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| **Keywords**  *Provide 5 to 7 keywords which can be used for indexing purposes.*  *Keywords should not repeat the words of the manuscript title or contain abbreviations and shall be written in alphabetical order as separated by Comma and started in capital letter.*  *1st keyword; 2nd keyword; 3rd keyword; 4th keywords;* | **Abstract**  *Click here and insert an abstract. The abstract should consist of a single paragraph (600 words) giving a brief account of the most relevant aspects of the paper. Because the abstract may be used in abstracting and indexing databases, it should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance.* |

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| **Mots clés**  *Fournir 5mots clés qui puissent être utilisés à des fins d'indexation. Les mots clés ne doivent ni être ceux contenus dans le titre du manuscrit ni être des abbreviations. Ils doivent être ordonnés alphabetiquement, séparés par des point-virgules, avec des initiales en majuscule.*  *1er Mot clé ; 2ème Mot clé ; ...* | **Résumé**  *Ecrire ou insérer ici et le résumé. Celui-ci doit comprendre un seul paragraphe et ne doit pas dépasser 300 mots. Le résumé doit fournir une succinte description des aspects de l'article les plus pertinents. Il ne doit pas inclure des citations ou références bibliographiques, et il doit être suivi par des mots clés. Le résumé est un élément clé pour les lecteurs, les moteurs de recherche et les bases de données. Il doit donc être circonscris, concis, précis, et il ne doit contenir aucune reference numérique. Le résumé doit synthétiser la question de recherche et son contexte, les résultats essentiels et leurs implications.* |

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| **الملخص**  يجب أن يكون الملخص مكونا من فقرة واحدة لا تحتوي على أكثر من 006 كلمة. يجب أن يكون ملخصًا للورقة البحثية وليس مقدمة. ولأنه يمكن استخدام الملخص في قواعد البيانات التجريدية والفهرسة، يجب أن يكون قائمًا بذاته (أي دون مراجع رقمية) وذو طابع جوهري، مع تقديم الأهداف والمناهج المستخدمة والنتائج التي تم الحصول عليها وأهميتها بدقة. | **الكلمات المفتاحية**  يجب أن تتبع الملخص مباشرة قائمة تضم ما يصل إلى ست كلمات رئيسية، مع فصل هذه الكلمات، وفقًا لترتيب أبجدي. |

1. **Introduction**

Type here your introduction. A well-stated introduction explains how the researcher means to solve the research problem, and creates ‘leads’ to make the reader want to delve further into the research work. It should be presented in one block paragraph where the author focuses on the following:

* Informing the reader about the rationale behind his research (why his research is essential in the field.)
* Stating the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
* Introducing the topic of the paper and setting it in a broader context, gradually narrowing the topic down to a research problem, research questions and hypothesis.

1. **Literature Review (Times New Roman 12, bold)**

The body of the literature review represents the theoretical frame work of the paper. It must demonstrate an understanding of theories and concepts that are relevant to the topic of a research paper and that relate to the broader areas of knowledge being considered. The author should provide a description, summary, and critical evaluation of the works that has a strong relation with the research problem being investigated.

*2.1 Headings and Sub-headings (Times New Roman 12, italics)*

Headings, or heads, are organizational devices that guide the reader through your paper. The article should be divided into clearly defined and numbered sections.

* Each major section begins with a Heading (except for Abstract, Acknowledgment and Refrences)
* Subsections should be numbered 2.1 (then 2.1.1, 2.1.2, ...), 2.2, etc.
* This numbering should be used also for internal cross-referencing: do not just refer to ‘the text’. Any subsection may be given a brief heading. Each heading should appear on its own separate line.
* Numbering of subsections with more than three numerals (e.g. section 2.2.3.2) is unclear and should be avoided.

1. **Methodology (Times New Roman 12, bold)**

The methodology section describes actions to be taken to investigate a research problem and the rationale for the application of specific research procedures to identify, select, process, and analyse information applied to understanding the problem, thereby, allowing the reader to critically evaluate a study’s overall validity and reliability. The writing should be direct, precise and always written in the past tense. This section answers two main questions:

• How was the data collected or generated?

