

Writing conventions for articles submitted to *Cahiers de lexicologie*

Version 28 October 2021

1. Content and language of articles

Cahiers de lexicologie is an international journal publishing original research on the lexicon: lexicology, lexicography, terminology, terminography, lexical teaching, lexical acquisition, automatic processing of lexical data, etc. Articles may focus on any language besides French or Romance languages.

The languages of publication are French (preferred) or English. For other languages, please contact the editors.

2. Format of article submitted

Articles are to be submitted in two formats:

- i. Word source file (.doc or .docx), LibreOffice (.odt) or \LaTeX (.tex);¹
- ii. PDF export file for validation, in particular for the page layout.

The text of the article contained in the source file must not exceed 40,000 signs, notes and spaces included, but not including the bibliography.

¹ Please contact the editors for the *Cahiers de lexicologie* \LaTeX style sheet.

3. Page setup and margins

The pages of the text are to be in **A4** format with the following margins:

Left-hand margin	5.0 cm
Right-hand margin	5.0 cm
Upper margin	5.0 cm
Lower margin	5.7 cm

These settings give the same area for the text as in the printed version.

4. Title, abstract and keywords

- The **TITLE** – in small capitals – may be accompanied by a Subtitle – in lower case. The Title + Subtitle may not exceed 90 characters including spaces.
- The article is to be submitted with 5 keywords and an abstract (500 signs maximum including spaces) in English, together with a French translation of both keywords and abstract. The translations are revised by the editorial team.

5. The body of the text

- Do not use any automatic formatting (no style sheet², no bullet points, etc.).
- Running text in Garamond or Times New Roman.
- 12 pt font for the text.
- 10 pt font for quotations.
- 9 pt font for footnotes.
- Single spacing.
- Text justified to the right, no break.

² Except for L^AT_EX manuscripts.

- Line break before and after enumerations and those quotations set apart from the text.
- No hyperlinks in the text.
- No bold, no underlining, except in exceptional cases or to differentiate the level of titles:

Introduction and **Conclusion** are not to be numbered.

Avoid more than 4 digits in numbering.

- Titles with 1 digit in bold Roman: **1. Portmanteau words**
 - Titles with 2 digits in bold italics: 1.1. *Blends...*
 - Titles with à 3 digits in Roman italics: 1.1.1. *Meronymy...*
 - Titles with à 4 digits in Roman light: 1.1.1.1. Apocopes...
- Numbers preceding the titles are always in Roman and not bold.
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- Indicate using hashsigns ### any reference which needs to be filled in after the layout has been completed.
- Number notes continuously throughout the article.
- Do not create indentations.
- **Do not exceed 11 × 17 cm** for any table or illustration.
- Do not use any non-standard font. Use standard UTF-8 encoding for non-Latin writing systems and special characters.

6. Rules for data capture

6.1. *General rules*

- *Italics* are to be used for words quoted or analysed and for book titles only.
- For quotation marks, see the section 6.4 below.
- Use ligatures (*œ, Œ, æ, Æ*).
- Names of persons, in the text and in the notes, only take a capital for the first letter of the name. All capitals must have accents where required.
- All words in foreign languages (i.e. not the language of the text) must be in italics (*Aufklärung*).

- All punctuation marks (commas, inverted commas, brackets) must be in the same font as the rest of the paragraph (e.g. a word in italics in a paragraph in Roman must be followed by a comma in Roman).

6.2. *Referencing footnotes*

- Use footnote references in automatic mode
- Use an Arabic numeral in superscript: ^{1,2,3} ...
- Number continuously throughout the article.
- The footnote number is always placed just after the punctuation mark or the closing quote sign or immediately after the word or group of words to which it refers. There is no space before the footnote number, which must be on the same line and the rest of the text it is attached to.
- In references figuring in footnotes, do not put names in small capitals.

