



**TRANSLATION AND INTERPRETATION  
IN SUB-SAHARAN AFRICA:  
NEW CHALLENGES IN A MULTILINGUAL SPACE**

**EDITORIAL GUIDELINES**

**1 General principles**

- Articles must be sent by July 1, 2017 to [contact@reseau-ltt.net](mailto:contact@reseau-ltt.net). Based on the opinion of the scientific committee, the editors reserve the right to request a new version of each article and to refuse to publish articles whose content or presentation are unsatisfactory.
- Articles must be written in French, or in any of the African Union's official languages.
- In order to be published, articles must follow the criteria provided in this document.
- Articles must be original and must not have been previously published.
- Authors must include, at the top of their article and in italics:

*author names and surnames,  
home institution,  
city,  
country,  
e-mail address.*

- Articles must follow the formats and styles presented in the template provided (see 2). They must be no longer than 40,000 characters, excluding spaces but including the bibliography and appendices.
- Authors must provide an abstract no longer than 1,000 characters, and three to six keywords. They may also provide a summary no longer than 4,000 characters, in English and French, if their article is written in another language.

**2 Digital file format**

- Articles must be submitted as DOCX or ODT files. They must use the template provided (LTT.DOT for Word, or LTT.OTT for OpenOffice/LibreOffice), which enables contributors to use predefined styles in order to meet formatting standards.

- For reasons of display and print quality, images and screenshots must not be inserted in the article itself, but rather provided as separate files (.BMP, .GIF, etc.).

- Authors must use paragraph formatting features ("Format" - "Paragraph" menu), and not overuse tabs and carriage returns to create indents and vertical spacing.

### **3 Typography**

- Articles must be written in 10-point Arial Unicode. Only titles (publications, conferences, programmes, etc.), autonyms and foreign words should be in *italics*. Text must not be set in bold or underlined.

- Authors must strictly adhere to the EU's *Interinstitutional Style Guide* (<http://publications.europa.eu/code/fr/fr-000100.htm>), especially with regards to punctuation, abbreviations, names of official bodies, capitalisation, lists, citations, autonyms, etc.

### **4 Titles and sub-headers**

- The article's title must be brief and explicit, and its content must not use more than three header levels, using numbers: 1, 1.1, 1.1.1, 1.2, 1.2.1, etc.

### **5 End notes**

Reference marks appear in superscript and are sequentially numbered; they must be inserted using the word processor's footnote tool. All notes must be at the end of the article, on a separate sheet.

### **6 Bibliography**

The bibliography must strictly follow the "author-date" format and the Chicago Manual of Style ([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)). References are not to be included in footnotes.

The bibliography section should be included at the end of the article, on a separate sheet, and entries will be in alphabetical order, by author.

If possible, authors should also provide their bibliography as a separate BibTeX file. Using bibliography management software such as Zotero or EndNote is highly recommended.