Dear participant 7PSIT –UAH Conference:

Thank you for your participation in 7PSIT!!!!
The 7TH PSIT Conference was possible because you were there – at home, in your city, in your country ….and on the screen – sharing you projects and enthusiasm. Thank you! Your support was important for us - the FITISPos –UAH team - and for PSIT too.
We want to invite you to send us your paper for publication in the 7TH PSIT CONFERENCE PROCEEDINGS.
As in previous editions, they will be published in the FITISPOs website (http://www3.uah.es/master-tisp-uah/publicaciones-tisp-grupo-fitispos/)

Papers must be submitted in WORD format files and must follow these guidelines. The article that does not comply with standards strictly will not be published.
Note: This is not a peer-reviewed process, and all papers submitted must be wholly owned by the authors as stated on the document.

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GUIDELINES FOR ONLINE CONFERENCE PROCEEDINGS
Submission guidelines for contributors
7th International Conference on Public Service Interpreting and Translating (PSIT7) / Community Interpreting and Translation
-        The papers should not exceed 10 pages (2500-3000 words), graphics, illustrations and references included.
-        The papers can be written in Spanish or English. Participants who do not write in their native language are encouraged to have their text revised by a native speaker.
-        The page size should be A4.
-        paper must be headed by its title. After that, the paper starts with an abstract.
-        The font must be consistently Times New Roman, 12
-        The text should be fully justified.
-        Pages should not be numbered.
-        Full bibliographical references must appear under the heading "References".

File formats
Files: Word format. Please take care that you supply all the files, text as well as graphic files, used in the creation of the manuscript. All parts of the article (title page, abstract, body of article, reference list, figure legends, tables, etc.) should be in a single file, or in separate files in the case of applying tiff files for figures.

Tables and figures
All tables and figures should be submitted in the size at which they will be published but should be able to withstand reduction. The font settings are the same as for the body of the article: Times or Times Roman. The recommended size is 9pts (absolute minimum 6pts). Tables should be reserved for the presentation of numerical data.

"Verbal" content, in the case of long lists, might be better presented as appendixes. Both tables and figures must be numbered consecutively in the order of their citation in the text. Use Arabic numbers for this. They will be respectively referred to "Table 1", "Table 2", "Figure 1", "Figure 2", etc. They must also be clear and fit on the page. Preferably, they should already be included within the body of the article. If that is not the case, please indicate the desired position of the table or figure in the text. Captions to tables and figures should be no longer than 240 characters, since they are just brief indicators of their content. They should go in a note, in italics 10pts, just below that table or figure. In an article with more than one table or figure, each caption should be unique. These captions must not contain explanatory material, as in the example below:

Figure 1. Front page University of Alcalá

Abstract

Each article should begin with an abstract written in Spanish and in English. (Abstract in Spanish, Key words, Abstract in English, Key words). The abstract should be no longer than 150 words. It must include the 4 or 5 most important key words, marked in italics. Words in languages other than English will also be marked in italics. Authors must make sure that the abstract reflects in an objective way the purpose and contents of their work. The font settings are Times or Times Roman 10pts. Abstracts are placed just after the article's title, with one linear space above and below, and should be indented one centimeter left and right.

Body of articles

Once accepted for publication, the first page of an article must include the title of such article, followed by the author(s) name(s) and affiliation. This information must come in SMALL CAPITAL LETTERS in centre of the page. Below, with one line space between them, comes the abstract, and after another line space, the beginning of the text. An editor's note may also appear as a footnote, as well as occasional mentions to any grants through which the article may have been funded. The number directing to such footnotes will be placed at the end of the title.

- Articles must be fully justified. Font settings: Times New Roman 12pts.

- Spaces between lines should be simple. No line space should be left between paragraphs. The first line of a paragraph should be indented one centimeter, except straight after a heading.
- Margins: 2.54 cm on all sides.
- Quotations of more than three lines should be separated and indented one centimeter left and right. Their size must be 10pts. For in-text quotations, use double quotation marks, except for quotations inside quotations, where single inverted commas must be used.
- Spelling: for articles in English, use either British or American spelling conventions, but check for consistency.
- Use italics for foreign language, highlighting and emphasis.
- Bold typeface should be used only for highlighting within italics and for headings.

