

Author Guidelines for the OLBI Journal

The following guidelines are for authors submitting a manuscript to the *OLBI Journal* as well as those preparing the final version of articles or book reviews which have been accepted for publication. Following these guidelines is not a condition for a paper to be accepted, but it is strongly recommended to respect it rigorously to avoid any delays in the review and publication process.

Submissions are made online at the following address (registration required):
<https://uottawa.scholarsportal.info/ojs/index.php/ILOB-OLBI/index>

Voir les [consignes aux autrices et auteurs](#) pour les textes rédigés en français.

1. Items to include in your submission

- 1.1. Include the following information at the beginning of the article:
 - 1.1.1. The title;
 - 1.1.2. Two abstracts, one in English, one in French (150 words each);
 - 1.1.3. Key words in English and French (3 to 6 words).
- 1.2. List the following information on a separate document:
 - 1.2.1. The title;
 - 1.2.2. Author(s)' name(s);
 - 1.2.3. Author(s)' professional affiliation(s);
 - 1.2.4. E-mail address of all authors;
 - 1.2.5. Indicate who the corresponding author is, if different from the first author.

2. General layout and format guidelines

- 2.1. Manuscripts should be up to 9,000 words in length, including abstract, tables, figures, notes and references. **For conference proceedings**, the length is **7,000 words**, including the abstract, tables, figures, notes and references.
- 2.2. Submit your manuscript in Microsoft Word.
- 2.3. Always double space all elements of the manuscript, including long quotations, examples, footnotes and references.
- 2.4. Include page numbers for entire manuscript, from title page to the end of the file.
- 2.5. Center the main title, the abstracts' titles, the abstracts' text, and the keywords. Use left alignment for all other elements of the manuscripts.
- 2.6. Use Times New Roman, 12-point font, except for the article's title, which is in 14-point.
- 2.7. Texts are usually divided into sections, each of which is introduced by its own heading, with initial capital only. Because the *OLBI Journal* does not use numbered headings, use the following font styles to indicate heading levels:
 - Level 1 (section): ***Bold italic***
 - Level 2 (subsection): **Bold**
 - Level 3 (subsubsection): *Italic*

- 2.8. Begin all paragraphs with a visible indent, except for the following cases:
 - 2.8.1. After examples or long quotation, no indent is necessary if the text does not constitute a new paragraph;
 - 2.8.2. The first line following a division heading is always aligned on the left, without indent.
- 2.9. Footnotes are preferred to endnotes.
- 2.10. Tables and figures are embedded in-text and there is a call-out for each element in the text (see rubric 5: *Tables and figures*).
- 2.11. For special formatting (diagrams, figures, etc.), symbols and special characters (phonetic symbols, non-Latin alphabetic symbols, etc.) not easily produced via word processing, an image file format (e.g., jpeg) can be used and submitted separately.
- 2.12. The *OLBI Journal* recommends the use of an inclusive writing style. See resources suggested in rubric 10.2: *Resources for Inclusive writing style*.
- 2.13. Use the Word tool Inspect Document to erase all personal information from your file before submitting your manuscript.

3. In-text citations

- 3.1. Please follow the most recent APA (American Psychological Association) Style. See resources suggested in rubric 10.1: *Resources for APA style*.
- 3.2. The in-text citations appear within the body of the paper in parentheses or using the narrative format (author-date citation system). Do not use footnotes for citations and references.
- 3.3. Direct quotes additionally require a page number or another indication to locate it in the original text.
- 3.4. Long quotations (40 words or more) are presented in a separate paragraph (block) with a 0.5 in/1.27 cm indent from the left margin.
- 3.5. If you translate a direct quotation from another language to English, it is considered a paraphrase. Quotation marks are not required, and page numbers are optional.
- 3.6. All in-text references should have a matching entry in the reference list.
- 3.7. To ensure anonymity during peer review, do not identify the author(s) in the article.
 - 3.7.1. When possible, avoid referring to your publication as “your work” and cite it as you would with any other references, including the authors’ last names.
 - 3.7.2. Only use the format “anonymized, date” to replace author(s)’ names when no other alternatives are adequate.

