

BILINGUALISM:

LANGUAGE AND COGNITION

Instructions for Authors



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Aims and scope

Bilingualism: Language and Cognition is an international peer-reviewed journal focusing on bilingualism from a linguistic, psycholinguistic, and neuroscientific perspective. The aims of the journal are to promote **research on the bilingual and multilingual person** and to **encourage debate** in the field. Areas covered include: bilingual language **competence**, bilingual language **processing**, bilingual language acquisition in children and adults, bimodal bilingualism, neurolinguistics of bilingualism in normal and brain-damaged individuals, computational modelling of bilingual language competence and performance, and the study of cognitive functions in bilinguals. The journal maintains an inclusive attitude to research involving all languages, and we specifically encourage the study of **less well researched languages** (including especially minority and minoritized languages) to increase our understanding of how **language and cognition interact in the bilingual individual**. BLC carries articles and research notes on all aspects of the bilingual person, including articles **presenting research methods** and research tools pertinent to the field of bilingualism, such as Li et al.'s Language history questionnaire (BLC 17 (3), 2014, 673–680) and other bilingualism tests.

Submission of manuscripts

All submissions should be made through the Manuscript Central system at <http://mc.manuscriptcentral.com/blc>, and the main text of the submission should be uploaded as a Word document (or as a pdf file when special symbols are used). The Editors of *BLC* and Cambridge University Press strongly encourage all authors to submit using an ORCID; this is a non-profit initiative aimed at improving the fidelity of author data. Enquiries regarding submission should be sent to one of the editorial assistants:

Laura Anna Ciaccio
Brain Language Laboratory
Free University of Berlin
Habelschwerdter Allee 4514195 Berlin, Germany
laura.ciaccio@fu-berlin.de

Nicola Del Maschio
Centre for Neurolinguistics and Psycholinguistics (CNPL)
University Vita-Salute San Raffaele
Via Olgettina 58

Submissions should consist of original work that has not been previously published and is not under consideration for publication elsewhere. Papers should reflect fundamental research and use the research methodologies and the theoretical and modelling approaches of the disciplines within which the research was conducted: theoretical or descriptive linguistics, experimental, computational or developmental psycholinguistics, neurolinguistics, etc. The overriding criterion for consideration and subsequent acceptance, after peer review, is that papers make a truly theoretical or empirical contribution to one of the domains listed under *Aims and scope*. BLC also expects all empirical data presented to be supported by appropriate statistical analyses. Data sets analysed only by reporting percentages, proportions, or other descriptive measures will not be accepted. Consideration will be given to papers of the following types:

Keynote and Review Articles. Keynote and review articles will be commissioned by the editors. They should present a new theory or model, review recent developments in a subfield of bilingualism, present a critical review of the literature on a research problem, deal with a controversial issue, etc.

Keynote articles may be accompanied by commentaries, which the editors will select. Accepted commentaries will be sent to the authors of keynote articles so that they may prepare their response (also subject to review). Keynote and review articles should not exceed 12,000 words in length (including footnotes, but not including abstract, references, tables and figures) and should include an abstract of no more than 150 words.

Research Articles. Research articles should report fundamental research of interest in one of the domains listed under *Aims and scope* and must have clear theoretical implications.

Research articles should not exceed 9,000 words (including footnotes, but not including abstract, references, tables and figures) and should include an abstract of no more than 150 words.

Registered Reports. BLC welcomes inquiries from authors interested in Registered Reports, an important new article type in the journal. Please familiarise yourself with the special information on Registered Reports at BLC: <https://www.cambridge.org/core/journals/bilingualism-language-and-cognition/information/registered-reports-guidelines>

Research Notes. Research Notes provide a fast-track opportunity to publish particularly excellent studies that present outstanding new empirical findings, major theoretical advances or innovations in bilingualism research that deserve fast communication to the research community. As such, Research Notes are by no means meant to be just shorter versions of regular Research Articles. They should not be longer than 3,000 words (including footnotes, but not including abstract, references, tables and figures) and must be preceded by an abstract of no more than 100 words. To ensure rapid publication, Research Notes will be given priority at all stages: Shorter reviewing (normally one round of reviews) and decision times as well as faster production times. Articles that exceed the relevant word lengths will be returned to authors without review.

In addition to the manuscript (and any supplementary material), the submission must include the following:

The covering letter. Articles for submission should be accompanied by a covering letter which should include a short paragraph to explain what is the main, novel contribution of the paper given current knowledge and why the paper is of particular interest for the BLC readership. This information will guide the in-house evaluation process.

