

## **Bulletin Suisse de Linguistique Appliquée**

### **Author guidelines**

*Preliminary statement: Submitted articles will only be accepted by the editor if they respect the guidelines mentioned in this document. Issue editors should check these guidelines are followed in the articles they send to the editor.*

<b>I. General remarks</b>	
<b>Format of the article</b>	.docx or .rtf A4 format 2.5 cm margins at the top, the bottom, on the left and the right.
<b>Main structure of the article</b>	<ul style="list-style-type: none"> <li>a) Title of the article;</li> <li>b) First and second name of the author(s);</li> <li>c) Professional address and email of the author(s);</li> <li>d) Abstract (180 words) <b>written in a language which is not the language of the article</b>, to be chosen in the following list: German, English, French, Italian;</li> <li>e) 5-8 keywords in the language of the abstract, translated and repeated in the language of the article;</li> <li>f) Article, written in a language which is not the language of the abstract, to be chosen in the following list: German, English, French, Italian;</li> <li>g) Bibliography;</li> <li>h) Appendices.</li> </ul>
<b>Length of the article</b>	Maximum 45'000 signs (including spaces and every part of the manuscript (abstract and bibliography))
<b>Gender-inclusive language</b>	We support gender-inclusive language.
<b>Spelling</b>	For articles written in French, the <i>Bulletin</i> uses rectified spelling. For articles written in English, authors are free to choose between British and American spelling. However, each article must be consistent with this choice.
<b>II. First page</b>	
<b>Title of the article</b>	Arial 20 bold Left aligned Space after 30pt Leading 22pt
<b>Author</b>	Arial 14 bold Left aligned Leading 18pt First name in full (no initials) Second name in capital letters

<b>Affiliation</b>	Arial 12 Left aligned Leading 14pt Professional address: check that the address is not cut (i.e. street nb and name on the same line, postcode and town on the same line) Email address
<b>Abstract</b>	Arial 10 Justified Space before 18pt Space after 12pt Leading 12pt The abstract must be written in a language other than the language of the article, to be chosen in this list: German, English, French, Italian.
<b>Keywords</b>	Keywords (5 to 8) must be given in the language of the abstract + in the language of the article, with the heading: "Mots-clés", "Stichwörter", "Keywords" "Parole chiave" Title: Arial 10, bold, spacing 12pt keywords (new line): Arial 10, space after 18pt, spacing 12pt
<b>Header and footer</b>	Arial 10 Justified Leading 12pt First page: Footer: Bulletin suisse de linguistique appliquée / © 200x Centre de linguistique appliquée No xx, 200x, pages · ISSN 1023-2044 / Université Neuchâtel Header even pages: page nb on the left, title of the article on the right. Header odd pages: name of author on the left, page nb on the right.

### III. Main structure of the article

<b>Titles</b>	Every section of the article must be numbered – even the introduction and conclusion – following this format below. Only three levels of titles are accepted. 1. Level 1 title 1.1 (no dot after) Level 2 title 1.1.1 (no dot after) Level 3 title
<b>Level 1 titles</b>	Arial 14 bold: <b>1. Title</b> Left aligned Space before 18pt Space after 6pt Leading 16pt
<b>Level 2 titles</b>	Arial 14 italics: <i>1.1 Title</i> Left aligned Space before 6pt Space after 6pt Leading 16pt
<b>Level 3 titles</b>	Arial 14: 1.1.1 Title Left aligned Space before 6pt Space after 6pt Leading 16pt

