

稿約

- 一、《翻譯學報》為香港中文大學翻譯系與香港中文大學出版社聯合出版的學術刊物，每年兩期，歡迎與翻譯研究相關的各類學術論文及書評。
- 二、本學報歡迎客座編輯主持特刊。應徵者須提交計劃書，包括擬刊登之論文摘要及稿件來源（如會議記錄）。
- 三、本學報刊登中、英文來稿。文責自負。
- 四、作者投稿前須細閱出版倫理聲明。
- 五、中文論文以20,000字為限，英文論文以15,000字為限。請以電腦打字。內文中文字體應選用繁體細明體，英文選用Times New Roman。字型不小於十二點。
- 六、來稿請使用雙倍行距，腳註與參考文獻亦然。
- 七、來稿請附姓名、通訊地址、電話及電郵地址。
- 八、如有需要，編輯部有權修改來稿。
- 九、來稿刊登後，即奉送該期學報三冊。
- 十、來稿請以Word文檔形式電郵至jts.tra@cuhk.edu.hk。
- 十一、來稿在語言與拼寫上應保持一致。若所用語言不是投稿人母語，建議請母語者檢查稿件。

已同意發表之稿件體例：

- 一、終稿請附英文題目、摘要、關鍵詞(五個)、作者簡介及當前通訊地址。
- 二、所有圖表均須適應12厘米(4.73吋)乘20厘米(7.87吋)頁面尺寸(可進行適當壓縮)，以能清晰辨識為度。

圖表建議字體：中文繁體細明體或英文Times New Roman，十點。

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圖表應連續編號，並附有適當標題。於正文中引用時應按照如下示例：「在圖二中」，而非「在下圖中」。

- 三、 需強調之語句與外來詞請使用斜體，在斜體及標題中強調時請加粗。避免全部大寫（重點強調及縮略詞除外）或使用下劃線（於示例中強調時除外）。引用術語（如「情景語境」）及他人註解時請使用雙引號，單引號僅用於引語中的引語。
- 四、 注釋：儘量少用注釋。請使用尾注來標示注釋。注釋號應標記於句末標點之後。
- 五、 參考文獻：

請使用第17版的《芝加哥格式手冊》(*The Chicago Manual of Style*)中的「作者-日期」格式。

文內徵引文獻：儘可能精確。如直接引文，請給出頁碼，如(余光中2014, 180)。所有徵引文獻均應出現在文末參考文獻中。

文末參考文獻：中文資料須分別列出漢字及漢語拼音，按漢語拼音排序，英文資料按字母表順序排列；其次按出版時間順序排列。應只包括正文提到的所有文獻。

示例

著作：

安妮·史蒂布著，蔣顯環譯(2001)。《女人語錄》。北京：中國社會科學出版社。

Stibbs, Anne (2001). *Nüren yulu*, trans. by Jiang Xianjing. Beijing: Zhongguo shehui kexue chubanshe.

單德興(2016)。《翻譯與評介》。台北：書林出版有限公司。

Shan, Dexing (2016). *Fanyi yu pingjia*. Taipei: Shulin chuban youxiangongsi.

著作中的論文：

黃國彬 (2007)。〈論盡世間人情〉。《莊子的蝴蝶起飛後：文學再定位》。台北：九歌出版社，頁94–117。

Huang, Guobin (2007). “Lun jin shijian renqing.” In *Zhuangzi de hudie qi fei hou: Wenxue zai ding wei*. Taipei: Jiuge chubanshe, 94–117.

期刊中的論文：

王宏志 (2014)。〈斯當東與廣州體制中英貿易的翻譯：兼論1814年東印度公司與廣州官員一次涉及翻譯問題的會議〉。《翻譯學研究集刊》，第17期（6月），頁225–259。

Wang, Hongzhi (2014). “Sidangdong yu Guangzhou tizhi Zhongying maoyi de fanyi: Jianlun 1814 nian Dongyindu gongsi yu Guangzhou guanyuan yi ci sheji fanyi wenti de huiyi.” *Fanyi xue yanjiu jikan* 17 (June): 225–259.

電子數據：

劉紹銘 (2014)。〈翻譯可以「活在借來的生命」中〉。《晶報》。9月14日。 http://news.ifeng.com/a/20140914/41975405_0.shtml。訪問於2014年9月1日。

Liu, Shaoming (2014). “Fanyi keyi ‘huo zai jie lai de shengming’ zhong.” *Jing bao*, 14 September. http://news.ifeng.com/a/20140914/41975405_0.shtml. Interviewed on 1 September 2014.