Highlights. Highlights consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Review and selection of manuscripts

All submissions will first be subject to an in-house evaluation process with respect to suitability for *BLC* in terms of quality, content and methodology. This decision may normally take up to two weeks. If the paper is to be rejected at this point, a rejection letter is sent out and the file is closed. If the paper seems suitable for the journal, the paper will be assigned to an acting editor, who will select external reviewers. Authors can check on the status of their manuscript by logging on to Manuscript Central at <http://mc.manuscriptcentral.com/blc>. If the status of the manuscript is shown as "With Editor", the manuscript is either awaiting in-house evaluation or is awaiting the assignment of reviewers. When the status changes to "Under Review", the manuscript is with reviewers.

Note that the review process at *BLC* is single-blind. There is no need for anonymising the manuscript upon submission. This also applies to Registered Reports.

In-house evaluation process

During the in-house evaluation process, submitted manuscripts' suitability for *BLC* is assessed based on the novelty of the research as well as methodological and formal aspects of the submission. We particularly consider the following criteria:

Novelty. Articles should report novel, unpublished results (i.e., the overlap with already published data sets should be kept minimal and be appropriately acknowledged) that contribute to our understanding of the nature of bilingualism in an individual's mind/brain.

Design and Methodology. The presentation of empirical data and the claims made should be accompanied by appropriate statistical analyses and – if necessary – by appropriate control groups. If, for example, claims are made about cross-linguistic influence from a particular language X, evidence from monolingual and/or bilingual language-control groups (i.e., bilinguals with a language that does not allow for said influence) may be required to make such claims. Further methodological considerations are the following:

- ANOVAs should be reported both by participants (F1) and by items (F2) and linear mixed effects models (LMEs) should contain intercepts by both.
- Categorical data (accuracy rates, counts etc.), which violate the assumptions of conventional analysis techniques, should be treated appropriately (i.e., with generalised LMEs or via appropriate transformations for ANOVAs and *t*-tests or, if required, non-parametric tests).
- Statistical analyses should be made explicit (e.g., factor levels for IVs, contrast types in LMEs).

Formal aspects. Papers should adhere to indicated length restrictions for different article types (e.g., 9,000 words for Research Articles) and should not have more than five tables and figures each (to save valuable space in the print issue). Additional tables and figures may be provided as Supplementary Material, which will be available online. Papers must be written in correct and academically appropriate English.

External review process

If a paper is sent out for evaluation, we normally select three external reviewers including (if appropriate) one reviewer suggested by the authors. If the evaluations are negative, the paper is normally rejected. If the evaluations require major revisions and the paper has been submitted as a *Research Note*, it is likely to be rejected but authors are given the opportunity to resubmit the manuscript as a *Research Article*. If a paper that requires ‘major revisions’ has been submitted as a *Research Article*, we ask authors to thoroughly ‘revise and resubmit’ their paper. In these cases, the revision is sent out for a second round of reviews, asking at least one of the previous reviewers to comment on the revised version. If the revised version still receives negative evaluations, it will most likely be rejected. Otherwise, we will usually accept the paper if the final revisions have properly addressed the reviewers’ comments.

Preparation of manuscripts

General points. Manuscripts should be submitted in files (typically MS Word and equivalent PDF). The text should be double-spaced throughout, except for the first page (see below). Text should be left justified rather than fully justified. Individual sentences should be separated by one space character rather than two.

Automatic numbering of examples, tables, figures and section headings is to be avoided but automatic numbering of footnotes is encouraged. Page numbers should be positioned in the top right corner of each page. There should be no running headers embedded in any of the files.

Paragraphs must be marked by indents at the first lines and not by blank lines.

Appendices can be submitted within the main-text file or separately. Each appendix should have a short heading/title and the main text should include at least one cross-reference to the appendix. Authors should consider lengthy details of methods or data in an appendix that will appear only as Supplementary Materials Online, if these details are not essential for interpreting the major findings or hypotheses of the paper.

Web-based data collection. If data are collected via web-based tools such as IBEX Farm, BLC requires a detailed report of measures taken to ensure the validity of the data. For offline questionnaires and judgment tasks that are intended to pre-test and provide additional information about experimental materials, web-based data collection is a useful tool. Otherwise (e.g., for online experiments), the study should present either very large samples, to reduce potential noise and artefacts, or the authors should cross-validate web-based experiment(s) with a corresponding (but smaller) lab-based study.