#### IV. Body of the article

<b>Body text</b>	Arial 13 Justified Space after 6pt Leading 16pt In the case of very short paragraphs (4 lines or less, one sentence only), it is acceptable not to have any space between the two paragraphs.
<b>Quotations</b>	Quotation of max 2 lines can be inserted in the body text. Quotations of more than 2 lines: Arial 10 Justified Right indent 1cm Left indent 1cm Space after 6pt Leading 12pt
<b>Enumerations</b>	Either numbered, marked with letters a) b) or with bullet points. Indent 1cm
<b>Tables, graphs and pictures</b>	Graphs and pictures can be included if their quality is high and if they are understandable once printed in shades of gray (the Bulletin is not printed in colours). They need to be inserted in the body text by the authors themselves.  Tables, graphs and pictures must be numbered: one set of number for the three types of illustration, Fig.1, Fig.2, etc. except if the author has their own coherent system.  Each figure must have a title. This title is added under the figure: left aligned, Arial 10pt not in bold or italics, not underlined, leading 16pt, space after 18pt. Please add 18pt space between the text preceding the figure and the figure itself.  When a figure is cut in two between two pages, please choose the most judicious of the following possibilities: 1) Leave it cut in two (needs author's authorization) 2) Insert a page break (leaving a blank space on the previous page) 3) Change the place of the figure in the body text so as not to have a blank space.
<b>Examples, transcriptions</b>	All examples must be numbered: one system only for all examples following this style (1), (2), etc. Examples are in Arial 10, justified, left indent 1cm, right indent 1cm, space after 6pt, leading 12pt.  Each transcription must be numbered following this style (1), (2), etc. The number is added before the transcription in Arial 10, bold, left aligned, space after 6t, leading 12pt.  Transcriptions in Courier New 10pt, left aligned, simple space leading, no space before or after (except on the last line of the transcription: space after 6pt).

<b>Footnote marks</b>	Arial 8 Superscript 3pt Numbering 1, 2, 3 Authors and editors should choose the placing of footnote marks in a coherent and systematic way.
<b>Footnotes</b>	Arial 10 Justified Space after 4pt Leading 12pt indent: negative. of: 1cm
<b>Bibliographical referenced in the body of the article</b>	
<b>Reference to one author</b>	
Inside a sentence: <b>name (year)</b>	L'étude longitudinale de Hellermann (2008) sur l'acquisition d'une L2 en contexte scolaire...
Between commas or at the end of a sentence: <b>(name year)</b>	... les activités de confrontation d'opinions donnent lieu à une préférence pour le désaccord (Kotthoff 1993).
<b>Reference to two authors</b>	
Inside a sentence: <b>name &amp; name (year)</b>	L'étude de Bardovi-Harlig & Salsbury (2004) montre que...
Between commas or at the end of a sentence: <b>(name &amp; name year)</b>	le développement de capacités de participation à des communautés de pratiques (Lave & Wenger 1991).
<b>Reference to more than one author</b>	
Inside a sentence: <b>first author's name et al. (year)</b> Only mention the name of the first author than write "et al." (no italics, full stop after al), in all mentions of this reference.	Sacks et al. (1974) proposent une description de la "machinerie" des tours de parole dans des conversations ordinaires.
Between commas or at the end of a sentence: <b>(first author's name et al. year)</b>	C'est un ensemble de ressources qui organisent l'action et qui se formatent à travers leur utilisation (Ochs et al. 1996).
<b>List of several references</b>	
References to different authors need to be listed in chronological order: <b>(authorA year; authorB year)</b> Separate the references with a semi-colon.	(Bange 1992; Bigot 1996; Cicurel 2002)
References to same author need to be listed by chronological order: <b>(author year1, year2, year3)</b> Separate references to different publications by the same author with commas.	(Bange 1992, 2006)
In case of multiple references to the same author published the same year, add a low cap letter after the date: <b>(author 2000a, 2000b, 2000c)</b>	(Bange 1992a, 1992b)
<b>Mentioning a page number (compulsory after a quotation)</b>	
Mention the page number(s)after the year: <b>(author year: X)</b> <b>(author year: XX-YY)</b>	La question de l'enseignant projette ainsi un "espace d'intervention" (Mondada 2009: 37) pour les élèves.