6.3. *Quotations*

- When authors are referred to in the text, indicate the initial(s) and surname, followed in brackets by the publication date of the work referred to and page number(s) when appropriate, e.g. A. P. Cowie (1988: 22). Full details of the reference must be included in the bibliography.
- Long quotations (Garamond ou Times New Roman 10) are indented (0.8 cm from the left-hand margin), always in Roman and without inverted commas.
- Leave an extra space before and after a long quotation.
- Anything left out of a quotation must be marked with square brackets surrounding three dots: [...].
- The translation of a quotation is printed in Roman and between inverted commas:

As mentioned by Michel Bréal:

L'abus des abstractions, l'abus des métaphores, tel a été, tel est encore le péril de nos études.

“Overuse of abstractions, overuse of metaphors, such was, and still is the peril of our studies.”

- Any reference is placed in brackets after the quotation. A quotation in a language other than that of the text appears in italics and between brackets.
- A quotation in English included in the body of the text appears in Roman and between inverted commas:

In establishing the distinction between “grammar and dictionary (lexicology),” Jespersen states that “[g]rammar deals with the general facts of language, and lexicology with special facts” (p. 103).

6.4. *Quotation mark*

- For a text in English, use only inverted commas (“ ”); do not use the French quotation marks (« »).
- There is never a space between inverted commas and the word or group of words quoted.

7. **Figures**

- Provide a separate file for each figure (TIF or JPEG format, with 300 DPI resolution) and for each schema, chart or graph (EPS or AI vectorial images), even if those are inserted in the text.
- Figures, schemata, charts and graphs must be in black & white or greyscale.

8. References

- In the main text, as well as after long indented quotations and in footnotes, bibliographic references must be in abridged form between parentheses – first name, date, pagination, as below:

[...] De son côté, Jean Starobinski écrivait, dans sa préface aux *Études de style* de Leo Spitzer, que : “la linguistique, science de la forme liée au sens, possède une application herméneutique dont l’intervention est la bienvenue partout où il y a du langage à lire et du sens à déchiffrer” (Starobinski 2001: 10).

- If the following reference corresponds to the same publication, use (*ibid.*), without pagination when it is identical to the preceding one, with pagination if it is different – e.g.: (*ibid.*: 34-35).
- In the bibliography (Garamond or Times New Roman 11), references are listed in alphabetical order of authors’ names. First names are unabbreviated with a capital initial letter, surnames are in accented small capitals.
- Several publications by the same author(s) are listed in growing chronological order. Use letters – a, b, c ... –, to distinguish several publications by the same author(s) for the same year, e.g.: 1995a, 1995b, etc.
- Page numbers must be indicated for papers.
- **The bibliography section must contain an entry for each reference mentioned in the text; conversely, all bibliographical entries must have a corresponding reference in the text.**
- Here are some examples of typographic conventions (papers, books, etc.):

FILLMORE Charles J. (1968): “The Case for Case”, in E. Bach and R. T. Harms eds., *Universals in Linguistic Theory*, New York, Holt, Rinehart and Winston, pp. 1–88.

HANKS Patrick (2000): “Do Word Meanings Exist?”, *Computers and the Humanities*, 34, pp. 205–215.

LOHK Ahti, FELLBAUM Christiane D., and VÖHANDU Leo (2016): “Tuning Hierarchies in Princeton WordNet”, in V. Barbu Mititelu, C. Forăscu, C. D. Fellbaum, and P. Vossen eds., *Proceedings of the Eighth Global WordNet Conference*, Bucharest, pp. 177–183.

WIERZBICKA Anna (1985): *Lexicography and Conceptual Analysis*, Ann Arbor, MI, Karoma.

9. Paper signature

The signature appears at the end of the paper, in the following format, repeated for each author:

First name in lowercase with an initial capital letter followed by the SURNAME in small capitals with an initial capital letter

Affiliation in lowercase (e.g.: Cornell University)

Laboratory (optional)

Email address (optional)

<p>By sending a paper, each author acknowledges that it has not been submitted elsewhere for publication.</p>
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