

FORMATTING THE FINAL MANUSCRIPT

It is the translator's responsibility to prepare a final manuscript in accordance with Stanford University Press's Author Guidelines.

MATERIAL IN SOURCE LANGUAGE

Words and phrases from the source language should be used alongside the translation only when absolutely necessary. We encourage the use of endnotes and a translator's note to address any significant loss or ambiguity in meaning that occurs in translation. (See also the Foreign Language Usage guidelines.)

TRANSLITERATION

Please transliterate any foreign scripts into English.

PERMISSIONS

As the translator, you are not responsible for obtaining permission to use any of the art or text in the book (unless you have made alternative arrangements with your editor). Please do, however, make a list of elements that will need permission and submit this to your acquiring editor.

Illustrations

As the translator, you are not responsible for creating or obtaining any tables or illustrations (unless you have made alternative arrangements with your editor). Please include callouts in your manuscript and fill in the figure number, manuscript page, and caption columns of the Art Log. The Press will also need a complete Caption List, with the captions translated into English as well.

INVOICES

To ensure prompt payment of your translator's fee, submit an invoice when you expect to be paid per your contract. Please see the attached Sample Invoice for a template.

FORMS

The following forms should be returned with your completed translation:

- Author Information
- File Information
- Abstracts and Keywords
- Translator style sheet

SAMPLE INVOICE

DATE: [Date]

FROM: [Translator's name]
 [Translator's address]
 [Translator's Social Security Number or Tax ID Number (if applicable)]

TO: [Editor]
 Stanford University Press
 1450 Page Mill Road
 Palo Alto, CA 94304-1124

PROJECT: [author, title in original language, English title]

JOB #: [Leave blank.]

DESCRIPTION OF JOB:

Translation of manuscript from [language] to English

Payment of total translator's fee of \$ _____

To be paid in three parts. This is the [] payment of 3.

TOTAL DUE \$ _____

[Translator's name]

[Signature]

[Date]