

Recommendations for authors

Submission categories

Full-length research articles and comprehensive reviews (maximum 8,000 words)

Full-length research articles and comprehensive reviews present empirical research analyzing original data or a reflection on current knowledge in a specific area. Discussion is based on fundamental knowledge in the field and should include substantial bibliographical references pertaining to the area of research.

Full-length articles should be accompanied by two abstracts (approximately 150 words each) one in French and one in either the language the article is written in or the language which is the object of the article. The title should be given before each abstract in the appropriate language along with a list of a maximum of 8 key words in each of the two languages.

Brief reports on research or teaching issues (maximum 4,000 words)

Research or teaching reports present on-going or completed research with emphasis on the results of the research. An innovative experiment or teaching practice is discussed within a theoretical framework and a selection of relevant bibliographical references should be given.

Reports should be accompanied by two abstracts (approximately 150 words each) ; one in French and one in either the language the report is written in or the language which is the object of the report. The title of the report should be given before each abstract in the appropriate language along with a list of a maximum of 8 key words in each of the two languages.

Reports on a professional paper (2,000 words maximum)

A summary of the paper is given in these reports. Details of the presentation are not given but they may include annexes for illustration and notes pertaining to debate among the participants if relevant. The theoretical framework may be presented briefly.

To facilitate referencing, it is preferable that these reports include a brief abstract (75 words) and a maximum of four key words.

Notes on teaching experiences (2,000 words maximum)

Notes on teaching experiences present an in-class activity, innovative pedagogical material developed by the author or a personal teaching experience.

The description of an in-class activity (study of an oral, written or pictorial document, a multimedia activity, an oral presentation, a game, etc.) should include the following objectives of the activity:

- number of students (minimum-maximum) participating;
- necessary material or equipment;
- preparation time;
- in-class time needed for the activity;
- brief description of how the activity is carried out;
- author's impressions on the activity.

For a presentation of pedagogical material (text book, exercise book, work on excerpts from the press, evaluation methods, Internet site, audiovisual material) please indicate:

- the intended audience;
- the level of the students;
- a description of the material;
- the author's personal opinion of the material;
- the advantages and disadvantages of the material;
- any other pertinent comments.

For an account of a teaching experience (for example a problem with which the author has been confronted), please indicate:

- the specific context;
- the problem faced, solutions found and reasons for the choices made;
- the author's personal conclusions.

Notes on teaching experiences do not generally include a theoretical framework but may include annexes and be completed by a few bibliographical references.

To facilitate referencing, it is preferable that the note include a brief abstract (75 words) and a maximum of four key words.

Review articles (2,000 words maximum)

Review articles present books, journals, conferences, etc. relevant to the teaching/learning of languages to non-specialists.

The heading of the review should include all bibliographical references : author(s), publication date, title, editor and location, number of pages, ISSN or ISBN.

Reviews should include:

- an introduction to the object of the review (practical details, issues addressed);
- a summary of its contents (both globally and by chapters or sections);
- an evaluation of the pros and cons of the item under review;
- a conclusion emphasizing its interest (brings new knowledge to the field, completes other works on the same subject, its place among those works, etc.);

There are no abstracts or key words given for reviews but they may include a few bibliographical references.

General Submission Guidelines

Editorial policy

All submissions must be original work that is not being considered for publication elsewhere. Any previously published material must be accompanied by the original editor's permission to reprint.

Authors whose work is accepted for publication in *Recherche et pratiques pédagogiques en langues de spécialité* cede permanent copyright to the journal. They also accept on-line publication of their work at revues.org with a one-year embargo period.

Authors may republish their work (in printed or electronic form) as long as they clearly indicate references to the original publication in *Recherche et pratiques pédagogiques en langues de spécialité* and inform the editor of the new publication and send a copy of it.

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. The author accepts responsibility for any legal action taken by a third party (editors, authors) whose copyright has been infringed upon intentionally or not.

Manuscript submission and selection

Manuscripts should be sent to the editor at apliut@revues.org in the form of a .doc file. Please include a .pdf file if the text contains special characters (such as phonetic symbols) or illustrations (such as graphs or tables). A separate .doc file should contain the author's (or authors') professional affiliation, e-mail address and professional address as well as a short (5 or 6 lines) professional biography.

Manuscripts are submitted in two steps : first a 150 word proposal is sent ; then if the editor accepts the proposal (notification within 2 weeks), the completed article may be submitted.

Each manuscript is prepared for anonymous peer review by removing all information identifying the author and sent to two members of the review committee.

The editors transmit the comments and recommendations of the review committee to the author along with their decision on whether or not to publish and any modifications to the manuscript that they require. Several versions of a manuscript must usually go back and forth before it is deemed ready for publication.

All accepted manuscripts are edited by the editorial committee and sent to the authors for approval. However, the editors reserve the right to make last minute changes before publication to correct style or to clarify language.

Authors are responsible for insuring that all references and citations are correct and the journal reserves the right to refuse publication of any copyrighted material for which authorization had not been obtained.

The process of selection and review lasts approximately 6 months.

Text presentation

The following guidelines refer specifically to the review *Recherche et pratiques pédagogiques en langues de spécialité*. For guidelines on other aspects of writing your text please refer to the APA Manual of Publication.

Layout and composition

Compose texts in normal style with as few typographical indications as possible and with as few changes in styles as possible. Don't underline, don't write whole words in capital letters and use bold type only for section titles and the first use of a key word. Italics should be used only for titles of books and journals and for terms in a foreign language.

Margins: top (4.8 cm), bottom (5 cm), left 3.75 cm, right 3.75 cm, binding (0.5 cm), header (4.3 cm) and footer (4.1 cm).

Font: Times New Roman 14 points bold face for the title of the article, 12 points bold face for level one section titles, 11 points for all other section headings, 9 points for footnotes and 10 points for annexes.

Single line spacing, 6 points between paragraphs.

No indentation of the first line.

The text should be justified.

No more than three outline levels.

Limit the number of bulleted lists.

Any documents accompanying the text should be enclosed with a border or included in the annexes.

All acronyms should be written in full the first time they are used. After that they should be written in capital letters with no punctuation (i.e. IUT and not I.U.T.).

Acronyms of four or more letters pronounced as words should be written in lower case letters.

Internet addresses should be written as follows: <<<http://www.siteaddress.com>>>.

Quotations

Quotations within the text should be enclosed in quotation marks.

Quotations of 3 lines or more should be isolated in a separate paragraph with no quotation marks using Times New Roman 9 points, single spacing and indented 2 cm from the left margin.

Quotations should be in the language the article is written in. If the original quotation is in another language, it should be included as a footnote.

Illustrations and annexes

All illustrations (figures, graphs, tables) and annexes should be numbered and referenced in the text.

Illustrations will be published in black and white in the paper version of the review and in color on-line. Resolution should be 300 dpi minimum.

Footnotes

Footnotes should be short and limited to pertinent comments or explanations that can't be placed naturally in the text; bibliographical references should not be included in the footnotes.

They should be numbered continuously starting with 1.

References to footnotes should never be in italics and should be placed before the punctuation at the end of a sentence.

Bibliographical references

Each reference cited in the text should be in the list and each entry in the list should be cited in the text.

Each entry should be indented from the second line on.

Entries should be in alphabetical order with the most recent reference first in the case of several references for the same author.

Capitalization and punctuation in each entry should correspond to the standard commonly used in the language in which the work is written.