4. List of References

- 4.1. Please follow the most recent APA (American Psychological Association) Style. See resources suggested in rubric 10.1: *Resources for APA style*.
- 4.2. All references must correspond to an in-text citation.
- 4.3. Add DOI numbers to all references (e.g., articles, books, reports, etc.) if known, even if you used a printed version.
- 4.4. Confirm all URLs before submitting the article. All internet sources must be correctly located from the information provided in the list of references.

5. Tables and figures

- 5.1. **NOTE:** *Tables* are any inserted element with rows and columns of numeric values and/or short texts. All other inserted material is a *figure*: photos, drawings, graphs, charts, maps, etc.
- 5.2. Tables and figures are placed where they occur in the text. However, as page breaks in the manuscript are quite different from the typeset version, it is pointless to attempt to make manuscript pages "full" by juggling text and tables/figures.
- 5.3. Tables and figures require an explicit call-out (e.g., see Figure 3) in the text. Do not refer to them as "above" or "below".
- 5.4. Tables and figures are numbered separately (e.g., Table 1, Table 2, Figure 1, Figure 2, etc.) using Arabic numerals, in sequential order.
- 5.5. All tables and figures must have captions (titles). For example:
Table 3: Comparison of group A and group B
Figure 3: Topographic map of Doubs area
- 5.6. Table formatting should be kept simple, with a minimum of aesthetic elements. Tables will be formatted based on the *OLBI Journal* style.

6. Footnotes

- 6.1. Use footnotes sparingly, for brief comments. All notes exceeding a few lines in length should be incorporated into the text.
- 6.2. Do not use footnotes to cite references. Cite these directly in the text (see rubrics 3: *In-text citations* and 4: *List of References*).
- 6.3. Footnotes are to be numbered sequentially (1 to *n*) throughout the text. The number of the note should be indicated by a superscript Arabic numeral (do not use parentheses).
- 6.4. Footnotes should be placed at the end of the clause or sentence, after the punctuation. Never place two footnotes at the same place side by side.
- 6.5. Acknowledgments should not be placed in a footnote. They are placed at the end of text, between the conclusion and the reference list, under the level-1 heading ***Acknowledgments***.

7. Specifications for the use of fonts and special characters

- 7.1. Bold and italicized type should be used sparingly; do not use underlining for emphasis.
- 7.2. Italics should be used in the following cases:
 - 7.2.1. For book or journal titles cited directly in the text. For example: "the *Gage Canadian Dictionary* is a reference in this field."
 - 7.2.2. For words in a language other than English, for which a translation is not possible or desirable. For example: "The notion of *saudade* is at the heart of this poem." This rule doesn't apply to direct quotations, which will be written in roman (regular) font.
 - 7.2.3. For words that need to be emphasized. For example: "The gap between *mead* (the beverage) and *mead* (a meadow) is narrow."
 - 7.2.4. For concepts or notions that need to be emphasized but are later used in the text, italics are only used on the first appearance. For example: "The concept of *intersectionality* thus emerged. Intersectionality is now widespread across fields".

- 7.2.5. For words from which the author wants to distance himself, italics are preferred to quotation marks. For example: “The *native speaker norms* are an idealistic construction.”
- 7.2.6. For references to examples or linguistic forms (e.g., a letter, a morpheme, a word, a sentence) used in the text, italics are preferred to quotation marks. For example: “In the sentence *I broke the glass*, the verb is in the past tense”.
- 7.3. Numbers from one to ten should be written out (“the four cows”); Beyond ten, digits are used (“34 years old”; “the 18th century”). However, when beginning a sentence with any number, it should be written out (“Twenty years ago today...”).
- 7.4. Do not use superscript characters for suffixes (e.g., 2nd ed., 18th century).

8. Punctuation

8.1. Comma

- 8.1.1. The *OLBI Journal* strongly recommend the Oxford comma, as per APA style.
- 8.1.2. Avoid using commas to mark pauses that would be made orally if they are not required in writing.

8.2. Periods

- 8.2.1. Do not use periods between the initials in acronyms (CIDA, not C.I.D.A.) or initializations (CBC, not C.B.C.).
- 8.2.2. For direct quotes, periods generally follow the closing parenthesis, after a reference. For example: “... for consideration” (Author, 2022, p. 345).