六、 其他

如需使用段落標題，層次依序為：(一)……(二)……(三)……；1.1……1.2……1.3……；1.1.1……1.1.2……1.1.3……。標題應限於三至四個，可使用斜體。

新起一段時，首行空出兩個字符位。

日期以阿拉伯數字書寫。例如：2016年10月20日。

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避免使用帶有不當性別色彩的語言，以及「他(的)/她(的)」之類容易引起爭議的慣用語。

破折號為兩個連接號「——」，省略號為「……」。前後及中間皆不置空白字符位。

* 英文文獻徵引範例，參閱英文版稿約。

Special Issues Guidelines

The following processes should be adhered to:

1. *Journal of Translation Studies (JTS)* occasionally invites scholars to guest edit conference proceedings or Special Issues on topics of interest. We also welcome proposals from readers and authors submitted directly to us on a topic within their field of expertise. Guest editorship consists of at least one of the Chief Editors along with one outside person.
2. Proposals for a Special Issue should be sent to the Chief Editors via email (jts.tra@cuhk.edu.hk) and must include the following information: tentative title, timeline, list of Guest Editor(s) (with their names, affiliations, contacts, and research interests), potential authors (including titles and draft abstracts that are available), proposed reviewers, a summary of the Special Issue (150–200 words), relevant keywords (3–10 words), call for papers letter, and promotional plan.
3. All articles submitted to a Special Issue are subject to double-blind peer review and held to the same rigorous editorial standards as all other articles submitted to the journal. The decisions about assigning reviewers, acceptances, rejections, and revisions of papers are made by the Guest Editors, in discussion with the Chief Editors. During the review process, the Chief Editors may request additional reviews for particular papers and further revisions and have the right, in consultation with the Guest Editors, to reject papers if they do not fulfil standards of scholarly excellence. Final approval and the go-ahead are given by the Chief Editors, for the collection to go to press.
4. The Guest Editors have access to all papers and related files throughout the review and selection process.
5. The Guest Editors are invited to submit an introductory/editorial essay that provides a substantive and critical overview of the topic.
6. The Chief Editors should be informed of papers with a member of the *JTS* editorial team as a co-author, or in cases where the Guest Editors are the authors of any submitted paper other than the introductory/editorial essay. Peer review of any such submission should be handled independently of the relevant Guest Editors and their research groups.

Special Issues Guidelines

7. The reviewers are sent a copy of all the decision letters as soon as the decisions are made.
8. The Guest Editors should, as a rule, avoid submission deadline extensions. All extensions need to be approved beforehand by the Chief Editors.
9. The Guest Editors do not receive an honorarium.
10. If, in the view of the Guest Editors, a paper is not selected for a special issue but is of a suitably high standard to warrant being assessed as a regular paper by the journal, it should be transferred to the Chief Editors.
11. There should be a minimum of 4 to a maximum of 9 papers for the special issue, selected jointly by the Guest Editors and Chief Editors.
12. The Chief Editors can decide to cancel a Special Issue if the call does not receive a sufficient number of papers to permit high quality, if Guest Editors fail to deliver the Special Issue and related decisions in a timely manner, and/or for other reasons at the discretion of the editorial staff.

特刊出版指引

特刊出版須遵循以下程序：

- 一、《翻譯學報》偶爾邀請學者擔任會議論文集或特刊的客座編輯，也歡迎讀者和作者直接向我們提交他們所屬專業領域的計劃書。客座編輯團隊由至少一位主編和一位外部人員組成。
- 二、特刊計劃書應通過電子郵件 (jts.tra@cuhk.edu.hk) 發送給主編，並必須包括以下資料：暫定標題、時程表、客座編輯名單(包括他們的姓名、所屬機構、聯繫方式和研究興趣)、潛在作者(包括暫定標題和摘要)、擬議的審稿人、特刊摘要(150–200字)、關鍵詞(3–10個詞)、徵稿信和推廣計劃。
- 三、所有提交給特刊的論文都將接受雙盲同行評審，並按照其他文章相同的嚴格編輯標準進行評審。有關分配審稿人、接受、拒絕和修訂論文的決定將由客座編輯與主編討論後作出。在評審過程中，主編可要求為特定論文進行額外的評審、進一步的修訂，並在與客座編輯協商後有權拒絕不符合學術標準的論文。最終批准和出版決策由主編作出，讓該專題特刊進入出版流程。
- 四、客座編輯在評審和甄選過程中有權取用所有文章及相關文件。
- 五、客座編輯需提交一篇緒論/社論文章為議題作出實質性和批判性概述。
- 六、如客座編輯與編輯團隊成員合寫論文，或為除緒論/社論文章外其他論文的作者，應通知主編。任何此類文章的同行評審應獨立於相關客座編輯及其研究團隊進行。
- 七、決策一經作出，評審人將收到決策信函的副本。
- 八、通常情況下，客座編輯應避免延長提交論文的截止日期。所有延期需事先獲得主編批准。
- 九、客座編輯不會獲發酬金。
- 十、如客座編輯認為一篇論文雖未被選入特刊，但其水準足以作為常規文章來進行評估，應將其轉交給主編。

