# Author Guidelines

The *Boletín de la Sociedad Española de Historiografía Lingüística* (BSEHL) has two main sections: articles and reviews. Manuscripts must be submitted in electronic file form and must not exceed the established lengths: up to 10,000 words for articles (min. of 5,000 words) and max. 5,000 words for reviews.

BSEHL accepts the submission of original manuscripts written in Spanish, Catalan, English, Portuguese, Italian, or French. Articles received that are currently being approved by another journal will be rejected.

Evaluation and publication have not economical cost to authors.

## 1. Submitting articles or reviews

Manuscripts must be submitted in electronic file form through this link: https://revista.proeditio.com/BSEHL/about/submissions.

The proposal must be sent in two files (RTF, MS Word or similar, or in PDF). Authors have to remove their names and affiliations from the submission in order to allow blind refereeing (see below).

First file must include:
- Author/s name/s and affiliation/s
- Full title
- Two abstracts (up to 150 words each) in two languages (at least one of them, in English) with the essential aspects and results of the work
- Keywords (between 4 and 6)
- UNESCO Nomenclature (https://skos.um.es/unesco6/00/html)

Second file must include full article/review with full title (should not include author/s names nor affiliations).

Review proposals will be submitted as an .RTF file that includes, apart from the text of the review, the author's name and detailed information about the work under review.

The following are some guidelines for authors to ensure a blind Peer-Review:

1. Delete your name/s from the text. Use "Author" for references and footnotes, instead of the authors' name, article title, etc.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file.

For Microsoft 2003 and previous versions, and Macintosh versions of Word:

Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

For MacIntosh Word 2008 (and future versions)

Under the File menu select "Properties."

Under the Summary tab remove all of the identifying information from all of the fields.

Save the File.

For Microsoft 2007 (Windows):

Click on the office button in the upper-left hand corner of the office application

Select "Prepare" from the menu options.

Select "Properties" for the "Prepare" menu options.

Delete all of the information in the document property fields that appear under the main menu options.

Save and close the document property field section.

For Microsoft 2010 (Windows):

Under the File menu, select "Prepare for sharing"

Click on the "Check for issues" icon.

Click on "Inspect document" icon.

Uncheck all of the checkboxes except "Document Properties and Personal information".

Run the document inspector, which will do a search of the document properties to indicate if any document property fields contain any information. If it is so, it will notify you and give you the option to "Remove all," which you can click ir order to remove properties and personal information from the document.

3. For PDF files:

With PDFs, authors' names should also be removed from "Document Properties" found under "File" on Adobe Acrobat's main menu.

## 2. On BSEHL evaluation process

Firstly, editors assess received manuscripts and decide whether they meet the formal requirements of the BSEHL. If there is evidence or suspicion of plagiarism, the Editorial Board employs free software for its detection. The editors send the anonymous manuscripts, positively valued in the first instance, to two reviewers, who are members of the Scientific Committee (peer review) or, exceptionally, to external referees. Reviewers issue their respective opinions, with signature and date, within a month. The evaluation shall consist of:

- An assessment in accordance with the following scale: A (accepted without modifications), P (pending modifications) or R (rejected);
- A brief report of the article and the abstract (no more than 500 words). In case of disagreement between the reviewers, editors will request a third report.

Evaluation results are communicated to the author/s. In the event that the proposal has been classified as P, the editors also communicate, depending on the circumstances, what kind of modifications the author should make and the period of time available to make the modifications he/she deems appropriate. Once the manuscript has been modified, editors will decide whether the proposal is accepted or rejected. The possibility of a second modification is not contemplated.

## 3. BSEHL Style guidelines

Font: preferably Times New Roman (9 points for notes or quotation paragraphs; 11 points for the body of the text and sub-caption titles; 13 points for titles of epigraphs).

Please use only round type of letter for titles. Small caps and italics are reserved for the usual uses in scientific literature. Bold or underlined text cannot be used.

If the article or review is divided into epigraphs, each of them will have a 13-point round letter title, preceded by an Arabic numeral (1., 2., 3. etc .; never 0.). If it is necessary to introduce sub-epigraphs, they will present the format 1.1, 1.2, 1.2.1, etc. in round letter (11 points). At the beginning of the section or after a paragraph, do not use indentation for first line.

For referencing, BSEHL employs Chicago Style as the basis with the following specifications:

- The citations of works will go in parentheses, in the body of the text, with the author's last name followed by the year, comma, and, if necessary, page or pages in Arabic numerals. If deemed appropriate, use *cf*. In case the author has been mentioned immediately before within the body of the text, just indicate the year of his work (inbrackets; and, if necessary, the page or pages after a comma), according to the example:

Podemos congratularnos, sin embargo, de que en las últimas décadas la lingüística misionera haya sido planteada y defendida como nueva disciplina de estudio (Zimmermann 2004) y de que sea un campo de investigación en el que se esté trabajando "con ahínco", según Esparza (2003, 67).

