

Author Guidelines

Glossa, a scientific journal in speech-language pathology, is a French-language journal that undergoes a double-blind peer-review process and is published by UNADREO (National Union for the Development of Research and Evaluation in Speech-Language Pathology). It is available under the Diamond Open Access model. There is no submission fee for authors.

1. What Glossa Publishes

General Information

Glossa publishes original articles in French or in a bilingual French/English version (at the author's discretion), following review by the editorial board. Articles must not be submitted simultaneously to other journals.

The submitted articles are key publications in the field of communication disorders, language in all its dimensions, other cognitive activities, and oromyofacial functions. These works highlight the links between the development, acquisition, learning, functioning, and maturation of language functions. They fall within the field of speech-language pathology, a discipline that specializes in the pathology and disorders of the aforementioned areas, as well as in all aspects of public health: quality, safety, prevention, coordination, ethics, and evaluation of care. Some of this work is also related to medical and university education in speech-language pathology.

Our goal is to publish scientific and clinical research of the highest methodological quality in the various fields mentioned above, which is likely to make a significant contribution to the advancement of knowledge and/or speech-language pathology practice on an international scale, with the aim of improving the quality of life for people with language and communication disorders.

Types of Publications

Submitted manuscripts must fall into one of the following categories:

- original research using appropriate quantitative and/or qualitative methods,
- literature review,
- clinical case report or case series,
- conceptual article,
- competition for the best article based on a speech-language pathology thesis

Special issues featuring a collection of articles on a specific theme, following a scientific event or a contest, may be published.

2. What Authors Need to Prepare

Manuscript Submission

All submissions must be made online via the Glossa website (www.glossa.fr). New users must first create a free account. Once a user is logged in to the site, submissions must be made through the online submission process, which is managed by the OJS (Open Journal System).

The submission process consists of several steps:

1. In Step 1, you will first need to provide certain information about your submission in both French and English: title, abstract, and keywords.
2. In Step 2, you will need to upload the submission files, which must include at least the manuscript and the disclosure form.
3. Step 3 will allow you to complete the information for all contributors: first name, last name, preferred name, email, country, URL, ORCID, institutional affiliation, contributor's role (author/translator), and whether or not they are the contact person for editorial correspondence.
4. Finally, in the last step, you'll have the opportunity to review all the information you've provided and write a message to the editor-in-chief if you'd like. If you're submitting an article as part of the Glossa contest, you must indicate this here; the same applies if you'd like to submit a translated version of your article at a later date.

Online help OJS 3.4: <https://docs.pkp.sfu.ca/learning-ojs/3.4/en/authoring>

Manuscript Preparation

The manuscript must be submitted in .docx format

Word Limits

Authors are encouraged to submit articles ranging from 4,000 to 8,000 words. This count includes the text from the beginning of the introduction to the end of the conclusion (excluding the title, abstract, references, tables, and figures). Please limit the number of bibliographic references to 50 and the number of tables and/or figures to 15 (including appendices). Footnotes should be kept to a minimum.

Article Format

Regarding the formatting of the article, please use the style tools available in your word processing software, particularly to distinguish between different heading levels.

The overall presentation is at the author's discretion (font, font size, alignment, line spacing).

Order of Presentation of the Manuscript

If the article is originally written in English, the manuscript should be presented in the following order:

- The title, first in English and then in French (Preformatted style: "Title 1")
- The structured abstract (see below), in English followed by French, 300 to 400 words (Preformatted style: "Normal").
- The six keywords, in English followed by French (Preformatted style: "Normal")

- The article, in English (preformatted styles: “Normal” for the body text, “Heading 2,” “Heading 3,” and “Heading 4” for the various heading levels)
- The list of references (limited to 50)
- Any appendices

If the article is originally written in French, the manuscript should be presented in the following order:

- The title, in French followed by English (Preformatted style: “Title 1”)
- The structured abstract (see below), in French followed by English, 300 to 400 words (Preformatted style: “Normal”).
- The six keywords, in French followed by English (Preformatted style: “Normal”)
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- The article, in French (preformatted styles: “Normal” for the body text, “Heading 2,” “Heading 3,” and “Heading 4” for the various heading levels)
- The list of references (limited to 50)
- Any appendices

Structured Abstract

A structured abstract facilitates more accurate indexing and citation of the article.

The essential characteristics of a structured abstract are listed below.

Headings (shown here in bold) must be included in the text as section markers.