Language. The language of the journal is English. Authors, particularly those who are not expert users of English, should have their English-language manuscripts checked by a proof-reader for grammatical/stylistic content before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. Cambridge offers a language editing service for manuscripts and abstracts in partnership with a trusted provider of author services: <https://www.cambridge.org/core/services/authors/language-services>

Please note that the use of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

Spelling. Either British or American spelling may be used, consistently throughout the paper.

First two pages. The first page should give (in the order listed here): a short title of the article which will appear in print as the running header, the full title of the article, the name(s) and

affiliation(s) of the author(s), an acknowledgements paragraph, and the postal and email addresses of the corresponding author (headed 'Address for correspondence').

Acknowledgments appear as a footnote in print and should be keyed to the article's title by an asterisk (*). Unlike the rest of the text, the information on the first page should be single-spaced. The second page should contain the abstract followed by a list of keywords or key phrases. Like the rest of the text, this information should be set at the left margin (i.e., not centred), in normal font type and font size – Times New Roman font, 12 pt throughout – with the right margin not right-justified.

Please refer to printed *BLC* papers for illustration of various features of style detailed above and in the following sections.

Section headings should be set on a separate line and may be numbered but only up to two levels. A third level should be distinguished typographically only. Automatic section numbering and formatting should be avoided. Authors who do not wish to number section headings should distinguish the three levels typographically in a very clear manner (Level 1: normal font + bold, Level 2: bold + italics, Level 3: italics only; all in Times New Roman font, font size 12 pt). In headings and subheadings, only the initial word (rather than all lexical words) should be capitalised.

Abbreviations and acronyms not in common use should be explained at first occurrence. Abbreviations of the Latin expressions "i.e." ("that is") and "e.g." ("for example") should be punctuated, with period followed by comma ("i.e."; "e.g.,").

Reference citations within the text, footnotes and figure and table captions should contain the author's (authors') last name(s) followed by the year of publication in parentheses; e.g., Brown (1995) states that; (Miller & Frankin, 1996). The first citation of a work by three or more authors should give all authors' names but thereafter only the first author's name followed by "et al." (e.g., Bates et al., 2001). Works by a single author and/or first-named author published in the same year should be distinguished by a, b, etc. after the date, e.g., (Smith, 1996a, b). A list of references within the text of an article or a footnote should be ordered alphabetically according to the first author's surname. The ampersand (&) should be used before the second/last co-author's surname when the whole citation appears in parentheses. Otherwise, the word 'and' should be used in this position; e.g., "Miller and Franklin (1996) state that".

There is no comma just before "&" or "and" in such lists of surnames. Page number citations have the form (Smith, 2001, pp. 45-47), Smith (2001, p. 45) – not one with the colon between the year and the page number. Work published online and awaiting print publication in a printed journal should be cited by author(s) and online publication date, e.g., Cuppini, Magosso and Ursino (published online January 16, 2012) or (Cuppini, Magosso & Ursino, published online January 16, 2012).

Competing interests declaration. All authors must include a competing interests declaration at the end of their manuscript above their references. This declaration will be subject to editorial review and may be published in the article. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors. Example wording for a declaration is as follows: "Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H." If no competing interests exist, the declaration should state "Competing interests: The author(s) declare none".

References should be listed in alphabetical order and double-spaced at the end of the article. Authors should ensure that every item in the References at the end of the article is cited in text. Articles' dates and authors' spellings should be correct and consistent. Journal titles should not be abbreviated (e.g., *BLC* for *Bilingualism: Language and Cognition*). Please note that work in preparation, submitted, under review, in revision, etc. should be cited and referenced as unpublished manuscript, and work published online and awaiting print publication in a printed journal (e.g., Plonsky, Marsden, Crowther, Gass & Spinner, below) should be cited as described above and referenced as indicated below (incl. the DOI number). *BLC* referencing style has changed; please refer to **recent BLC articles** for examples.

- Chen, P, Lin, J, Chen, B, Lu, C and Guo, T, (2015) Processing emotional words in two languages with one brain: ERP and fMRI evidence from Chinese-English bilinguals. *Cortex* 71, 34–48. doi: 10.1016/j.cortex.2015.06.002
- Greene, JD (2007) The secret joke of Kant's soul. In Sinnott-Armstrong, W (ed.), *Moral psychology, Vol. 3: The neuroscience of morality: Emotion, brain disorders, and development*. Cambridge, MA: MIT Press, pp. 35–80.
- Plonsky, L, Marsden, E, Crowther, D, Gass, S, & Spinner, P (2019) A methodological synthesis and meta-analysis of judgment tasks in second language research. *Second Language Research*. doi.org/10.117/267658319828413. Published online by Sage Journals on March 7, 2019.
- Sweller, J, Ayres, P and Kalyuga, S (2011) *Cognitive load theory*. New York: Springer.
- Tsoukala, C, Frank, SL and Broersma, M (2017) “He's pregnant”: simulating the confusing case of gender pronoun errors in L2. In Gunzelmann, G, Howes, A, & E, TT. Davelaar (Eds.), *Proceedings of the 39th Annual Conference of the Cognitive Science Society* (pp. 3392–3397). London, UK.