V. Typography	
<b>General remarks on punctuation</b>	No unbreakable space before : ; ? ! Straight quotation marks "...". Please do not use French, German or English quotation marks. Straight apostrophes: '...' Please do not use any other apostrophes.
<b>Highlighting</b>	Words can be highlighted using italics or simple straight apostrophes. Do not use bold or underline words you want to highlight.
<b>Special symbols</b>	If an author needs to use special symbols, they should send a printed copy of the article so that the editor can check if all characters and symbols appear on the computer version.
<b>Word separation</b>	Please do not separate words be it manually or automatically: this will be done when formatting the article.
VI. Bibliographical references at the end of the article	
The list of references must contain <b>all</b> references mentioned in the article and <b>only</b> those references.	
The language of the references must be the same as the language of the article. This means that an article written in French should have references using (éd.), (éds.), (pp.) etc. whereas an article written in German will have abbreviations like (Hg.), (Hgg.), (S.) etc.	
<b>Title (bibliography)</b>	Arial 14 bold capital letters Centred Space before 24pt Space after 12pt Leading 16pt French: Bibliographie or Références (author's choice). German: Bibliographie/Bibliografie or Literatur (author's choice). English: Bibliography or References (author's choice). Italian: Bibliografia.
<b>Bibliography</b>	Arial 10 Justified Space after 4pt Leading 13pt Indent on first line: negative of 1 cm
Listing of references	
References are listed in alphabetical order from the last name of author 1.	Mehan, H. (1979). [...] Mondada, L. (2004).
References of a same author are listed in ascending chronological order.	Mondada, L. (2004). [...] Mondada, L. (2009). [...]
References of a same author published in the same year are listed alphabetically according to the letters attributed in the text.	Bange, P. (1992a). [...] Bange, P. (1992b). [...]
References of one author precede references co-written by the same author as author 1.	Schegloff, E. A. (2007). [...] Schegloff, E. A., Jefferson, G. & Sacks, H. (1977). [...]
References co-written by the same author as author 1 are listed alphabetically according to the last name of author 2, or 3, or 4, etc.	Schegloff, E. A., Jefferson, G. & Sacks, H. (1977). [...] Schegloff, E. A. & Sacks, H. (1973). [...]

a) Common style for all references	
Only mention the initials of the first names of authors and editors.	Mehan, H. (1979).
A <b>comma</b> separates the initial(s) and the last name.	Mehan, H. (1979).
Publications with two authors, use the ampersand (&) to link the two names; do not use a comma before the ampersand.	Schegloff, E. A. & Sacks, H. (1973).
Publications with more than two authors: all authors must be mentioned. Please note that when there are more than 4, only the 3 first authors can be noted in full followed by "et al.". Separate the initial of the author 1 and the last name of the author 2 with a comma, and so on. The name of the last author is preceded by the ampersand without a comma.	Schegloff, E. A., Jefferson, G. & Sacks, H. (1977).
The initial of the first name of the author (or of the last listed author) is followed by the mention of the year of publication in parentheses, followed by a <b>full stop / period</b> .	Mehan, H. (1979).
b) Monography	
Lastnameauthor, I. (year). <i>Title of book</i> . Place: Publishing House.	Mehan, H. (1979). <i>Learning lessons. Social organization in the classroom</i> . Cambridge: Harvard University Press.
The title of the book is in italics. It is not introduced by quotation marks. It is followed by a full stop / period.	<i>Learning lessons. Social organization in the classroom.</i>
Only put capital letters on the first word of the title (and if applicable the first word of the subtitle) and proper names. Don't put capital letters on all words.	<i>Learning lessons. Social organization in the classroom. (Learning Lessons. Social Organization in the Classroom.)</i>
The reference ends with the mention of the place where the editor is found, as well as the name of the publishing house. They are separated by a colon. The name of the publishing house is followed by a full stop / period.	Cambridge: Harvard University Press.
c) Article published in a journal	
Lastnameauthor, I. (year). Title of the article. <i>Title of the Journal, number, xx-yy.</i>	Goodwin, C. (2000). Action and embodiment within situate human interaction. <i>Journal of Pragmatics, 32, 1489-1522.</i>
The title of the article is not in italics and there are no quotation marks (unless there are quotation marks in the title itself). The title is followed by a full stop / period (or a question mark, exclamation mark if these are in the title itself).	Goodwin, C. (2000). Action and embodiment within situate human interaction.
Only put a capital letter in the first word of the title (and if applicable the first word of the subtitle) and proper names. Do not put capital letters on all the words.	Goodwin, C. (2000). Action and embodiment within situate human interaction. ( <del>Action and Embodiment within Situate Human Interaction</del> )
The title of the journal is italics. Several words can be in capital letters (see official title of the journal). The title of the journal must be written in full, not abridged.	<i>The Modern Language Journal (MLJ) Bulletin suisse de linguistique appliquée (Bulletin VALS-ASLA)</i>
The title of the journal and the number are separated by a comma. The number is in italics and followed by a comma. Do not use the abbreviation "vol. ".	<i>Journal of Pragmatics, 32,</i>