- **Background.** Describe the context of the study;
- **Objectives.** State the goals and objectives of the study, including research questions or hypotheses;
- **Methods.** Describe the data collection methodology (e.g., for clinical studies: participants, materials, procedure);
- **Results.** Describe the significant and relevant results from the analyses;
- **Conclusion.** Explicitly state the conclusions and implications of the study.

Tables, Figures, and Appendices

Tables, figures, graphs, diagrams, schematics, and/or photos must be placed in the designated location with the following alternative text: “Insert XXX” (e.g., “Insert Figure 1”). They must be uploaded separately to the platform in .docx format for tables and in .png format for all other elements.

Each element will be numbered and will include a title and, if necessary, a caption. It will be referenced in the text. Tables and figures should be of interest to the reader but should not replace the text of the article.

The total number of tables, figures, graphs, diagrams, charts, and/or photos must be limited to 15 (including appendices) to ensure the article remains easy to read.

Appendices may be included, and long tables or images that take up more than half a page should preferably be included in the appendices.

Citation Guidelines

The current guidelines for citations and references are those of APA Style, 7th Edition (2020). Using reference management software (e.g., Zotero, Mendeley, etc.) does not exempt you from verifying each reference.

Anonymization of the Article

To ensure a double-blind review, the document must be anonymous; that is, there must be no mention of the author or the author's affiliation either in the body of the text or in the document properties.

To do this:

- The author's name must be omitted from the text. In the bibliography and footnotes, use the word “Author” and the year instead of the author's name, the article title, etc.
- For Microsoft Office documents, the author's name must no longer appear in the file properties (see the File menu in Word). You must click: File > Save As > Tools (or Options on a Mac) > Security > Remove personal information from file properties when saving > Save.
- File names must not include the name(s) of the author(s).

Information about the authors is provided through the platform at the time of submission.

Required Declarations

A .docx file must be submitted as a separate attachment containing all of the following items:

- **Acknowledgments (optional):** A short statement expressing gratitude to specific individuals or contributors who are not listed as co-authors and who have been informed of your intention to acknowledge them.
- **Declaration of Interests (required):** A statement of any conflicts of interest related to the content of the submitted article. If there are no conflicts of interest, please state this using the following wording: “The authors declare that they have no conflicts of interest related to this article.”
- **Funding (required):** Funding information must be provided. If no funding was received, please state this using the following wording: “The authors declare that they have not received any funding in connection with this article.”
- **Ethical considerations (required):** Authors must identify the body that reviewed the project, its approval or registration number (if applicable), and any consent procedures that were followed. If the project does not require an ethical review or specific authorization, the authors must state this and, if necessary, specify the regulatory or institutional framework that led to this conclusion.
- **Declaration of Use of Generative Artificial Intelligence (required).** If a generative artificial intelligence tool was used in the writing of this article, you must complete the following declaration:

“The authors state that they used a generative artificial intelligence tool (name to be specified) in the writing of this manuscript. This tool was used for [specify: linguistic rephrasing / improving clarity of writing / generating examples / assisting with text structure / bibliographic assistance, generating figures... (non-exhaustive list)].

The authors have critically reviewed and approved all generated content and assume full responsibility for the final content.

No confidential, sensitive, or personally identifiable data was provided to the AI tool.”

If no artificial intelligence tool was used, then the statement will be worded as follows: “The authors declare that they did not use any generative artificial intelligence tools in the writing of this manuscript.”

- **Disclaimer** (optional): A statement indicating that the opinions expressed in the article are those of the author and do not represent the official position of the author’s institution or the funding agency.

File Naming

To ensure anonymity and standardize file names, please use the following naming convention.

Instead of “ArticleTitle,” you can use a shortened title

- Manuscript : manuscript_ArticleTitle.docx
- Tables : table1_ArticleTitle.docx
- Figures : figure1_ArticleTitle.png
- Declarations : declarations_ArticleTitle.docx
- Appendices: appendice1_ArticleTitle.docx

Need Help?

If you have any questions or encounter technical difficulties, please email our production manager, Lydie Batilly-Gonin, at redaction@glossa.fr

3. How Does the Editorial Process and Publication Work?

Proofreading & Editing

During the editing phase, editorial assistants may contact the author via the platform to request clarification on bibliographic references or any other points that need to be clarified. References that were previously anonymized will be provided at that time for inclusion in the final version of the article.