Footnotes should be kept to a minimum and should be numbered. They should be typed on a separate page (double-spaced) and included at the end of the manuscript (not at the bottom of each page), immediately after the references. Automatic footnote (i.e., endnote) numbering is encouraged.

Alpha-numeric data and results should be presented in a consistent format throughout the paper. In particular, authors should be consistent in the use of italic (or non-italic, never underline) for the expressions p , r , etc.; in the use of spaces immediately before and after the signs =, > and <, and elsewhere; and in the use of punctuation (commas, colons, semi-colons, and parentheses) marking sets and subsets of alpha-numeric information. Reporting of statistical significance should follow the APA Style (see *Publication Manual of the American Psychological Association* (6th edn.), chapter 4). Avoid zero in front of the decimal if the number cannot be greater than 1.00, e.g., probability and correlation, p -values and r -values should not include pre-decimal zeros.

IPA symbols should be set in a Unicode font, preferably Doulos SIL, which is freely available from <http://software.sil.org/doulos/>.

Tables should be clearly laid out on separate pages and numbered consecutively, gathered at the end of the manuscript (for the review process). After acceptance for publication, these pages should be provided as one separate file. Tables must be in an editable (Word.docx) format. The table's number and title should be placed immediately above each table (aligned with the left edge of the table; table's title should be set in the following format: Table 1. *Title*. Vertical lines should not be used. Every column should have a clear heading, and units should be identified and

aligned as appropriate. Note, however, that it is not necessary to align decimal points, which will be done at the copy-editing stage. The main text of the article should include an explicit mention of each table near to the table's intended location and also the wording <Insert Table N about here>, set on a separate line, at the left margin, between complete paragraphs. Please set this wording in angled brackets and do not use lines, asterisks, bold, etc. to set it off. For illustration of table layout, text format, table footnotes and other annotations and table title format, and figure captions' format, please refer to published *BLC* papers.

Figures should be camera-ready and clearly laid out on separate pages, gathered at the end of the manuscript (for the review process). They should be numbered consecutively and have a caption in the following format: Figure 1. Title. The main text of the article should include an explicit mention of each figure near to the figure's intended location and also the wording <Insert Figure N about here>, set on a separate line, at the left margin, between complete paragraphs. Please set this wording in angled brackets and do not use lines, asterisks, bold, etc. to set it off. After acceptance for publication, each figure needs to be provided as a separate file (as both doc and PDF file with a resolution of at least 600 dpi) without captions; the files should be named e.g. Smith-Fig1.doc, Smith-Fig1.pdf, Smith-Fig2.doc, Smith-Fig2.pdf, etc. Figure captions should be listed at the end of the main text or in a separate file.

Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version.

There is no charge for including colour figures in the online version of the Journal but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

Typographic conventions

Italics (i) Language material within the running text. (ii) Titles of books and journals. (iii) Volume numbers of journals. (iv) Titles of tables.

Bold Emphasis in numbered examples.

SMALL CAPITALS (i) Author's emphasis within the text. (ii) Technical terms at first mention in the text. (iii) The names of grammatical categories in the glosses of numbered examples.

“Double quotation marks” (i) Meanings of words and sentences, both in running text and in examples. (ii) Short quotations (up to 25 words) set in the running text and “direct speech”. (Quotations over 25 words are set out as a separate paragraph and are not included in quotation marks.)

‘Single quotation marks’ (i) Terms used in a semi-technical sense or terms whose validity is questioned. (ii) Quotations within quotations.

Data availability statement

Articles must contain a Data Availability Statement at the end of the manuscript explaining how data and other resources were created, from where they are available, along with information about any restrictions on the accessibility of data and other resources.

Examples:

Data availability: The data that support the findings of this study are openly available in [repository name] at <http://doi.org/>, reference number [reference number].

Data availability: The data that support the findings will be available in [repository name] at [URL / DOI link] following a [6 month] embargo from the date of publication to allow for commercialisation of research findings.

Data availability: The data that support the findings of this study are available from [third party]. Restrictions apply to the availability of these data, which were used under licence for this study. Data are available [from the authors / at URL] with the permission of [third party].