特刊出版指引

- 十一、 特刊應包含最少四篇、最多九篇論文，由客座編輯和主編共同選取。
- 十二、 如徵集不到足夠數量的高品質論文、客座編輯未能按時完成特刊及作出相關決策，以及/或出於編輯團隊自行決定的其他原因，主編有權決定取消特刊。

Ethics Statements

Journal of Translation Studies (JTS) is guided by the Committee on Publication Ethics (COPE) in its publishing operation to guarantee quality scholarship publications. *JTS* continues to observe closely and improve its operation according to COPE Core Practices.

Ethics Statements for Editors

1. **Publication decisions:** The journal adopts a double-blind system of peer review. Editors and reviewers handle all submissions in confidence. The editors ensure that all submitted manuscripts being considered for publication undergo peer review by at least two reviewers who are experts in the field, one of whom must be from outside The Chinese University of Hong Kong. If the review results from the two reviewers are contradictory, the Chief Editors may invite a third reviewer, normally of professorial rank. The Chief Editors are responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and compliance with legal obligations concerning libel, copyright infringement, and plagiarism. The editor may confer with other editors or reviewers when making publication decisions. In most instances, the review process is completed in three months or less.
2. **Book Reviews and review articles,** which are usually commissioned, may be accepted without two peer review reports. Book reviews should be assessed by the Chief Editors if the topic is in the area of expertise of the Chief Editors; if the topic is not in the area of expertise of the Chief Editors, such manuscripts should be assessed by at least one independent expert reviewer or Editorial Board Member.
3. **Fairness and editorial independence:** Editors evaluate submitted manuscripts solely on the basis of their academic merit (importance, originality, study's validity, clarity, and relevance), without taking into account the authors' race, gender, sexual orientation, ethnic origin, citizenship, religion, political philosophy, or institutional affiliation. The whole editorial content of the journal and the schedule of its publication are completely under the control of the editors and Editorial Board Members of *JTS*.
4. **Confidentiality:** Editors and the editorial team will refrain from sharing any information related to a submitted manuscript with anyone except the

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corresponding author, reviewers, potential reviewers, other editorial advisors, and the publisher, as deemed necessary.

5. **Conflicts of interest:** Editors and Editorial Board Members will not use unpublished information disclosed in a submitted manuscript for their own research endeavors without the authors' explicit written consent. Any privileged information or ideas obtained by editors during the handling of the manuscript will be treated as confidential and not exploited for personal gain. Editors will refrain from examining manuscripts in circumstances where they have conflicts of interest resulting from cooperative, competitive, or other ties with any of the authors, businesses, or institutions linked to the papers. Instead, another Editorial Board Member will be assigned to handle the review process. The editor is dedicated to ensuring that advertising, reprints, or other commercial revenue does not influence or impact editorial decisions.
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1. **Reporting standards:** Authors of original research should present an accurate account of the work performed as well as an objective discussion of its significance. The underlying data should be represented accurately in the manuscript. The manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. The manuscript should contain nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.
2. **Authorship:** Corresponding authors must ensure that all the contributors to your article and no inappropriate coauthors are included in the author list. They must verify that all co-authors have seen and approved the final version of the manuscript and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript but who do not meet the criteria for authorship should be acknowledged in the "Acknowledgements" section.

