

# Guidelines for the submission of full papers

Those authors whose abstracts have been accepted are encouraged to submit a full paper **by 1 March 2025**. Full papers submitted will be published in online proceedings on the IE website. Online proceedings will be available when the conference begins. If IE receives a good offer for a hard copy publication, authors will be informed accordingly.

## General guidelines

Papers must be written in an accessible, easy-to-read style that connects academia with practice. Academic citation rules will nevertheless apply.

Papers should be submitted as an e-mail attachment in MS Word or Open Document Format (.odt) to [marie.banks@interpreteuropeconference.net](mailto:marie.banks@interpreteuropeconference.net). Please include your full contact details in all correspondence.

Papers should not exceed 7,000 words in length, excluding notes, tables and charts. Papers should be written in British English and be jargon-free as much as possible.

If your proposal is currently being considered by another journal, or if it has already been published or is soon to be published elsewhere, you can provide an extended summary (max. 1,000 words) and refer to the original publication.

Each paper should have five to six keywords. Papers should be compiled in the following order:

- Title
- Author name(s) and affiliation
- Abstract
- Keywords
- Main text
- Appendices (if required)
- References

Tables should be placed within the text. Please insert figures (images and drawings) in low-resolution in the text and add the high-resolution versions or open drawings as extra files (see below). Figure captions should be placed under the low-resolution figure in the text and numbered accordingly.

Authors should provide a short biographical note of 150 words maximum with each paper. Non-discriminatory language is required for all papers.

## Citations and references

The Harvard System should be used for in-text citations. The structure is the author's surname, year of publication, and page number or range, in parentheses, e.g. (Smith 2008:1). The page number or page range can be omitted if the entire work is cited.

The author's surname can be omitted in the brackets if it already appears in the text. Thus we may say: "Jones (2001) revolutionised the field of trauma surgery." Two authors are cited using "&": (Calvo & Sureda 2004:79-81). More than two authors can be cited using "et al.": (Knudson et al. 1995:115).

An unknown date is cited as having "no date of publication" by the abbreviation for "no date" (Deane, n.d.).

A reference to a republished work is cited with the original publication date separated with a slash (Tilden, 1957/1977:90).

If an author published several books in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b and so on.

A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full-stop, but a citation for an entire block quote immediately follows the full-stop at the end of the block since the citation is not an actual part of the quotation itself.

Complete citations are provided in alphabetical order in a section entitled "References" following the text.

All citations must be in the same font as the main text.

When providing the city of publication, an internationally well-known city (such as Brussels) is stated as the city alone. Otherwise, the country (or state if in the U.S.) must be given.

### Examples of book references

Smith, J. (2005a): Dutch Citing Practices. The Hague: Holland Research Foundation. Smith, J. (2005b): Harvard Referencing. London: Jolly Good Publishing.

### Example of an article in an anthology (series of articles)

Calvo, Ana & Jaume Sureda (2004): Heritage interpretation and community participation: the Ferrutx Project. In: Gee, Kira, Tobias Reh & Werner Kreisel (eds.): Regional identity, tourism and heritage interpretation: a natural symbiosis? = Zelt Forum Bd. 1. Göttingen, Germany. 72-82.

## Example of a journal reference

Henker, Karen B. & Greg Brown (2001). "As Good as the Real Thing? A Comparative Study of Interpretive Podcasts and Traditional Ranger Talks", *Journal for Interpretation Research* 16(1), 7–23.

## Example of a newspaper reference

Bowcott, Owen (October 18, 2005). "Protests halt online auction to shoot stag", *The Guardian*.

## Figures

Authors should provide high quality image formats. All imported scanned material should be scanned at the appropriate resolution: 600 dpi for line art, 600 dpi for grayscale and 300 dpi for colour. Files should be saved in one of the following formats: tif, png or high quality jpg for bitmap images, and standard svg, PostScript or eps (encapsulated PostScript). They should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, Adobe Illustrator/PC).

All figures must be numbered in the order they appear in the article (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labeled (e.g. Figure 1(a), Figure 1(b)). The file name should begin with the number of the figure followed by a short descriptive text (eg. Figure1-intropanel.png).

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