



GUIDELINES TO SUBMIT YOUR MANUSCRIPT OR BOOK REVIEW

PREPARING YOUR MANUSCRIPT

Minorités linguistiques et société/Linguistic Minorities and Society is a bilingual open access scientific journal.

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Four Types of Published Texts

The journal *Minorités linguistiques et société/Linguistic Minorities and Society* (MLS/LMS) publishes peer-reviewed scientific articles in thematic issues approved by the journal's editorial board and management. A *Varia* section is used to publish off-topic articles in each issue.

A third section, entitled *Perspectives*, allows researchers and professionals to publish research notes, critical literature reviews or reflective texts that are not a scientific article, but which propose a quality of argumentation and reasoning that make them interesting texts for an academic journal. For example, this section may include research problems, critical literature reviews, research in progress, policy work, or interviews with important figures in the field. The articles in the *Perspectives* section are not peer-reviewed, but rather evaluated by the journal's editorial management, which may call upon members of the editorial board as required.

The fourth section contains book reviews that are evaluated by the person in charge of reviews and by the journal's editorial management. All texts are subject to professional linguistic revision.

Submitting a Manuscript

- Your text must be unpublished and not have been submitted to another journal.
- You must fill this electronic form: <https://icrml.ca/en/author-declaration-form>
- Your paper must make a contribution to the advancement of knowledge.
- Your paper must be written in English or French.
- You must submit a complete version of your manuscript, including a title page with the authors' names, affiliations, email address, and a contact phone number.
- You must submit an anonymized version of your manuscript for peer review (remove any identifying information: see "How to Anonymize a Text" in a section below)
- Your manuscript must be accompanied by a) an abstract in French and English of 150 words maximum; and b) five keywords in French and English for the indexing of articles.
- Your text must include an introduction, a research question, objectives, methodology, research results and a conclusion, unless you choose a research method that implies a different structure.
- All references must be presented in alphabetical order of authors' names and according to American Psychological Association (APA) standards with the DOI number (when available).
- Upon receipt of a submission, the journal editors or issue editors will provide an initial opinion on whether the submission meets these general guidelines, highlighting its strengths and making suggestions for improvement. Following receipt of this feedback, authors who still wish to have their manuscript published in *Minorités linguistiques et société/Linguistic Minorities and Society* may revise it and resubmit it for review. Reviewers are encouraged to provide constructive feedback to help improve the manuscript.
- Files should be sent to both addresses: admin.mls-lms@icrml.ca direction.mls-lms@icrml.ca. Co-authors should be copied on the submission, if applicable.

Detailed Guidelines

- Format : .docx
- Length: Between 40 000 and 60 000 characters (including spaces) including abstract, tables, figures, notes and references.
- Subheadings: Numbered to indicate the hierarchy (e.g., 1., 1.1, 1.1.1), up to a maximum of four levels of heading.

- Sub-headings not to be numbered: Abstract, Keywords, Introduction, Conclusion and References.
- Quotation marks: Reserve their use for quotations, definitions, and neologisms (in form or meaning), and to indicate the use of a word with qualification.

Quotes

- Any citation must be followed by the source from which it comes and the page number (in the case of a paginated document). Example: (Germain, 1999, p. 200).
- Short quotation (less than 40 words): In quotation marks within paragraphs.
- Long quote (40 words or more): Without quotation marks and indented on both sides of the text.
- Foreign language quotation: Any foreign language quotation must be translated into English in the body of the text and indicated as such. The original citation should be inserted in a footnote in the following format: 1. “Citation” (Reference, with page number).
- The footnote callout is then placed at the end of each quotation (after the closing quotation mark of a short quotation or the last word of a long quotation).
- References in the text (and in the notes): Place the references in the text, immediately after the quotation or the word to which they refer and complete them in the list of references **and not** in footnotes.

Notes

- Place notes at the bottom of the page;
- Number them continuously;
- Use insert footnote in Word;
- Insert the note after punctuation.

Images and Photographs

Give the source precisely and provide image in JPEG format.

Bibliography

- English guide prepared by Purdue University for APA style:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

- English Quick Reference guide prepared by APA:
https://libguides.tru.ca/ld.php?content_id=35089592
- Google Scholar to cite references according to APA standards :
https://libguides.nie.edu.sg/apa7/google_scholar

Submitting a Book Review

Minorités linguistiques et société/Linguistic Minorities and society publishes original book reviews.

The first line of the review should include the full APA-standard reference of the work reviewed. This reference must be followed, on the next line, by the name of the author of the review, and then by the author's educational institution.

The review should be between 6,000 and 10,000 characters long (excluding spaces, contact details and bibliography).

- Authors are invited to present their manuscripts using published reviews as models.

How to Anonymize a Manuscript

- Remove any mention of a grant received by yourself or your co-authors.
- Remove notes and acknowledgments that would identify you.
- Do not add headers and footers that would identify you.
- Make sure that the figures contain no information in connection with your institution.
- Self-quotation. Rephrase the text to remove any self-quotations you have made. For example, write "Forgeron and Leblanc (2009) have demonstrated ..." instead of "We already demonstrated (Forgeron and Leblanc, 2009).
- If you have chosen to cite your own work, remove your name and other identifying information and replace it between brackets with words such as: [name removed to preserve anonymity, 2011]. In the list of references, you must remove the source of the citation. As an exception, keep essential references to your previous publications in the text and in your references if you believe that not including them might reveal your identity by omission.
- Delete any information that would identify you, including the names of authors, the names you have given to the files and make sure that properties on PC or Mac Word documents also be anonymous.