ERIH Plus

Aleph

Langues, Médias & sociétés

Submission, Evaluation, and Publication Procedures

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Édition et diffusion de l'écrit

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Submission, Evaluation, and Publication Modes

The journal *Aleph. Languages, Media & Societies* welcomes contributions covering all areas of research defined in its editorial policy. It publishes a variety of formats: scholarly articles, interviews, tributes, book reviews, as well as reviews of exhibitions or academic events.

Proposals for thematic issues or conference proceedings intended for publication as a special issue should be sent to: revue.aleph@gmail.com.

All other contributions must follow the submission procedure described below.

As for formatting, contributors must refer to the journal's stylesheet and typographic guidelines available on its website: https://aleph.edinum.org/5221

> The journal only accepts original manuscripts that have not been previously published (in print or digital format) and are not simultaneously under consideration by another journal.

Aleph. Languages, Media & Societies exclusively accepts unpublished manuscripts that have never been published in any form, whether print or digital, and in any language. Submissions must not be under simultaneous review by another journal.

Authors agree to authorize the journal to publish their article online. If necessary, a translation may be considered after acceptance, in consultation with the editorial team.

To ensure editorial consistency and coherence across published issues, the journal applies strict length requirements based on the nature of the submitted texts:

Expected Formats by Type of Contribution

Type of Text	Maximum Allowed Length
Editorial	20,000 characters (including spaces, notes, and references)
Scholarly Article	45,000 characters (including spaces, notes, and references)
"Chronicles" Section	Between 10,000 and 15,000 characters
Reviews and Reports	Maximum 6,000 characters

Submission Procedure

Article proposals must be submitted in Word format (.doc) via the journal's dedicated space on the Algerian Scientific Journal Platform (ASJP) : https://www.asjp.cerist.dz/

Authors are invited to follow these steps :

- Click on the "Submit Article" tab.
- If the author already has an account : enter the login credentials in the appropriate fields, then click "Login".
- If the author does not have an account : click the "Register" tab and complete the form to create a user account.

⚠ **Important :** Registration on the ASJP platform is mandatory in order to submit an article.

Article Selection

Upon receipt of a submission, the editorial board conducts a preliminary evaluation, focused on compliance with the journal's typographic conventions and formal requirements.

To this end, authors are encouraged to consult the "Typographic Guidelines" section, accessible via the *Stylesheet and Typographic Charter* tab on the journal's website : https://aleph.edinum.org

Eligibility and Publication Conditions

Preliminary Formal Compliance

Only articles that comply with the journal's formal requirements, as defined in the stylesheet and typographic charter, are eligible for peer review.

Submissions will be considered ineligible if they :

- Do not include an integrated stylesheet ;
- Do not meet the typographic standards expected for academic publication.

Such contributions will be rejected at the initial stage, prior to any scientific evaluation. Authors will be invited to reformat their manuscript according to the journal's standards before resubmitting.

Support for Compliance

To avoid rejection for non-compliance, it is strongly recommended that the manuscript be sent to **ÉDILES** (*Édition et diffusion du texte scientifique*) prior to submission : edile.editions@gmail.com

A free formal review may be offered, covering :

- Layout ;
- Typography ;
- Text structuring.

This review does **not** include a scientific evaluation of the content.

Free of Charge Publication

Publication in the journal is entirely free, from submission to online release. No publication fees are charged.

Costs related to formatting, language editing, or translation are the author's responsibility only if they choose to outsource these tasks.

The author may :

- Entrust formatting to ÉDILES ;
- Do it themselves by following the journal's guidelines ;
- Or hire a professional of their choice.

In all cases, a final version that complies with the journal's standards must be submitted, ready for publication.

A list of recommended service providers is available here : https://www.maisondesrevues.org/882

It is advisable to request pricing information in advance.

Training and Scientific Support

The editorial team of *Aleph. Languages, Media & Societies* offers free training sessions at universities that wish to benefit from its expertise.

These workshops may include :

- Professional formatting of academic texts : advanced style management, formatting in line with the journal's typographic charter ;
- An introduction to qualitative content analysis software such as : **NVivo, Atlas.ti, Iramuteq, Tropes, ALCESTE**, suited to textual approaches in the humanities and social sciences ;
- Training in scientific writing tools like **LaTeX**, for complex texts (formulas, tables, extended bibliographies) ;
- Awareness sessions on the **Adobe suite** (*InDesign, Photoshop, Illustrator*) for preparing visuals, figures, diagrams, or scientific posters ;
- An introduction to best editorial practices : structuring an article, citation standards, submission processes, and publication ethics.

These training sessions are available upon request and can be organized at any university or institution interested in forming a pedagogical or scientific partnership with the journal.

> Key Points to Remember
>
> Before any scientific evaluation, the article must be formally compliant : the stylesheet must be integrated, and the typographic charter must be followed.
>
> The author may handle the formatting themselves, hire a professional of their choice, or entrust the task to ÉDILES.
>
> Publication is free of charge. The only possible costs relate to formatting, if the author chooses to outsource this task.

Peer Review of Submitted Articles

Evaluation Method

Aleph. Languages, Media & Societies rigorously applies a double-blind peer review process, ensuring reciprocal anonymity between authors and reviewers.

Upon receiving a submission, the editorial board conducts an initial screening based on :

- Compliance with the journal's typographic and ethical guidelines ;
- Inclusion of an integrated stylesheet enabling automated processing of the document.

If the article does not meet these requirements, the author is contacted by email and asked to make the necessary adjustments before any scientific evaluation begins.

Review Process

Once the article is declared compliant, it is :

1. Anonymously forwarded to an associate editor who specializes in the relevant field.
2. The associate editor assigns it to two independent experts for anonymous scientific review.

The evaluation is conducted using a standardized form available :

- On the ASJP platform : https://www.asjp.cerist.dz
- On the journal's website : https://aleph.edinum.org

The review process is coordinated and monitored by the chair of the journal's board, in order to avoid bias or favoritism and to ensure a fair distribution of work among the committees.

Reviewers may or may not be members of the journal's scientific committee. They are expected to provide a reasoned opinion, which may include suggestions for revisions prior to publication.

The scientific committee ensures that evaluation criteria are not influenced by factors unrelated to the article's scholarly content, so as not to hinder the publication of innovative research.

Evaluation Timeline

- The standard evaluation period is **60 days**.
- In practice, feedback is often submitted within **three months**.
- In the event of conflicting reviews (one positive, one negative), a **third expert**, either national or international, is asked to arbitrate.

Monitoring Article Status

Authors can track the progress of their submission by logging into their ASJP account :

1. Navigate to the "Articles" menu,
2. Then click on "Submitted Articles."

Final Acceptance and Completion

Once the article is definitively accepted, the author must complete the metadata on the platform :

1. Go to "Accepted Articles",
2. Click on "References",
3. Enter all bibliographic references,
4. Then click "Finish."

The article will then appear under "Forthcoming Articles" and may be cited as such in academic or administrative documents.

Publication Process and Timeline

Publication Timeline

Each issue of the journal is published :

- In digital format on the journal's official website ;
- Then archived as a downloadable PDF on the ASJP platform.

Due to the high volume of submissions and the time required for review, **publication may take more than a year** from the initial call for papers.

Online Publication

Once these steps are completed, the article enters the final editorial cycle. It is :

- Published **open access** on the journal's website : https://aleph.edinum.org
- Then, **three months later**, the issue is archived on the ASJP platform and becomes available for PDF download.

License for Distribution

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