Punctuation

- All punctuation marks must appear in the same font, with the exception of punctuation that belongs to a title, which should be marked with italics -as the title itself-, as in the example:

Talmy (1983), with his work Spatial Orientation: Theory, Research and Syntactic Description, contributes to the development of spatial domains in the theory of Cognitive Linguistics.

- Periods or commas are placed after closing quotation marks, whether double or single. Unlike periods and commas, colons, semicolons, question marks, and exclamation points come before closing quotation marks:

Closely tied with this trend are discussions on Learner Autonomy as defined by Little (1991) as a "capacity –for detachment, critical reflection, decision making, and independent action".

También es importante señalar que una de las pruebas utilizadas, "Frog, where are you?" ha sido utilizada en sitios de adquisición de primera y segunda lengua en otros contextos…

- This also goes for Arabic superscripts:

What is innovative is that Hudleston and Pollum (2002: 598) "adopt a significantly different conception of preposition"

- In the case of Spanish, capital letters preserve their accentuation marks:

INTRODUCCIÓN, LINGÜÍSTICA

- No period must follow chapter titles, headings and the like. Notes will finish with a period. In internet addresses, there is no space after each dot. Example:

http://fundacion.unirioja.es/postgrados/juridica/index.shtml

- As regards spaces between sentences, one space, not two, follows any mark of punctuation. The abbreviation, etc. is traditionally both preceded and followed by a comma when it is the final item in a series and the sentences is to

be continued.

This study is inscribed within the theoretical framework of functional grammars (Halliday 1994, Hengeveld 1992, Dik 1997a, 1997b, etc.),

- The abbreviation et al., whether used in the body of the text or in references, means 'and their group'. It comes after a proper name, followed by no commas. Please refrain from using it unless the work mentioned is related to more than three authors. Example:

...as grammars such as Downing and Locke (1992) and Quirk et al. (1985) do.

Avoid the use of the ampersand in references.

After a colon, the following word is lowercase unless it is a proper name.

The em dash or pair of em dashes are to be used to amplify an explanatory element, while parentheses set off material that is less closely related to the rest of the sentence. Examples:

Punctuations ranged from 9.7 (minimal proficiency) to 18.5 (maximal proficiency).

Los objetos de Mikel son posverbales en el 89,4% de las ocasiones; un 9,9% son preverbales de acuerdo con la norma española –preguntas y tematizaciones-, y sólo un 0,7% sin preverbales (en total dos ejemplos).

- Parentheses are also used to enclose translations of foreign terms, or, if the term is given in English, to enclose the foreign word. Inside parentheses, please use square brackets. Square brackets are also used to include material that does not have anything to do with the surrounding text, and for phonetic transcriptions. Examples:

The notion of Aktionsart is adopted from Vendler (1967[1957]), and is used as a basic criterion to identify argument structure and predicate relations, in the line of Van Valin & LaPolla (1997).

Titles and subtitles

A maximum of three levels of headings is allowed. Headings should be numbered with Arabic numerals in the following fashion: 1, 1.1, 1.1.1. The format for the hierarchy of

headings is as follows: Heading one in bold type, two lines space above and one line space below. For the next heading, use italics, one line space above and one line space below. For heading three, italics, one line space above, and the text on the new next line.

Examples

- Examples should be numbered with Arabic numerals in parentheses (1, 2, 3, etc.), and indented:
(1)   Last night there was a news report about the war in Zaire on TV. This/it really upset me.

- Linguistic evidence from non-major European languages should be accompanied by a gloss. Glosses consist of three lines. The first line of glosses renders the original text in italics. The second line of glosses provides the literal (word-by-word) into the language of the the article. This line does not have any punctuation marks or any highlighting, and this line and line 1 are lined up through the use of spaces. Also, note that morphemes are separated by hyphens and that for the abbreviations in the second line capital letters are used. The third line of glosses provides a translation into the language of the article that constitutes a fully-grammatical expression of the language in question. If there are two or more pieces of language, every next piece in the example gets one indent, as in the example:

- In the case of linguistic examples not using the Latin alphabet, please also provide an appropriate standard transliteration.