8.3. Quotation marks

- 8.3.1. Use double quotation marks (“...”) for short in-text direct quotations. Block quotations (40 words or more) do not require quotation marks.
- 8.3.2. Use single quotation marks (‘...’) within a segment already between double quotation marks.
- 8.3.3. Use single quotation marks for glosses (e.g., *fuego* ‘fire’).

9. Transcriptions, example sentences and interview extracts.

9.1. Transcriptions

- 9.1.1. If you are using a transcription system that includes acronyms, symbols, or punctuation that may be difficult for readers to understand, please provide a reference to the transcription system used or include a copy of your transcription guide as an appendix.
- 9.1.2. For phonetic or phonological transcriptions, it is recommended to use the International Phonetic Alphabet (IPA). If for some reason this is not possible, include in an appendix a list of symbols used, as well as IPA equivalents.
- 9.1.3. The *OLBI Journal* recognizes that transcripts of qualitative data may include passages that reflect oral practices or language varieties that deviate from the written standard. To maintain the fidelity of the transcripts, the *OLBI Journal* will not correct transcribed data without the permission of the authors.

9.2. Example sentences

- 9.2.1. Example sentences should be separated from text by a blank line above and below, with an indent from the left margin.

9.2.2. Example sentences should be numbered in Arabic numbers within parentheses. For example:

Linguistic variation in English is illustrated in (1) and (2):

- (1) Her work at our *center* is to *analyze* concert *programs* (USA)
- (2) Her work at our *centre* is to *analyse* concert *programmes* (UK)

9.2.3. Use lower-case letters followed by a period to subdivide an example. For example:

English middles do not have its equivalent *-self*, as in (2):

- (2) a. Greek translates easily.
- b. Greek translates itself easily.

9.2.4. Call-outs within the text should be use for each example. When referring to an example sentence, indicate the appropriate letters and numbers within parentheses: (1a). Use a hyphen only to include all examples in a series: (1–4) or (1a–d).

9.2.5. When an example is a complete sentence, it must begin with a capital letter and end with a period; for a segment of text shorter than a full sentence, neither capitalization nor periods should be used.

9.2.6. If the examples are in a language other than English, provide a translation in single quotation marks below the original sentence. For example:

- (1) Marie se parle (à elle-même).
'Marie talks to herself.'

9.2.7. If you present a grammatical analysis, add an interlinear morpheme-by-morpheme gloss. The grammatical information for the gloss is in small caps. In the footnotes or appendices, explain any uncommon abbreviations used in the gloss. The translation is added after both the original and the gloss, and it is placed between single quotation marks. For example:

- (1) Ich habe ihm ein Buch zu Weihnachten geschenkt.
I have-AUX him a book for Christmas give-PPT
'I gave (have given) him a book for Christmas.'

9.3. Interview, dialogue and discourse excerpts

9.3.1. Interview, dialogue and discourse excerpts must be numbered in Arabic numbers and a call-out for each should be within the text.

9.3.2. Such excerpts, regardless of length, must be separated from text by a blank line above and below, with an indent from the left margin.

9.3.3. Each speaker should be identified by an initial, an abbreviation, or a name on the left column, followed by a colon.

9.3.4. The text is aligned to the right of the names in the second column. For example:

Excerpt 3:

T.: What did you do and think about when you first saw *thrust*?

S: I never saw it with the “h” after the “t”, so it was a new word.

9.3.5. If the excerpts are in a language other than English, provide a translation in single quotation marks below the original text.

10. Resources for APA style citations & inclusive writing style

10.1. Resources for APA style

10.1.1 [APA Style Citation Tutorial 7th](#) from Uni. of Alberta

10.1.2 [Purdue Online Writing Lab \(OWL\) - APA](#)

10.1.3 [Bibme Guide APA Citation examples](#)

10.1.4 [EasyBib Citation Guides APA Format](#)

10.1.5 [APA Style Blog](#)

10.2 Resources for Inclusive writing style

10.2.1 [Inclusive language in Media. A Canadian style guide](#) (PDF)

10.2.2 [Guidelines for Inclusive form](#) from UBC

10.2.3 [Gender Identity and sexual orientation: Inclusive and antiracist writing](#) from SFU