

Proteus Submission Guidelines

About Proteus

Proteus, the quarterly newsletter of the National Association of Judiciary Interpreters and Translators (NAJIT), serves to inform its readership on issues related to judiciary interpreting and translation. The publication upholds NAJIT's mission of promoting professionalism and ethical standards in the field. *Proteus* welcomes high-quality submissions on relevant topics, discussions, and publications.

Manuscript Style & Format

Font & Spacing:

- Use **12—point Times New Roman font**, double-spaced throughout the document.
- Do not use tabs or indentations at the beginning of paragraphs.
 - *Indents should only be applied to lists or long quotations for consistency.*

Citation Style:

- Adhere to the **Chicago Manual of Style (CMOS)** for all text citations, references, and notes.
- Authors must provide their own references or bibliography in Chicago style.
- A detailed guide on Chicago style can be found here:
<https://www.chicagomanualofstyle.org/>

Examples:

Bibliographic Citations:

- **For books:** Author's Last Name, First Name. *Book Title: Subtitle*. City of Publication: Publisher, Year.
Example: Smith, John. *The Art of Translation*. New York: Creative Press, 2020.
- **For journal articles:** Author's Last Name, First Name. "Title of Article." *Journal Name* volume, no. issue (Year): page range. DOI or URL.
Example: Doe, Jane. "Court Interpreting Challenges." *Legal Linguistics Quarterly* 15, no. 2 (2023): 45–60. <https://doi.org/10.xxxx/abc123>.

Inline (Parenthetical) Citations:

- Chicago style also allows for parenthetical citations, especially in author-date references.
 - **For books:** (Author Last Name Year, Page Number)
Example: (Smith 2020, 45)
 - **For journal articles:** (Author Last Name Year, Page Range)
Example: (Doe 2023, 45–60)

Notes:

- Since *Proteus* is only published online, footnotes are not permitted. Instead, use endnotes.

Article Text Example:

Translators and interpreters often face ethical dilemmas in their work, particularly when navigating cultural nuances in legal settings.¹ This is especially true when dealing with cases involving non-verbal communication or culturally specific gestures, which may not directly translate into the target language.²

Endnotes:

Notes:

1. For more on ethical dilemmas in translation, see Mona Baker, *Ethics in Translation and Interpreting* (London: Routledge, 2011), 45–46.
 2. An example of this challenge is discussed in Clara Fuchs, “Gesture and Meaning in Multilingual Courtrooms,” *Journal of Legal Linguistics* 12, no. 3 (2020): 23–34.
- For web references in endnotes, *ensure links are functional*.

Length:

- Articles should be approximately **2,000 words**. Longer pieces may be considered with prior approval from the editors.
- Book reviews should not exceed **1,000 words**.

Language & Attribution:

- All articles must be written in **English**.
- Quotations and paraphrased material must be accurately attributed.

- Text in languages other than English should be *italicized*, with translations provided in square brackets following the text: Example: *Me llamo Juan*. [My name is Juan.]

Additional Usage Guidelines

Capitalization:

- Certifications (e.g., federally certified court interpreter) should not be capitalized. More guidance on capitalization rules can be found here: <https://www.grammarbook.com/>.

Formatting:

- Any figures or tables should be submitted in **Portable Network Graphic (PNG)** format.
- Ensure all permissions are obtained for third-party content.

Graphics:

- Graphics and images are allowed, but authors are responsible for securing permissions for any figures, tables, or images they do not own the rights to.

Author Information:

- Include the proposed article title, the author's name, and any affiliations at the beginning of the submission.
- At the end, include a short biography (100 words max) in *italics*, enclosed in square brackets.

Submission Process

Submissions are subject to editorial changes for grammar, style, and space limitations. Below is the process outlined:

1. All submissions must be in **Microsoft Word format**, including any reprints from other sources (*PDFs will not be retyped*).
2. Email the submission as an attachment to: proteus_editor@najit.org.
3. Include your contact details (email and phone number) in the body of the email.
4. The author will have the opportunity to review their edited article before final submission and may reject any corrections they find unacceptable.

Please note: that submitting an article *does not* guarantee its publication in *Proteus*.

Example Section

Below is an example illustrating how to format a submission according to *Proteus* guidelines:

Proposed Title:

The Role of Judiciary Interpreters in Safeguarding Human Rights

Author Name & Affiliation:

Jane Doe, Certified Judiciary Interpreter, XYZ Interpreting Services

The Role of Judiciary Interpreters in Safeguarding Human Rights

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla convallis eros at nunc blandit, nec faucibus lacus dictum. Praesent tempor, risus in elementum volutpat, justo felis egestas orci, a pretium ligula libero at nisi. Judiciary interpreters play a crucial role in ensuring due process and protecting individuals' legal rights, particularly in a multicultural and multilingual society. As Lorem ipsum dolor sit amet states, “Interpreters serve as the voice of justice for non-English speakers in the courtroom” (Lorem ipsum dolor sit amet).

In high-stakes legal proceedings, the lack of a qualified interpreter can result in significant miscarriages of justice. A notable case involved a defendant whose interpreter failed to convey key testimony accurately, leading to the case’s eventual dismissal. This highlights the importance of ensuring that all judiciary interpreters meet federal certification standards.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In legal settings, a literal translation may not suffice. For example, in some cultures, expressing uncertainty with

the phrase “I think so” might indicate doubt, while in others it could be a more polite way of saying “yes.”

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla convallis eros at nunc blandit, nec faucibus lacus dictum.

Endnote Example:

1. Author's Name, *Title of the Book or Article* (City of Publication: Publisher Name, Year of Publication), page number.

Short Biography [*in italics and in square brackets*]: 75 word count max

[*Jane Doe is a certified judiciary interpreter specializing in criminal court cases. She has been interpreting in state and federal courts for over 10 years.*]