

Manuscript guidelines for *Terminology Science & Research / Terminologie: Science et Recherche (TSR)*

2.6.2022/NN

Article

The primary publishing languages of the journal are English and French, but articles in other languages are also welcome in special issues. Editors will not proofread the language of the abstract and the manuscript; the authors are responsible for having their language checked by a native speaker.

Manuscripts intended for TSR are uploaded through the OJS-platform. To register as a user, please visit [login page](#).

The maximum length of the article is c. 8 000 words, including the abstract. References and appendices are not included in the word count.

Papers should be divided into sections and, if necessary, sub-sections. Number subheadings (e.g. 1; 1.1; 1.1.1; 1.1.2). Avoid fourth-level headings.

The author(s) must ensure the anonymity of their manuscript intended for peer-review.

> For this, submit two versions of the manuscript: 1) the original with the writer information in place, 2) an anonymized version of the text. For the anonymized version, remove author information from the file metadata. Write all in-text references to the author's previous research projects or publications in a way that does not disclose the author's identity. In-text references to works by the author should read Author 1, Author 2, etc. Remove the details of the author's cited publication(s) from the list of references. This information should be re-added to the manuscript after peer review.

Please follow the style guide set out below.

Style Guide

- **File format:** doc or docx (not pdf)
- **Font:** Calibri
- **Font size:** in body text and headings 12, examples and abstract 10, footnotes 8
- **Styles:** do not use styles
- **Line spacing:** in body text 1.5, in the abstract and examples 1; enter one empty line before and after each subheading
- **Page setup:** left and right margins are 3 cm, upper margin is 3.5 cm and lower margin is 3 cm
 - align left
 - no hyphenation
- **Paragraphs:** separate paragraphs with an empty line (no indentation)
- **Page numbers:** page numbers are added to the first version submitted for review, but they are to be removed from the final version
- Avoid using endnotes and footnotes.

Headings:

- The name of the article should be written in size 14 (Calibri?).
- After peer review, add the name of the author(s) on the second line and the affiliation(s) on the third line.

- Write the name(s) of the writers as they should appear in the publication in the order in which they should appear in the publication.
- For each author the affiliation(s): the name that your institution (at the highest level, usually the name of the university) has established for international usage. If you have more than one affiliation, please provide each affiliation separated by '&'.
- ORCID, if available.

Abstract in English or French

- Summarize the content of the article.
- Maximum length: 150 words.
- Give 2–4 descriptive keywords below the abstract, e.g. **Keywords:** word, word, word
- Place the abstract before the body text, after the author and affiliation information, before the article text.
- Font size 10, line spacing 1.

Examples

- Indent long quotations and examples by 1 cm from the left margin and separate them from the text with empty lines before and after (no quotation marks).
- If the text contains examples of transcribed data, explain the manner of transcription and follow the style consistently throughout the text.
- Number the examples, and mark them as follows (indented, number on the left):

(1) This is an example. Use font size 10, line spacing 1. The example has also been indented 1 cm from the left margin.

Figures, tables

- Number the figures and tables as two separate series (FIGURE 1, FIGURE 2, FIGURE 3... and TABLE 1, TABLE 2, TABLE 3...).
- Write the title of a table (e.g. TABLE 1. Title.) **above the table**, and the title of a figure **under the figure**. Refer to figures and tables in the text (e.g. See Table 2).
- Pay attention that the font size enables easy readability (minimum font size 8).
- In the file submitted for review, **figures and tables can be included in the body text**.
- After peer-review, submit the figures and tables as clearly labelled, separate files in their original format for possible further processing.

In-text references

- Use the APA style guide for citing in text. (See <https://apastyle.apa.org/style-grammar-guidelines/citations>)

List of references

- Calibri, font size 12, no right alignment, no empty lines between references.

o The section is titled **References**.

o References should be listed in alphabetical order according to last name, then chronologically.

o Articles and works by the same author during the same year should be distinguished from each other by adding a lowercase letter to the year of publishing (e.g. 2021a, 2021b).

o The titles of monographs, edited volumes and journals should be italicized.

- o The bibliographical details of edited volumes should be placed within the article reference
- o If there are three or more authors or editors, separate the names with a comma, and place an ampersand (&) between the last two names.

EXAMPLES

Monograph

Sager, J. C. (1990). *A Practical Course in Terminology Processing*. John Benjamins Publishing Company.

Journal article

Chiocchetti, E. (2021). Effects of social evolution on terminology policy in South Tyrol. *Terminology* 27:1 (2021), 110–139. <https://doi.org/10.1075/term.00060.chi>

Cabezas-García, M., & Faber, P. (2020). Semantic prosody and semantic preference in multi-word terms. *Fachsprache*, 41(1-2), 2–21. <https://doi.org/10.24989/fs.v41i1-2.1598>

If possible, the reference should also include the web address of the journal.

Book section

Chomsky, N. (1973). Linguistic theory. In J. W. Oller & J. C. Richards (Eds.), *Focus on the learner* (pp. 29–35). Rowley, MA: Newbury House

Depecker, L. (2014). How to build terminology science? In H. Kockaert. & F. Steurs, F. (Eds.), *Handbook of terminology* (pp.34–44). John Benjamins Publishing Company.

Master's theses and doctoral dissertations

Guedra, H. (2020). *Integrating Terminological Methods into Teaching English for Specific Purposes*. [Master's thesis, University of Vaasa]. <https://osuva.uwasa.fi/handle/10024/11087>

Mariani, J. (2018). *Migration in Translation: the role of terminology and trans-editing in shaping the crisis in EU Institutions*. [Doctoral dissertation, University of Verona]. <https://iris.univr.it/handle/11562/981576>

Publication with no specified author

Council of Europe (2001). *Common European framework of reference for languages. Learning, teaching, assessment*. Cambridge: Cambridge University Press. http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

Internet sources

Institute for the Languages of Finland (2022, June). *Language policy?* Institute for the Languages of Finland. https://www.kotus.fi/en/on_language/language_policy

For more examples and instructions, please visit <https://apastyle.apa.org/style-grammar-guidelines>