• And, how was it analysed?

You should provide sufficient detail to allow the work to be replicated. Methods already published should be indicated by a reference. Only relevant modifications should be described here.

***3.1 Research Design***

Describe the sample or participants who participated in your study and the setting when relevant. In most studies, your participants are likely to be people, but a sample can comprise of a group of cases or items. You should present information related to the sample, such as how the sample was selected, the size of the sample, and relevant demographic characteristics about the sample. You, as the researcher-author, have to decide which demographic characteristics are relevant to your study. For example, GPA, age, or IQ scores of the study’s participants may be considered important demographic characteristics in one study, but not in another. Understandably, the exact information about the sample in your study (e.g., the mean age or the number of males and females in each group) should provide a general description of the study’s participants.

***3.2 Research Instrument(s)***

Describe the instrumentation when relevant. You should both describe the instruments you used in the study and explain their purposes. If you used existing instruments developed by others, you should report their reliability and validity. Additional information about the instruments may also be reported when available. For example, you may describe the number and type of items used, the length of time required to complete the instrument, and how test norms are reported. Check for copyright information and for permission to use the instrument or to include it in your study.

If you developed a data collection instrument (e.g., a questionnaire or an achievement test), explain how you constructed it and the type of items you used. When appropriate, you should also discuss how you assessed the instrument’s reliability and validity and whether you piloted it first before using it.

***3.3 Data collection and Analysis***

This section describes how the study was conducted. It explains, in as much detail as possible, what happened and how you carried out the investigation. This section is especially important in experimental studies that require a detailed description of the intervention. Examples of information to present in this section include a description of the training required to implement a new experimental teaching method and the types of instructions to be provided to respondents who were asked to complete a survey. This section should also contain a realistic timetable for the different phases of the study. Data collection procedures and data analysis can be combined under “Data collection and analysis”.

1. **Results and Discussion (Times New Roman 12, bold)**

The Results section presents the study’s findings displayed via numbers, tables, and figures (e.g., charts and graphs). The information presented and conveyed to the reader in this section should be clear and concise. In that the research data should be written objectively, factually, and without expressing personal opinion. Statements similar to, “We were disappointed to see that more female participants opted to use computers than male participants as we are often accustomed to seeing male students play computer games” should be avoided.

To organize and discuss the research findings, you should restate the hypotheses – research questions, one by one, and present the data collected to test each of them. Choosing the narrative form or the numerical form (tables or figures) to display your data is your own decision. In some cases, the tables and figures are accompanied by a narrative explanation.

No need to describe in words everything presented in a numerical or visual form. Instead, take the reader through the numerical and visual information. As the author, you should highlight the main findings, point to trends and patterns, and guide the reader through the information you present. For example, in a table displaying results from four independent-samples t tests, you can state that the second t value, which was used to test the second research hypothesis, was statistically significant at p< .01, and that the mean of the experimental group was eight points higher than the mean of the control group. You do not need to repeat in the narrative all the numerical information reported in the tables. Or, suppose your Results chapter includes a double-bar graph that is used to show trends and differences in the percentages of male and female teachers in preschool, elementary school, and high school. You may explain that the trend is for the percentage of male teachers to increase with grade level, whereas the percentage of female teachers decreases from preschool to high school.

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

**Tables and Figures**

* Tables and figures should be displayed through images, and be given numbers and titles under the body of tables and figures.
* Use Times New Roman font throughout the manuscript, in the sizes and styles shown in Table 1. & Figure 1.
* All tables and figures should be numbered consecutively in the order as they appear and referred to in your paper.
* Place figures and tables at the top and bottom of columns.
* Figure captions should be below the figures; table captions should be above.
* Insert figures and tables after they are cited in the text.
* Use the abbreviation “Fig. 1” in the text, and “Figure 1” at the beginning of a sentence.
* Tables should be submitted as editable text and not as images.
* Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end.
* Place any table notes below the table body.
* Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article.
* Please avoid using vertical rules and shading in table cells (see the sample table below).

