

SPECIAL ISSUE PROPOSAL FORM



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Université d'Oran2 Mohamed Ben Ahme
EISSN : University of Oran2 Mohamed Ben Ahm



General procedure

1. *Overview of the proposal*
2. *Review of the proposal*
3. *Call for papers*
4. *Review of the manuscripts*
5. *Editorial/Preface to the special issue*
6. *Final review*
7. *Publication*

Overview:

The Guest Editors are invited to write a description of the special issue (about 200 to 400 words). The proposal should contain the following elements:

- o Description of the theme and subthemes;
- o Preliminary list of potential authors (if they already agreed to the proposal, add the titles and abstracts of their contributions);
- o Publication scheme with list of deadlines (abstracts; full papers; double blind-review; publication).

Review of the proposal

Selected members of the journal's executive committee will review the proposal. The proposer(s) will be informed within short notice. One of the editors will act as a contact person between the Guest Editor (s) and the Editorial Office of the journal throughout this process.

Call for papers

In case of a positive review, the call for papers will be distributed.

- o The call will be posted on the journal's website and the Guest Editor (s) will be announced.
- o The Guest Editors will send out an open call for papers to get more contributions.

Review of the Manuscripts

The manuscripts for a special issue are subject to both internal and external review.

- All papers will be internally reviewed by the Guest Editors and the suggested Reviewers.
- All papers will also be externally reviewed by members of IJMLSP Journal editorial board.

The editors-in-chief are responsible for final decisions about accepted/rejected papers.

Final Review and Final Decisions

- o Based on the selected papers, the Guest Editors write an Editorial/Preface to the special issue.
- o The cleaned versions of the accepted manuscripts will be edited.

Publication

Publication of the Special Issue.