinen *et al.* 1980), (Halliday & Hasan 1976). Use the ampersand ('&') only within brackets. In cases where the reference is specific, such as quotations, the reference should also indicate the page number(s): (Lambert 1997: 11–12), (Hellemann 1970: 419; Kovala 1999: 299).

When you refer to a researcher for the first time in the body of the text, include their first name: Andrew Chesterman (1997) argues that...

Biographical notes

After the manuscript has been accepted for publication, authors will be requested to provide short biographical notes of three to five lines in length.

Examples of biographical notes:

AA works as / is a PhD student / Senior Lecturer / Professor at the Department of X, University of Y / Z University of Applied Sciences. His/Her research interests include ...

BB is / works as a freelancer interpreter / a Senior Translator / Press Officer at the Company of X / Association of Y. His/Her interests in the field of translation and interpreting include ...

Please consult the most recent volume of *MikaEL* for more examples of biographical notes.

Part 2: Formatting the list of references

The list of references is preceded by the title **References**. The references should then be sub-divided into research material (titled **Research Material**) and research literature (titled **Works Cited**). An extra line should be inserted between sources. These are to be listed with no indentation.

When referring to sources written in a language other than the language of your article, provide translations of their titles when relevant.

The following examples illustrate different types of possible entries in the list of references:

Monographs by one or more authors:

Nord, Christiane 2005. *Text Analysis in Translation. Theory, Methodology, and Didactic Application of a Model for Translation-Oriented Text Analysis*. Translated from the German by Christiane Nord & Penelope Sparrow. Amsterdam: Rodopi.

Pym, Anthony, François Grin, Claudio Sfreddo & Andy L. J. Chan 2012. *The Status of the Translation Profession in the European Union*. Luxembourg: Publication Offices of the European Union. Available at: http://ec.europa.eu/dgs/translation/publications/studies/translation_profession_en.pdf [accessed 13 June 2014].

Articles in edited books:

Bassnett, Susan 1998. The Translation Turn in Cultural Studies. In: Susan Bassnett & André Lefevere (eds) *Constructing Cultures. Essays on Literary Translation*. Clevedon: Multilingual Matters, 123–140.

McCarthy, Michael & Ronald Carter 1997. Written and Spoken Vocabulary. In: Norbert Schmitt & Michael McCarthy (eds) *Vocabulary. Description, Acquisition and Pedagogy*. Cambridge: Cambridge University Press, 20–39.

Articles in scientific journals:

Tesseur, Wine 2014. Institutional Multilingualism in NGOs. Amnesty International's Strategic Understanding of Multilingualism. *Meta* 59:3, 557–577.

Upton, Thomas A. 2002. Understanding Direct Mail Letters as a Genre. *International Journal of Corpus Linguistics* 7:1, 65–85.

NB: References to articles in journals with named editors for each volume or issue, such as *MikaEL*, are formatted as follows:

Konttinen, Kalle, Outi Veivo, Tiina Holopainen & Leena Salmi 2017. Multilingual Translation Workshop: Developing professionals in a simulated translation market. *MikaEL – Electronic Journal of the KäTu Symposium on Translation and Interpreting Studies* 10, 150–164. Eds. Ritva Hartama-Heinonen, Marja Kivilehto, Liisa Laukkanen & Minna Ruokonen. Available at: <https://www.sktl.fi/liitto/seminaarit/mikael-verkkajulkaisu/arkisto-archive/mikael-vol-10-2017/> [accessed 22 May 2018].

Articles in newspapers (name of the author not known):

Tartu teated. *Postimees* 2 August 1934, 7. Accessed via Digiteeritud eesti ajalehed database, available at: <http://dea.nlib.ee/> [accessed 23 July 2012].

Online references:

Brontë, Charlotte 1921. *Kotiopettajattaren romaani*. [The Finnish translation of *Jane Eyre*.] Translated by / Trans. Tyyni Haapanen-Tallgren. Porvoo: WSOY. Available at: <https://www.gutenberg.org/ebooks/47275> [accessed 13 May 2015].

Rastier, François 2001. *Éléments de théorie des genres*. *Texto!* Available at: http://www.revue-texto.net/1996-2007/Inedits/Rastier/Rastier_Elements.html [accessed 2 May 2007].

SKTL 2014. Mitä ovat viralliset ja valantehneet kääntäjät? [What are official and sworn translators?] Available at: http://www.sktl.fi/kaantaminen_ja_tulkkaus/auktorisoitu-kaantaminen/mita-ovat-viralliset-ja-valanteh/ [accessed 27 October 2014].

Papers presented at conferences:

Hartama-Heinonen, Ritva 2006. Kääntäjä – vastavirran strategi. [The translator as a strategist.] Paper presented at *IV Symposium on Translation and Interpreting Studies*, Savonlinna, Finland, 21–22 April 2006.

Barber, Wendy & Badre Albert 1998. Culturability: The Merging of Culture and Usability. Paper presented at *4th Conference on Human Factors & the Web*, Basking Ridge NJ, USA. Available at: <http://zing.ncsl.nist.gov/hfweb/att4/proceedings/barber/> [accessed 26 June 2007].

In the text, the presentations are referred to in the same way as other sources.

Several publications by the same author in the same year:

Alphabetize the publications by their title; for example, *Concept* comes before *Foundations*. Use the letters 'a', 'b', 'c', etc. to distinguish the publications.

Langacker, Ronald W. 1991a. *Concept, Image and Symbol. The Cognitive Basis of Grammar*. Berlin: Mouton.

Langacker, Ronald W. 1991b. *Foundations of Cognitive Grammar. Vol. 2. Descriptive Application*. Stanford: Stanford University Press.

Indicating the year of original publication or an earlier edition:

Venuti, Lawrence 2008 [1995]. *The Translator's Invisibility*. 2nd edition. London: Routledge.

Vinay, Jean-Paul & Jean Darbelnet 1995 [1958] *Comparative Stylistics of French and English. A Methodology for Translation*. Translated and edited from the French by Juan Sager & Marie-Jo Hamel. Amsterdam & Philadelphia: John Benjamins.

Acknowledgements and feedback

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