

## Guide for authors

### Presentation of the journal

Passerelle ( ISSN: 1112-6337 EISSN: 2716-8328 ) is an international open-access scientific journal published annually since 2004. Passerelle is published by the Laboratory of Creation of Educational Tools and Learning in Foreign Languages, affiliated to the Faculty of Foreign Languages, the University of Oran 2 Mohamed Ben Ahmed, Algeria. The purpose of this journal is to encourage original scientific work, open to all fields, which contributes to the development of theoretical and practical knowledge and critical scientific spirit in the fields and disciplines covered by the journal. It encourages unpublished articles, investing in multidisciplinary, in French, English, Spanish, German, and Arabic. The articles submitted to the journal are evaluated by a renowned scientific and reading committee, and anonymously.

### Manuscript format

Manuscripts submitted to Passerelle must be written in English or French and include a title, abstract, 5 keywords followed by the body of the article in English or French and bibliographic references. The form of the article must meet the requirements described in the Template.

### Instructions for submitting articles

As part of the submission process, authors are required to follow the following steps:

- 1- Before submission, if the author does not have an ASJP account, he/she must register on the ASJP platform by going to: <https://www.asjp.cerist.dz/> and clicking on "login" to create an account on the platform;
- 2- Once the account is created, the author will be given an email address and a password that he/she will be able to use in all operations carried out on the platform of the Gateway Journal, ISSN1112-6337, EISSN: 2716-8328
- 3- The author must search for the Passerelle journal on the ASJP platform by clicking on "journals".  
Link: <https://www.asjp.cerist.dz/en/PresentationRevue/531>
- 4- In order to submit an article, the author must click on "article submission" which is located on the right of the space reserved for the Passerelle journal on the ASJP platform.
- 5- The author must read the documents provided by Passerelle: "Instructions for authors" and "Guide for authors";
- 6- The author must respect the style sheet (Template) that can be downloaded from the "Instructions to Authors" file located on the right of the space reserved for the journal by the ASJP platform;
- 7- The author must follow the instructions dictated by the Journal to the letter;
- 8- The article must be original and unpublished, it must not be previously published or submitted simultaneously to another journal.
- 9- The submission file must respect the format required by the platform.

## Article evaluation process

The evaluation of each article will follow the following process:

- 1- The secretariat of the journal will check if the article is in adequacy with the argumentation of the call for contribution, taking into account the importance of its thematic and its originality.
- 2- Each article accepted for evaluation will be evaluated in double blind by two experts, national and/or international, who are members of the editorial board of the journal and who have the required competence in the field of reference of the article.
- 3- The experts, after expertise, reserve the right to request major modifications, minor modifications or to refuse the article.
- 4- The experts annotate and comment on the authors' articles in order to justify the final decision of their evaluation.
- 5- The experts are required to attach the annotated and corrected article to the evaluation form.
- 6- If one of the experts accepts and the other refuses the same article, a third expertise is obligatorily requested to decide.
- 7- After receiving the notification of acceptance, the author must fill in, sign and send the DECLARATION OF ORIGINALITY AND COPYRIGHT, which can be downloaded from the platform, under the heading "Guide for authors".