During the production phase, the production director will send the author the final version of the article via the platform for a final review. A response is expected within 5 days. No significant changes or additions to the accepted manuscript are permitted at this stage.

Copyright

Articles published in Glossa are distributed under the CC-BY 4.0 International license. A non-exclusive copyright assignment agreement will be sent to all authors for signature prior to publication.

If excerpts from other copyrighted documents or works are included in the submission, the authors must provide written permission from the copyright holders (unless a license permits republication) and cite the sources of the original publication within the article.

Plagiarism

During the submission phase, and prior to the review phase, manuscripts will be checked using the Similarity Check anti-plagiarism software. Submissions that violate our anti-plagiarism policy will be systematically rejected.

Article Review Process – Publication Schedule

Step 1 — Submission

Step 1 of the process is submission, which includes a plagiarism check, confirmation that the topic aligns with the journal’s editorial policy and focus areas, identification of the two reviewers with the most expertise in the submitted topic, assignment of reviewer roles on OJS, and acceptance by the reviewers within one week. This step takes an average of two to three weeks.

Step 2 — Review

Step 2 involves the review by the reviewers, who complete a scoring rubric and produce two summaries: one is sent to the author and the other to the editor-in-chief.

A cycle is defined as the back-and-forth exchange between the reviewer’s feedback and the author’s response, which consists of a second draft of the article—with changes to the original text highlighted—and an explanatory letter addressed to the reviewers. The average duration of the review process is based on two cycles (cycle 1, cycle 2). For each round, the reviewer has four to six weeks to evaluate the article, and the author has four to six weeks to submit a revised version. After the third round, the timeframes for exchanges between the author and the reviewers are shortened (to two to four weeks), with the risk that the review process may be halted if the author does not revise the manuscript as soon as possible.

Step 3 — Edition

Step 3 is the article’s editing phase, which lasts approximately two months under the supervision of the production director. During this phase, the editorial assistants carefully proofread the article and apply APA standards as necessary. The editorial assistants return the manuscript with suggested corrections to the author, who has one week to approve them.

L’étape 3 est l’étape d’édition de l’article qui dure environ deux mois, sous la supervision de la directrice de production, avec une relecture minutieuse de l’article par les secrétaires de rédaction, application des normes APA si nécessaire. Les secrétaires de rédaction renvoient le manuscrit avec les propositions de correction à l’auteur ou l’autrice, qui dispose d’une semaine pour les valider. This validated version is the one referred to as the “accepted version” in the copyright assignment agreement. It already has a DOI, but it has not yet been activated.

Translation and Proofreading of the Translated Version

Once your article has been approved in terms of both content and format (and if you indicated at the beginning of the submission process that you wished to do so), you have the option of providing us with an

English translation of your article. You are responsible for the cost of the translation, and we will have our editorial assistants proofread this translated version as well.

Traduction et correction de la version traduite

Une fois votre article validé sur le fond et la forme (et si vous nous aviez indiqué votre volonté de le faire au début du processus de soumission), vous avez la possibilité de nous fournir une version traduite en anglais de votre article. La traduction de l'article est à votre charge, et nous ferons à nouveau relire cette version traduite par nos secrétaires de rédaction. We would like to remind you that articles originally submitted in English must be accompanied by a French translation.

Please note that publishing a bilingual version requires an additional lead time of approximately 2 months.

Step 4 — Production

Step 4 is the production phase, which lasts three weeks. The production manager formats the article according to an established style guide to ensure the clarity of the content presented in the articles, as well as consistency with the journal's graphic guidelines. This formatted version is sent back to the author, who agrees to proofread and approve it within one week.

Step 5 — Publication

Step 5 is publication, which is now done on a rolling basis (article-by-article publication).

This means that the article is published in the current issue as soon as it is definitively approved by the author, even if the other articles to be published in that same issue are not yet ready. The article is posted online on the journal's website, and its metadata is submitted to various organizations that index it (Crossref, DOAJ, Google Scholar, etc.).

Once the issue is complete, the publication process continues with the inclusion of an editorial and the online release of a file containing all the articles in the issue. The secretary of the scholarly society promotes the issue through a communication campaign on the UNADREO website, via email to UNADREO members, and on social media.

This five-step publication schedule is followed, barring exceptional circumstances. Discussions between the editor-in-chief, the author, and the reviewers allow for adjustments to accommodate mutual constraints that are sometimes unpredictable.