



Author Guidelines

1. About *Current Trends in Translation Teaching and Learning E*

Current Trends in Translation Teaching and Learning E (CTTL E) is an international peer-reviewed electronic journal that publishes articles based on current theory and practice in translation teaching and learning as well as research. CTTL E is a forum for translation teacher educators and researchers at all levels to engage in the ways that research and theorising can inform, shape, and ground teaching practices and learning styles perspectives. Articles enable an active and vibrant professional dialogue about research-and theory-based practices as well as practice-oriented theorising and research.

2. General Submission Guidelines

- In your manuscript, please make sure you bring the relevant studies published in *Current Trends in Translation Teaching and Learning E* where appropriate so that it is clear how your study is contributing to the ongoing scholarly conversation in CTTL E.
- CTTL E prefers that all submissions be written in a style that is accessible to a broad international readership, including those individuals who may not be familiar with the subject matter.
- CTTL E solicits manuscripts in three categories: Empirical Feature Articles, Conceptual Feature Articles, and Book Review Articles. For the necessary submission items and other requirements, please see the category below for the article you intend to submit. Prospective authors are highly encouraged to read articles from the section to which they intend to submit to get an idea of the style and level of research required for publication.
- To facilitate the double-anonymous review process, please remove the author's name from the main text, the in-text citations, the reference list, and any running heads. Please replace the author's name with Author (Year) or (Author, year).

Current Trends in Translation Teaching and Learning E

ISSN 2342-7205



Manuscripts submitted without author's name(s) removed will be returned without review for alteration and resubmission.

- A manuscript submitted to *CTTL E* should not have been previously published or is not under consideration for publication elsewhere. It is the author's responsibility to indicate to the editor the existence of any work already published (or under consideration for publication elsewhere) by the author(s) that is similar in content to the submitted manuscript.
- It is the author's responsibility to secure permission to reprint tables or figures that are used or adapted in the manuscript from another source. Written permission from the copyright holder is required before *CTTL E* can publish the material.
- The views expressed by contributors to *CTTL E* do not necessarily reflect those of the *CTTL E* Editors, the Editorial Reviewer Board. Material published in *CTTL E* is construed as having the endorsement of the author(s).
- *CTTL E* expects authors of articles to adhere to ethical and legal standards for work with human subjects.
- The *CTTL E* Editors reserve the right to make editorial changes in any manuscript accepted for publication to enhance clarity, concision, or style. Authors will be consulted only if the changes are substantial.
- The Editors' decisions are final.

Submission Format

CTTL E now offers an article format template for authors to use in writing their article for submission. Before you submit, you will ensure the following.

- Your manuscript should be an editable file including text, figures, tables, and references. All required sections should be contained in your manuscript, including abstract, introduction, literature review, methods, results, discussion and conclusions. Figures and tables should have legends. Tables and Figures should be placed in the main text. References must be submitted in the APA 7 format.

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- An ORCID number, freely available at <https://orcid.org>, is important because most institutions and funders require authors to have ORCID numbers. You can add your article, if accepted and published, to your ORCID profile.
- A separate cover letter is required. It should include the title page of the manuscript with the following information.
 - Your (and the co-author's) details, including full name (clearly indicating first name and surname), affiliation and email address.
 - Clearly indicate the corresponding author.
 - Include a Turnitin report, which shows the similarity index to other sources.
 - Statements relating to our ethics and integrity policies, which may include any of the following. We need to uphold rigorous ethical standards for the research we consider for publication.
 - data availability statement
 - funding statement
 - conflict of interest disclosure
 - ethics approval statement
 - participant consent statement
 - permission to reproduce material from other sources
 - how you use AI if applied

3. Submission

CTTL E does not collect submission fees or article processing charges (APC) for publication.

Once the submission materials have been prepared in accordance with the Author Guidelines, you can submit your manuscript to the *CTTL E* Editor, Dr Ping Yang, at p.yang@westernsydney.edu.au and cc'd to ctteeditor@yahoo.com



Main Text File

As this journal operates on a double-anonymous peer review process, please ensure that all identifying information, such as author names and affiliations, acknowledgements or explicit mentions of author institution in the text.

The main text file should include:

- A short informative title containing the major key words. The title should not contain abbreviations;
- Abstract (200 words):
- Up to seven keywords;
- Main body (see word counts below)
- References;
- Tables and figures should be numbered and supplied in the text. They need to have brief titles. While the titles of Tables are placed above the Tables, those of Figures are placed underneath the Figures.

Revised submissions to *CTTLE* should conform to the requirements of the *Publication Manual of the American Psychological Association* (7th ed.), which can be obtained from the American Psychological Association. Use the following site for APA 7 references.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html. Per APA 7th edition, please note that the standard DOI links ([https://doi.org/...](https://doi.org/)) are required in references. If available, consider using software to format your in-text citations and references so that they are always linked and never go missing.

Artificial Intelligence (AI) Programs (including ChatGPT)



We understand that the use of AI programs may be useful for some purposes. We require that anyone using an AI program or platform (including but not limited to ChatGPT) to generate text follow [the Committee on Publication Ethics' guidelines](#),

<https://publicationethics.org/getting-started/what-publication-ethics>

This means that “Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.”

AI may be used to generate prompts, instruments, or code, to analyse data, or to generate data for simulations. In all cases, these uses must be noted in the manuscript. Be aware that AI does not generate the same output each time, so for some uses, the results may therefore not be replicable. In the interest of transparency, if you use AI, save and date all output and note which program (and version) you used. You might also want to redo any analyses at a later point to determine how the output has changed. The same is true if AI programs or output is the object of your study.

4. Review Process and Policy

As this journal has adopted a double-anonymous reviewing policy, please remove the author's name from the main text, the in-text citations, the reference list, and any running heads. Please replace the author's name with Author. If there are multiple authors, please use Author1, Author2, etc. Manuscripts submitted without the author's name(s) removed will be returned without review for alteration and resubmission.

All manuscripts go through a two-step review process:

1. **Internal Review.** The editors and associate editors first review each manuscript to see if it meets the basic requirements (e.g., that it fits the mission and scope of the journal and is double-anonymised) and that it is of sufficient quality to merit external review. Manuscripts that do not meet these requirements are not sent out for further review. The internal review generally takes 2-3 weeks.



2. **External Review.** Submissions that meet the basic requirements are then sent out for double-anonymous peer review by two experts in the field. The external review takes approximately a few months. Following the external review, the authors are sent copies of the external reviewers' comments and are notified as to the decision (*accept, minor revision, major revision, or reject*).

When evaluating a manuscript for publication in *CTTLE*, reviewers generally consider the following factors:

- The manuscript appeals to the interests of *CTTLE*'s readership.
- The manuscript elucidates the relationship between theory and practice: Practical articles must be anchored in theory, and theoretical articles and reports of research must contain a substantial discussion of implications or applications for practice.
- The manuscript offers a new, original insight or interpretation and not just a restatement of others' ideas and views.
- The manuscript makes a significant (practical, useful, plausible) contribution to the field.
- The manuscript reflects sound scholarship and research design with appropriate, correctly interpreted references to other authors and works, and its conclusions are justified.
- At revision, the manuscript is well written and organised and conforms to the specifications of the *Publication Manual of the American Psychological Association* (7th ed.).