Page numbers are not in italics. Do not use "pp.". Page numbers are followed by a full stop / period.	<i>Journal of Pragmatics</i> , 32, 1489-1522.
<b>d) Book chapter</b>	
Lastnameauthor, I. (year). Title of the chapter. In. I. Lastnameeditor (ed.), <i>Title of the book</i> (pp. xx-yy). Place: Publishing House.	Bardovi-Harlig, K. & Salsbury, T. (2004). The organization of turns in the disagreements of L2 learners: a longitudinal perspective. In D. Boxer & A. D. Cohen (éds.), <i>Studying speaking to inform second language learning</i> (pp.199-227). Clevedon: Multilingual Matters.
The title of the chapter is not in italics and there are no quotation marks (except if they are part of the original title) The title ends with a full stop / period (or question mark or exclamation mark if the original title ends with one).	Bardovi-Harlig, K. & Salsbury, T. (2004). The organization of turns in the disagreements of L2 learners: a longitudinal perspective.
Only put a capital letter in the first word of the title (and if applicable the first word of the subtitle) and proper names. Do not put capital letters on all the words.	The organization of turns in the disagreements of L2 learners: a longitudinal perspective. ( <del>The Organization of Turns in the Disagreements of L2 Learners: A Longitudinal Perspective.</del> )
The name of the book is introduced by "In" (no italics), followed by the initial(s) of the editor's first name and their last name (without a comma in between).	In D. Tannen (éd.),
If there are two editors, the last name of the first and the initial of the second editor's first name are linked by an ampersand, without a comma.	In D. Boxer & A. D. Cohen (éds.),
If there are more than two editors, the last name of the first and the initial of the second editor's first name are separated by a comma, and so on. The initial of the last editor is introduced by an ampersand without a comma.	In G. Holtus, M. Metzeltin & Ch. Schmitt (éds.),
The editor's last name is followed by the parenthesis (éd.), (Hg.), (ed.), depending on the language of the article. It is followed by a comma and the book title.	In D. Tannen (éd.),
The last name of the last editor (if there is more than one editor) is followed by the parenthesis: (éds.),(Hgg.), (eds.), depending on the language of the article. It is followed by a comma and the book title.	In D. Boxer & A. D. Cohen (éds.),
The book title is in italics, with no quotation marks. It is followed by a parenthesis including the pages introduced by "pp.". The parenthesis is followed by a full stop / period.	In D. Boxer & A. D. Cohen (éds.), <i>Studying speaking to inform second language learning</i> (pp.199-227).
Only put a capital letter in the first word of the title (and if applicable the first word of the subtitle) and proper names. Do not put capital letters on all the words.	<i>Studying speaking to inform second language learning</i> ( <del>Studying Speaking to Inform Second Language Learning</del> )
The reference ends with the mention of the place where the editor is found, as well as the name of the publishing house. They are separated by a colon. The name of the publishing house is followed by a full stop / period.	Clevedon: Multilingual Matters.

## VII. Appendices

Appendices are placed at the end of the article, after the bibliography and start on a new page.

<b>Title for appendices</b>	Arial 14 bold Centred Space before 24pt Space after 12pt Leading 16pt French: Annexe(s) German: Anhang English: Appendix Italian: Appendice
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