3. Multiple, redundant, or concurrent publication: An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.
4. Originality and plagiarism: Authors should ensure that they have written and that they submit only entirely original works. Any author replicating a significant part of another's work without acknowledging him/her or passing another's work off as his/her own is not tolerated and is not published. Authors should also cite publications that have been influential in determining the nature of the reported work. Authors are themselves responsible for obtaining permission to reproduce copyright materials from other sources, including illustrations, figures, tables, and datasets produced or gathered by someone else.
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6. Peer review: Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and other questions. In the case of a first decision of "revisions necessary," authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.
7. Fundamental errors in published works: When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal's editor or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper.
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2. Standards of objectivity: Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them to improve the manuscript. Personal criticism of the author is inappropriate.
3. Promptness: Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.
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5. Acknowledgement of sources: Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation, or argument that has been reported in previous publications should be accompanied by the relevant citation. Reviewers should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

《翻譯學報》出版倫理聲明

《翻譯學報》的出版營運跟隨出版倫理委員會 (Committee on Publication Ethics, COPE) 的指引，以確保高質素的學術出版。《翻譯學報》密切關注並根據 COPE 指引不斷改善其營運。

編輯的出版聲明

- 一、 出版決策：期刊採用雙盲同行評審制度。編輯和評審人將保密處理所有來稿。編輯會確保所有來稿由至少兩位同行專家評審，其中一位必須來自香港中文大學以外的機構。如兩位專家的評審結果相互矛盾，主編可邀請第三位評審人，通常屬教授的職級。主編負責根據來稿的有效性、對研究人員和讀者的重要性、審稿人的評論，以及有關誹謗、侵犯版權和抄襲的法律義務來決定該發表的稿件。在作出出版決策時，編輯可與其他編輯或審稿人進行協商。在大多數情況下，審稿過程在三個月內完成。
- 二、 書評和評論文章通常受委託發表，可在沒有兩份同行評審報告的情況下獲接納。如書評的主題屬主編的專業領域，將由主編進行評估；如不屬主編的專業領域，則由至少一位獨立的專家評審人或編輯委員會成員審閱。
- 三、 公正性和編輯自主：編輯僅根據來稿的學術價值 (重要性、原創性、研究的有效性、清晰度和相關性) 進行評估，而不考慮作者的種族、性別、性傾向、族群本源、國籍、宗教、政治理念或機構隸屬關係。《翻譯學報》的編輯內容和出版計劃完全由編輯和編輯委員會成員控制。
- 四、 保密性：編輯和編輯團隊將避免與任何人分享稿件的一切相關訊息。如有必要，通訊作者、審稿人、潛在審稿人、其他編輯顧問和出版商除外。
- 五、 利益衝突：編輯和編輯委員會成員不應在未經作者明確書面同意的情況下，將來稿所披露的未出版資料用於自己的研究工作。編輯在處理稿件期間獲得的任何特許訊息或意念都被視為機密，並且不應從中獲取個人利益。編輯將避免在與作者、企業或與論文相關的機構存在合作、競爭或其他關聯而導致利益衝突的情況下審閱稿件，而應指派另一位編輯委員會成員來處理審稿過程。編輯致力確保廣告、再版或其他商業收入不會影響編輯決策。

- 六、 參與和合作調查：編輯在涉及來稿或已發表論文的倫理問題時採取適當的行動。即使是在出版多年後才被發現的不道德出版行為，每一項行為舉報都將被調查。如經調查後不道德行為屬實，學報將發表更正或撤稿聲明、表達關注或發出其他相關說明。

給作者的學術聲明

- 一、 報告標準：原創研究項目的作者須準確呈現所進行的研究，並客觀地討論其重要性。基礎數據須在論文中準確呈現。論文須包含足夠的細節和參考資料，使他人能夠複製研究。進行欺詐或明知不準確的陳述，將構成不道德行為，恕不接受。論文不應包含任何辱罵、誹謗、淫穢、欺詐或非法內容。
- 二、 作者身分：通訊作者必須確保所有作者均已包括在作者名單中，不包括不適當的共同作者。他們必須確保所有共同作者閱畢且通過論文終稿，並一致同意交由本刊出版。任何對論文作出重大貢獻但非作者身分的人士，應當列於「致謝」部分中。
- 三、 多次、冗餘或同時發表：一般情況下，作者不應在多於一份期刊或主要刊物發表描述相同研究的論文。一稿多投屬不道德出版行為，是不可接受的。
- 四、 原創性和抄襲：作者須確保他們所撰寫和提交的論文全屬原創。作者複製其他作者著作的重要部分而不予致謝，或冒用他人著作，將不被容忍和不獲發表。作者亦須引用對論文性質產生重要影響的出版物。論文如需使用受著作權保護的各項資源，如圖像、數據、表格及由他人製作或蒐集的數據集，作者則須取得相關人士的許可始得使用。
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