**Table 1. (Times New Roman 10, bold)**

**Title (reference, Year : page)**

| Table Head | Table Column Head | | |
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| Table column subhead | Subhead | Subhead |
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*a. Sample of a Table footnote (Table footnote is indispensable).*

We suggest that you use a text box to insert a graphic (which is ideally a 500 dpi jpg, png or tiffile, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.



**Figure 1. Title (reference, Year: page)**

Results from the study are discussed, explained, and interpreted in the Discussion part. This part should explore the significance of the results of the study, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. The results are examined to determine whether the study’s hypotheses were confirmed. This section allows you to offer your interpretation and explain the meaning of your results. If the findings are different from those that were predicted by the hypotheses, you have to provide tentative explanations for those discrepancies. For example, some common explanations for unexpected results in a study are that the sample size was too small, the study was too short, directions given to participants were not followed properly, the instruments were not valid or reliable, or the survey response rate was too low. Or, in some studies, one may speculate that the responses given by the participants were contrary to what was expected because people were dishonest in their responses or were reluctant to share certain sensitive information with others.

1. **Conclusion and Recommendations**

The main conclusions of the study should be presented in a short Conclusions section, which should not simply repeat earlier sections.

**References (Reference style)**

**In- text Citation**

* Please ensure that the reference entry of each in-text citation is included in the reference list (and vice versa).
* Any references cited in the abstract must be given in full.
* Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list, they should follow the same reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'.
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* Citations in the text whether when using direct quotes, or paraphrasing, the author should follow the referencing style used by the American Psychological Association Seventh Edition (APA). The link below can be used to revise the in-text referencing and the reference entries : [http://www2.eit.ac.nz/ library/OnlineGuides/ APA%20 Referencing%20Brief%20Guide.pdf](http://www2.eit.ac.nz/library/OnlineGuides/APA%20Referencing%20Brief%20Guide.pdf)

**Direct quotations:** in the direct quotations where word by word text is taken from external sources, the citation must include the author(s)’ last name(s), the publication date and the specific page number; if the document does not have the pages numbered, it is necessary to indicate the paragraph number (use the abbreviation “para.”).

* If the quotation is less than 40 words, it must be included in the text, within quotation marks and using roman letters, as:

**Eg1:** Preceding text to the citation in the same paragraph. According to Gonzalez et al., (2013) “text cited as in the original source” (p. 135). Continuation of the paragraph. Or/

**Eg2:** Preceding text to the citation in the same paragraph. “Text cited as in the original source” (Gonzalez et al., 2013, p. 135). Continuation of the paragraph.

* If the quotation is 40 words or longer, display it as a free standing block of text, indented 2.54 cm (1 in.), no quotation marks are used and the citation must not be italicized., as:

**Eg1:** Preceding information to the textual citation (the author(s) and date of publication are indicated). Silva (2012) states that in this freestanding block of text, the complete quotation is written (more than 40 words) as it appears in the document where it has been taken from. In case of adding information that does not belong to the original document, use square brackets [additional or clarifying information]. (pp. 57-58).

**Eg2:** Preceding information to the textual citation.

In this freestanding block of text, the complete citation is written (more than 40 words) as it appears in the document where it has been taken from. In case of adding information which does not belong to the original document, use square brackets [additional or clarifying information]. (Silva, 2012, pp. 57-58).

**Paraphrased citations**

* When someone else’s work is restated using your own words. The author’s last name, the publication date of the paraphrased document must be included in the same paragraph, as: **Eg1:** The issue was put into its proper perspective by the Watson Commission which was sent to enquire into the causes of the Gold Coast riots in 1948 (Dani, 2016, p. 440).

**Citation of works by two or more authors**

* If the work has two authors, cite their last names separated by an ampersand “&” and indicate both last names every time you refer to their work in the text:  **Eg1**: Gutierrez and Rodriguez (2015) or **Eg2:** (Gutierrez & Rodriguez, 2015).
* When the work has three or more authors, the first author’s last name is cited followed by “et al.”: **Eg1:** Hernández et al. (2008) or **Eg2:** (Hernández et al., 2008)
* If the works has six or more authors, the last name of the first author is indicated followed by et al., and the year, from the first time their work is referenced in the text: **Eg1:** Silva et al. (2010) or **Eg2:** (Silva et al., 2010).

