Article Title

Received: Click or tap to enter a date.; Revised: Click or tap to enter a date.; Published: Click or tap to enter a date.

Given Name Surname

Name of University, Country

Email:

ORCID (optional)

Given Name Surname

Name of University, Country

Email:

ORCID (optional)

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Abstract:

This is a “live” template for all types of RECAP submissions in an MS-WORD format as a “.docx” file. It defines the styles of components of your paper or article. The contents in this file serve as (1) placeholders for you to replace with the contents of your article, and (2) a reminder for the RECAP stipulated stylistic requirements. Please read along when entering your contents. Do not use symbols, special characters, footnotes, or math expressions in paper title or abstract. Abstract should be no more than 250 words. The fonts of text used for abstract are ATJ\_abs.

Keywords: keyword one, keyword two, keyword three, keyword four

1. Introduction

This template provides you with most of the formatting specifications needed for preparing your submission in a manuscript format. Line numbers are shown to facilitate review and editing procedures. All supported paper components have been specified for three reasons: (1) ease of use when formatting your submission, (2) compliance to the ATJ style, and (3) consistency in journal production. Margins, line spacing and fonts are built-in. Examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example.

ATJ\_bodytext font style should be used for all body texts. Probably, the easiest way to maintain what has already been set in the template is to paste your text with “keep text only” option and in the middle of the of the section or sub-section in this template and then delete the inherited texts from the template. In this way the texts in the original template function as style holder for the whole section.

If you use other ways to enter your text, check and ensure that the ATJ bodytext style is selected for each new paragraph. For all paragraphs, the spacing specifications are as follows: “before – 6 pt; after - 6 pt and multiple - 1.2”.

2. Use and Usability of the Template

First, confirm that you have the correct word processing software suitably set for this template. This template has been created in an MS-Word .docx format. You need a relatively new version of MS-Word, as the .docx format is not compatible with older versions of MS-Word released before 2007. You also need to set the language to either UK or US English for this template to work properly.

The template is used to format your paper and style the text. All margins, line spaces, and text fonts are prescribed; please do not alter them without justifiable reasons. If you for tangible reasons need to do so, please discuss the matter with our production staff when your submission gets through to the production stage.

2.1 Use of the ATJ defined fonts

RECAP articles use the ATJ defined font styles throughout. The template has been created to ensure the compliance. This is achieved by locking some of the prescribed styles and make them unchangeable. However, completely locked style sheet may limit authors freedom in styling their manuscript to best present the content. So, we only lock the crucial aspects. For this reason, some embedded styles may still get lost by accident. Should this happen, you can manually re-define these styles following the style definitions detailed in the next paragraph.

The ATJ\_bodytext should be used for all body texts. For section titles, ATJH1 should be used. ATHH2 is used for sub-session titles, and so on so forth, if you need to use further sub-subsections.

The template leaves upper or lower case unlocked for titles. Authors need to pay attention to this. In title case, first letters of all major words are capitalised, and minor words are lowercase. For section titles, the same rule applies. However, for sub-sections, only first letter of the subtitle is capitalised, others are in lowercases unless they are specific acronyms or proper nouns.

2.2 Line numbers and numbered/bullet points

Line numbers are used in this manuscript template for the ease of review and editing. This will only be removed by the production team for final camera-ready version. Please do not remove these line numbers or change the setting of how the line numbers are displayed, as the review and editing procedures will rely on these line numbers to refer to a specific location in the manuscript.

The template does not stipulate styles for numbered lists or bullet point list. You can use what suits best to present your work, as long as general consistency is maintained throughout the manuscript itself. Here is an example of the formatting and style required when you are using numbered/bullet point lists.

1. Question one?
2. Question two?

2.3 Abbreviation, Acronym and Initial

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Avoid the use of abbreviations in the title or heads unless they are unavoidable. Symbols are treated in the same way as acronyms. They must be defined when they first occur in your text. It is recommended if these short forms are used no more than twice, perhaps you should avoid defining and using them at all.

Authors first and last names according to this template should be spelled out. For middle names, you spell them out or use initials.

3. Further Suggestions and Style Guide

3.1 Good practice of manuscript formatting

Before you begin to format your paper, first write and save the content as a separate working file. Complete all content and organisational editing before formatting by entering the content into this template. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph.

Probably, the easiest way to maintain what has already been set in the template is to paste your text with “keep text only” option and do this in the middle of a section or sub-section in this template and then delete the inherited texts from the template. The “paste before delete” approach to entering content helps hold the styles of the whole section.

3.2 Keyword, reference, footnote and punctuation

Keywords given in the manuscript should be the ones that are important but have not appeared in the title. APA referencing style should be abide by, and examples are given in this template. If a bibliography is needed, you can add it to the end of the references using the same layout.

RECAP does not support the use of footnotes as a means of content clarification or locally presented references. For the former you can give explanation in the main text, for the latter you should use the references. The only allowable use of footnotes in RECAP is to acknowledges the rights permission. The use of footnotes is strictly limited to the case where the use of them is to enable the publishing of the content legally.

Modern spacing style is used for RECAP. Only one space is needed after period “.” not two spaces.

3.3 Title and caption for figure and table

3.3.1 Title and caption for figure

Here is an example of the formatting and style required when you are inserting a figure into the article.

Research Process

Figure 1. Enter title here

Every figure presented must have a title for it. Captions (a.k.a. legends) are optional. To make the layout neat and allow for sufficient clarification, RECAP recommend keeping explanation to figures in main text instead of the use of lengthy captions. However, if you do think the use of captions helps with clarity, you can add them below the figure title, using point 10 Calibri Light fonts.

When you refer to a Figure, spell out the whole word, e.g. “Figure 1” instead of “Fig. 1”. Below is an example of a figure and its title.

3.3.2 About table

Here is an example of the formatting and style required when you are inserting a table into the article. The actual table style is not stipulated, but title and caption are. You can choose the table style that is best form your content. If coloured grids or panels are used, be mindful of possible colour distortion from screens and printers.

Table 1. Enter title here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column One | Column Two | Column Three | Column Four | Column Five |
| Row One |  |  |  |  |
| Row Two |  |  |  |  |

\*\*\*Sample of a Table footnote/caption

3.3.3 Equation

The equations or math expressions, though not common in the subject of RECAP’s concern, may be used. The styles for these are not strictly prescribed, as you may use different tools to edit them. However, there are some general specifications as follows.

Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1). Equation itself should be centred. Italicise Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign.

*a**b*  

The equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

4. Styles for Quoting Dialogue

Here is an example of the formatting and style required when you are quoting from different speakers.

Person One: *“Enter text here.”*

Person Two: *“Enter text here.”*

Person Three: *“Enter text here.”*

5. Conclusion

This live template has defined the general layout requirements for the manuscript for RECAP. The template attempts to offer a superset of what you need in preparation of your manuscript, so feel free to delete the parts that you don’t need, e.g. when you write a book review you don’t need the abstract. You probably won’t need several sections but use a continuous one block style.

As a reminder, you need to submit two files, one with your names and affiliations the other without these to enable blind review of your work.

Declarations and Acknowledgement:

Please enter acknowledgement for any support and funding received. You can also clarify specific contributions from each author. You also need to declare if there is any conflict of interest.

References

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About the Authors:

This is not a compulsory element. But you are encouraged to include a short bio for each of the authors here. Please limit the length to 150 words for each author.