- Quotations no longer than two lines must be enclosed between quotation marks within the body of the text. Three or more lines quotations must constitute a separate paragraph, on the left, in 9-point letters, and shall not be enclosed in quotes (see example above). It is convenient to reduce footnotes to the essential minimum. If it is necessary to insert a note, the call will be in 6-point cantilever Arabic number immediately attached to the word and before the punctuation mark, if any.

## 4. References

References will constitute a separate epigraph at the end of the article or review. It is convenient to distinguish, whenever possible, primary sources and secondary sources.

- Books and monographs are referenced as follows: Author's last name, Name. Year. Title of the book or monograph. Edition place: Publishing company. For example:

Calero Vaquera, María Luisa. 1986. *Historia de la gramática española (1847-1920). De A. Bello a R. Lenz*. Madrid: Gredos.

- Articles are referenced as follows: Author's last name, Name. Year. "Article title". In: Journal, issue number, initial page-final page. For example:

Ridruejo, Emilio. 1997. "Los epígonos del racionalismo en España. La aplicación al castellano de la Gramática general de Gómez Hermosilla". In: *Historiographia Linguistica* 24.1-2, 95-114.

- Chapters or contributions in collective volumes are referenced as follows: Author's last name, First name. Year. "Chapter Title." In:

Editor's last name, Editor's name (ed.) Volume title. Place of edition: Publishing company, Initial page-final page. For example:

Gómez Asencio, José J. 1996. "Salvá y Pérez, Vicente". In: Stammerjohann, Harro (ed.) *Lexicon Grammaticorum. Who's who in the History of World Linguistics*. Tübingen: Max Niemeyer, 816-7.

- In the event of two or more editors, use the abbreviation (eds.) and separe them with &. Other abbreviations, such as (coord.) / (Coords.) can be employed when necessary. If there are three or more editors and circumstances advise, it can be abbreviated with et al. For example:

Niederehe, Hans-Josef. 2004. "Los misioneros españoles y el estudio de las lenguas mayas". In: Zwartjes, Otto & Hovdhaugen, Even (eds.) *Missionary Linguistics / Lingüística Misionera. Selected Papers from de First International Conference on Missionary Linguistics* (Oslo, 13-16 March 2003). Amsterdam & Philadelphia: John Benjamins, 81-91.

- If two or more works by the same author and the same year should be referenced, the letter a, b, c will be indicated after the year, according to the following example:

Esparza Torres, Miguel Ángel. 1999a. "La lexicografía monolingüe española del siglo XIX: un conflicto de paradigmas". In: *Romanistik in Geschichte und Gegenwart* 5.1, 49-65.
Esparza Torres, Miguel Ángel. 1999b. "Notas sobre el Diccionario Nacional de Ramón Joaquín Domínguez". In: Henríquez Salido, María do Carmo & Esparza Torres, Miguel Ángel
(eds.) *Estudios de Historiografía Lingüística ofrecidos a Hans-Josef Niederehe*. Vigo: Universidade do Vigo, 39-64.

- If the referred work has been part of a compilation volume or a collection, it can be indicated after the title in parentheses and preceded by =, according to the following example:

Villadei, Alejandro de. 1993. *El Doctrinal. Una gramática latina del Renacimiento del siglo XII*. Introducción, traducción y notas de Marco A. Gutiérrez Galindo (= Clásicos Latinos Medievales, 2). Madrid: Akal.

## 5. Ethical code

BSEHL takes as a reference the Committee on Publication Ethics (COPE, https://publicationethics.org/) code of conduct and good practices for editors of scientific journals.

Manuscripts received will be evaluated according to criteria based exclusively on the originality, clarity, scientific relevance, and relevance of the work presented.

Confidentiality of the evaluation process is fully guaranteed, as it is so the anonymity of the referees/reviewers and the authors. Likewise, confidentiality will be preserved in the case of possible complaints, claims or clarifications that an author wishes to make to the editorial board.

Plagiarism is strictly prohibited and, therefore, texts whose content is not original will be removed from the evaluation process. Authors are responsible for verifying that fragments or ideas that are not original are conveniently cited in the text.

By submitting an article or review for publication in the BSEHL, authors agree that its content is original and does not infringe copyright. It must also be ensured that the work has not been published (or submitted for evaluation) in any other media. In the case of a shared authorship, it must also be justified that there is a full consensus of all the authors concerned.

BSEHL provides open access to its contents, also via Zenodo communities.