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* Quotations of several works by different authors must be mentioned in alphabetical order and separated by semicolon, as: Eg: (González, 2005; Pérez et al., 2000; Rodriguez & Gómez, 2016).
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* It is better not to include footnotes in APA 7th mainly if notes are used to reference works cited in the text. All the references go at the end of the article in the Reference Section. The footnotes should be included only if they strengthen the discussion and supplement information about the content of the text or about the status of copyright permissions of contents taken from external sources.

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* As a minimum, the full URL should be given WITHOUT using the expression “Retrieved from” and the date when the reference was last accessed. APA Style usually does not require an access date. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

**Data references**

* This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

**References Citations**

* The List of references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.
* Number the citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3] —do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first...”
* Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.
* Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished”.
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* Please completely normalize your references as the following format. Please register your email at <http://www.crossref.org/requestaccount/> and retrieve Digital Object Identifiers (DOIs) for journal articles, books, and chapters by simply cutting and pasting the reference list at [http://www.crossref.org/ SimpleTextQuery/](http://www.crossref.org/%20SimpleTextQuery/).Preserve hyperlinks and underlines in DOIs.

***“Reference citations must follow the APA 7th edition guideline on reference and citation style”***

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* Articles titles are not included between inverted comas.
* **Journal title:** Capitalize all major words: “Journal of Contemporary Ethnography”
* Book TITLES and journal NAMES are written in italics.
* Publisher location is no longer included in the reference citation.
* **Three or more authors:** Put a comma after every author. Before the final author, put a comma and an ampersand (&). Provide last names and initials of up to 20 authors: “Johansson, S., Leech, G., Conrad, S., & Finegan, E. (1999). ……..”
* **Twenty-one (21) or more authors**: include the first 19 names, insert an ellipsis (but no ampersand), then provide the last author's name. “eg. Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S.…Author, Z. Z. (1988). Adverbial stance…”
* The expression “Retrieved from” is no longer included in the reference entry since the 7th revision of APA. And we do not insert spaces in website links.
* DOI’s (digital object identifiers) are now listed as complete websites on the reference page.
* A website should be cited as follow: “Author’s last name, author’s first name Initial letter. Title of the page. Name of the Website, Date, URL.”
* Use up-to-date and relevant to the content references.

**References (Sample)**

1. Abdi, R. (2002). Interpersonal meta-discourse : An indicator of interaction and identity. Discourse Studies, 4(2), 139-145.
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3. Ouahmiche, G. (2010). How to Make Sense of Codes in Plurilingual Settings: Multiple choices or rational decision making. Revue Traduction et Langues 9 (2), 77-90.
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8. Al-Ǧārim, A., & Amīn., M. (1983). Al-Naḥw al-wāḍiḥ fī qawāʿid al-luġa l-ʿarabiyya li-madāris al-marḥala l-ūlā, Cairo, Dār al-murtaḍā.
9. Osborn, J., Lehr, F., & E.H Hiebert. (2003). A Focus on Fluency. Pacific Resources for Education and Learning.

**Appendices**

Authors including an appendix section should do so after References section. Multiple appendices should all have headings in the style used above. They will automatically be ordered (I), (II), (III) etc.

**Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research such as: providing language help, writing assistance or proof reading the article…etc. This unnumbered section is not only used to identify people who have aided the authors in accomplishing the work presented but also to state conflicts of interest, and to acknowledge sources of funding.

**Author Biodata**

The first part of this section may contain some general information about the author including the place and/or date of birth. This is followed by the author’s educational background, degrees hold, type of degree and the field of specialition, institution, city…etc. The second part of this section uses the pronoun of the person (he or she) and not the author’s last name. It lists work experience, current position, and previous positions. Information concerning previous publications may be included. Current and previous research interests end the paragraph.