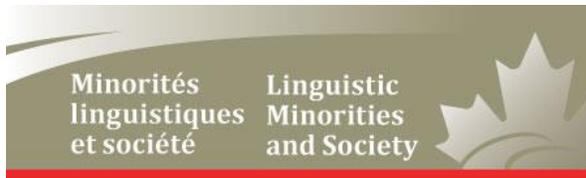


AUTHOR RESPONSIBILITIES



AUTHOR RESPONSIBILITIES IN THE PROCESS LEADING TO THE PUBLICATION OF AN ARTICLE

A. Manuscript Preparation and Submission

1. Manuscript Preparation

To ensure optimal quality of the journal, authors must respect the requirements described in this part I and in part II entitled “Style Guide for Manuscripts.”

The manuscripts must take into consideration the following elements:

- Language quality.
- The journal’s editorial policy.
- An issue’s background information (for special issues)
- The guidelines provided in the “Short Style Guide for Manuscripts.”
- Sections appropriate to each type of research article, their equivalent, or a logical combination of said sections:
 - a. Scientific article with a qualitative methodology: introduction (that ends with a research question), methodology, results, discussion (regarding the results), conclusion, and references.
 - b. Scientific article with a quantitative methodology: introduction (that ends with a research question), conceptual framework (that ends with one or more hypotheses), methodology (subjects, instruments, result analysis conduct and methodology), results, discussion (regarding the results), conclusion, and references.
 - c. Theoretical investigation paper: introduction (that ends with a research question), theoretical framework, theoretical approach, theoretical development, discussion, conclusion, and references.

2. Submitting a Manuscript

When submitting a manuscript to the journal, you must also submit a) abstracts in French and in English and b) five key words in French and in English for indexing purposes.

Manuscripts for regular issues must be sent electronically to the Editor: mls-lms@uomncton.ca . Manuscripts for thematic issues must be sent electronically to the Guest Editors (contact information will be provided to authors).

Authors will be promptly notified that their manuscript has been received.

B. Manuscript Assessment

All manuscripts published by the journal are subjected to a double evaluation.

1. *Evaluation for Accepting Manuscripts*

First, the Editor¹ assesses the manuscript to determine if it is eligible or not and sends an answer to the author within two weeks (see “Evaluation Criteria for Accepting Manuscripts”).

Note: If a manuscript contains too many grammar and spelling errors, it will be returned to the authors who will be asked to have their manuscript revised by an English-language professional proof-reader (at their own expense). Authors who have not respected the guidelines provided in the “Short Style Guide for Manuscripts”, will be asked to conform to the “Short Style Guide for Manuscripts” before submitting their manuscript anew.

2. *Peer-Review Assessment of the Manuscript*

Second, when manuscripts are deemed eligible by the Editor, they are then assessed by a panel of peers, which usually consists of two reviewers specialized in the field concerned by the article.

3. *After the Assessment*

Editor’s responsibilities (1):

- Prepares and sends to the authors a report regarding the peer-review results and, when necessary, requests corrections or modifications to be brought to the manuscripts.
- Transmits these reports to the authors, with the reviewers’ assessment reports and the annotated manuscript, while ensuring that anonymity is maintained during the transfer of these documents.

Author’s responsibilities:

- Corrects and modifies the manuscript as requested.
- Submits the revised manuscript by email, with a letter explaining the changes made to the manuscript, and, when necessary, the reasons why modifications requested in the peer-review report were not carried out.

C. Text Editing

The author must revise and correct the article in light of the proof-reader’s revision.

Editorial Board and Management Rights

The editorial board and the Editor have the final word in the decision to accept or to refuse a manuscript. The Editor also reserves the right to make editorial and linguistic corrections if they are deemed necessary.

D. Reproduction of Published Articles

Articles accepted by the journal may not be subsequently published or reproduced in other publications without written consent from the journal management.

¹ In this document, “Editor” refers to both the regular issue Editor and to special issue Guest Editors.