Notes

Notes should be kept to a minimum and be submitted as footnotes. Note indicators will be superscript Arabic numbers, and in the text they should appear at the end of sentences, following punctuation marks. All notes end with a period, even if they are not complete sentences. They must be properly justified, and the font size must be 10pts.

References

- Please be consistent with the specifications given in these guidelines for the formatting of references, since these cannot be formatted automatically. In-text references should be as precise as possible, always giving page references when they are accompanied by quotations.
- The required format is the following:

In this paper we will follow the classification of learning strategies provided by O'Malley and Chamot (1990:119-120) where three types are distinguished: …

Utilization is the key to comprehension and the basic determinant that facilitates it (O'Malley and Chamot 1990: 35).

When more than one author appears inside the same brackets, these will be chronologically ordered, and separated by a semi-colon:

En varios trabajos anteriores (Gutiérrez y otros 1990 y 1992; Gutiérrez 1996) se ha aludido a varios aspectos contrastivos del ritmo inglés y español, así como a varios problemas de aprendizaje rítmico.

- All references in the text should appear in the "References" section and vice versa. The "References" section has to be placed after the conclusions -or after the acknowledgments, if there are any. References should be listed first alphabetically and then chronologically. In case of more that one publication per year by an author, add small letters to the year. If the last year of publication of a work differs from the first year of edition, the latter will appear between parentheses after the publication year. Below there are some examples of how

they must be recorded:

Book (monograph)

Blackmore, S.J. 1982. *Beyond the Body*. London: Heinemann.

Chomsky, N. 1995 (1965). *Aspects of the Theory of Syntax*. Cambridge, Mass: The MIT Press.

Dik, S. 1997a. *The Theory of Functional Grammar* I. Edited by Kees Hengeveld. Berlin and New York: Mouton the Gruyter

Book (edited volume)

Van Valin, R. D., ed. 1993: *Advances in Role and Reference Grammar*. Amsterdam and Philadelphia: John Benjamins Publishing Company

Maizal Usón R. and M. J. Pérez Quintero, eds. 2002: New Perspectivas on Predicate Argument Structure in *Functional Grammar. Berlin and New York: Mouton de Gruyter*

Dissertation

Uriagereka, J. 1988. *On Government*. PhD dissertation, University of Connecticut.

Article (in book)

Faber, P. and R. Mairal. 2002. Functional grammar and lexical templates. In R. Mairal Usón and M. J. Pérez Quintero (eds.), *New Perspectives on Predicate Argument Structure in Functional Grammar.* 39-94. Berlin and New York: Mouton de Gruyter.

Article (in journal)

Rayson, P., G. Leech,. and M. Hodges. 1997. Social differentiation in the use of English

vocabulary: *Some analyses of the conversational component of the British National Corpus*. International Journal of Corpus Linguistics 2: 120-132.

Spanos, G. 1989. On the integration of language and content instruction. *Revista anual de Lingüística Aplicada* 10: 227-240.

Articles (available on the internet)

Fauconier, G. and M. Turner. 1994. Conceptual projection and middle spaces. USCD: Department of Cognitive Science Technical Report 9401. San Diego. [Available at http://cogsci.ucsd.edu] (Last accessed 3 December 2017).

García, P. 2004. Claves interculturales en el diseño de materiales didácticos para la enseñanza de español segunda lengua, en *Cultura e Intercultura en la enseñanza del español como lengua extranjera*. [Disponible en http://www.ub.es/filhis/culturele/pgarcia.html] (Last accessed 3 December 2017).

Appendixes

Appendixes must be used for the presentation of detailed material supplementing the text. They should follow the "References" section. They appear under the separate

headings "Appendix 1", "Appendix 2", etc. There must be a correspondence between the references made to the appendixes in the article and the appendixes themselves.

Acknowledgments

If there are, acknowledgements appear immediately after the last section of the body of the article -normally consisting of the concluding remarks- and before the references section. They should not appear as footnotes. They come under the heading "Acknowledgments".

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