



Submission and evaluation procedures
for the *Cahiers Ferdinand de Saussure*

Cahiers Ferdinand de Saussure is a yearly journal founded par the Société genevoise de linguistique in 1941 and then taken over by the Cercle Ferdinand de Saussure as from 1957. It has a review panel whose membership include the editorial board, members of the international scientific advisory board as well as scientific advisors. Its scientific orientation is given by the editorial board, in accordance with the international advisory board.

This journal is dedicated to the study of Ferdinand de Saussure's work, to contemporary contributions in general linguistics, in semiology and in the history and epistemology of linguistics. Articles must be unpublished, and written in French or in English, with a theoretical, descriptive, or historiographic stance.

Each issue of the *Cahiers Ferdinand de Saussure* is under the responsibility of a member of the editorial board ("directeur du numéro", "Editorial Manager") who is in charge of selecting contributions for that particular issue. He/she is appointed by the editorial board. Articles enter three possible categories:

- articles written at the request of the managing editor or by members of the editorial board and must be in line with the theme for the particular issue which is chosen by the editorial board in accordance with the international advisory board;
- contributions meeting a specific call for papers on a given topic;
- spontaneous contributions meeting the editorial orientation (cf. "Instructions aux Auteurs" on the [Cercle Ferdinand de Saussure's website](#)) and in keeping with the publication deadlines (see below).

Evaluation procedures and editorial follow up

The evaluation of each contribution consist of several stages:

1. the Editorial Manager makes sure the contribution is in line with the scientific and editorial orientation of the journal. He can then decide to refuse the contribution or to proceed it with the proposal and may ask for a first set of modifications;
2. The article is then anonymised and submitted to the Editorial Board and is evaluated by two experts, with one of them not a member of the Editorial Board. Each writes a report based on a evaluation chart (downloadable on the [Cercle Ferdinand de Saussure's website](#)). Should there be some disagreement between the experts, a third opinion will be requested by someone who is not a member of the Editorial Board. The Editorial Manager makes sure the double blind procedure is respected, for example, an expert cannot belong to the same university or research institute as the author of the article;
3. An overview of the reports, which is also anonymous, is sent to the author who will the submit an amended version compatible with the experts' opinion;

4. The amended text is then examined by the Editorial Board who may then ask for additional elements, clarifications or even a new evaluation by the experts in charge. It is the author responsibility to respect the style sheet (downloadable on the [Cercle Ferdinand de Saussure's website](#)). The final publication work is the responsibility of the Editorial Manager and of the Editorial Board. There may be quite a few exchanges between the Editorial Board and the author in order to finalise proofreading;
5. The author gets a PDF set of proofs and/or digitalised proofs which he will then validate within the deadline. Author's amends will then no longer be possible.

The whole procedure takes 6 to 8 month as of reception of the article. Moreover, evaluation outcome may take up to three months.

Submission guidelines

Spontaneous submissions will be considered if they fit the deadlines of the issue in progress. The Editorial Manager may decide to postpone the publication of a contribution when he/she thinks it would be best.

Articles or article proposals will be sent by mail to comite@cercleferdinanddesaussure.org.

Classic example of schedule for the submission and evaluation of contributions

September 1	deadline for the submission for the following year's issue;
November 15	deadline for giving authors an answer about their contributions;
January 15	contributions are sent to the printers;
March 15	first set of proofs sent to authors;
April 1	deadline for returning first set of proofs;
April 30	the Editorial Manager gets second set of proofs;
May 15	passed for printing.

Contact

Cercle Ferdinand de Saussure's website : www.cercleferdinanddesaussure.org
Editorial Board email address: comite@cercleferdinanddesaussure.org