Supplementary material

There will normally be one of the following reasons for you to be supplying supplementary material to accompany the online version of your article:

1. You wish to link to additional information which due to its nature does not lend itself to print media (e.g., full data sets, movie or sounds files, etc...).
2. The Editor of the Journal has requested that you extract certain information from the original article in order to allow for space constraints of the print version.
3. You have requested additional material to be available to accompany an article that does not normally allow such material to be included (e.g., tables to accompany a correspondence article).

N.B. Please note that no copyediting or quality assurance measures will be undertaken on supplementary material (other than to ensure that the file is intact). The authors therefore warrant that the supplementary material that they submit is in a suitable format for publication in this manner. The material shall be published online in exactly the form that it is supplied.

Submission

Please follow the following instructions to supply supplementary material to accompany the online version of your article:

Supplementary files:

1. Each supplementary file must be supplied as a separate file. Do not supply this material as part of the file destined for publication in the print journal.
2. Each supplementary file must have a clear title (e.g., Figure S1).

Reference in main text:

3. Ensure that each piece of supplementary material is clearly referred to at least once in the print version of the paper at an appropriate point in the text, using the format 'Table S1' (for Tables), 'Figure S2' (for Figures), with other relevant materials (for example questionnaires, programming code) cited as 'Appendix S1'.
4. In addition, each piece of supplementary material should also be listed at the end of the paper before the reference section.
5. A statement must be added before the acknowledgments section of the manuscript, an example is shown below:

Supplementary material

For supplementary material accompanying this paper, visit

<https://www.cambridge.org/core/journals/bilingualism-language-and-cognition>

Information about supplementary files:

6. Provide a text summary for each file of no more than 50 words. The summary should describe the contents of the file. Descriptions of individual figures or tables should be provided if these items are submitted as separate files. If a group of figures is submitted together in one file, the description should indicate how many figures are contained within the file and provide a general description of what the figures collectively show.
7. The file type and file size in parentheses.

Note: Supplementary Materials like the paper itself will not be alterable once the paper has been accepted, and authors will not be sent proofs of this material. The authors should understand that they bear whole responsibility for this content.

Format and file size

- File sizes for supplementary materials should be as small as possible in order to ensure that users can download them quickly.
- Images should be a maximum size of 640 x 480 pixels at a resolution of 72 pixels per inch.
- Authors should limit the number of files to under ten, with a total size not normally exceeding 3 MB. Sound/movie files may be up to 10 MB per file; colour PDFs/PowerPoint may be up to 5 MB per file; all other general file types may be up to 2 MB per file but most files should be much smaller.
- We accept files in any of the following formats (if in doubt please enquire first): MS Word document (.doc) , Adobe Acrobat (.pdf), Plain ASCII text (.txt), Rich Text Format (.rtf), WordPerfect document (.wpd), HTML document (.htm), MS Excel spreadsheet (.xls), GIF image (.gif), JPEG image (.jpg), TIFF image (.tif), MS PowerPoint slide (.ppt), QuickTime movie (.mov), Audio file (.wav), Audio file (.mp3), MPEG/MPG animation (.mpg)

If your file sizes exceed these limits or if you cannot submit in these formats, please seek advice from the editor handling your manuscript.

Badges to Acknowledge Open Practices

Open Science Badges

Bilingualism: Language and Cognition recognises exemplary scientific practices by awarding [Open Science Badges](#) to authors who openly share their data and research materials.

Authors can **apply for an Open Data and/or an Open Materials** badge. It is not necessary to apply for open science badges in order to publish in *BLC*, but if awarded, these badges display prominently in the published article as a visible reward to the author and clear indication to readers that the article contains links to related data and materials.

Open Science Badges are an initiative of the Center for Open Science – a non-profit aiming to increase the openness, integrity, and reproducibility of scientific research – and have been adopted by a number of leading journals in different disciplines. The criteria for Open Data badges are here: <https://osf.io/g6u5k/>



Open Data



Open Materials

Applying for the badges

Authors are asked during the submission process whether they want to apply for an Open Data and/or an Open Materials badge. Authors must include a [Data Availability Statement](#) in the back matter of their article, with a link to their publicly accessible data and materials and any additional explanations about the resources provided.

BLC is following the [disclosure model](#) in its award of the Open Data and Open Materials badges: authors affirm that they meet the badge criteria by uploading a Disclosure Form (available via the submission system) and their use of the **Data Availability Statement**. *BLC*, as the awarding journal, makes a cursory evaluation of the data and materials. This includes checking that the provided link leads to the data or materials in an open repository, that they look appropriate and that they relate to the article. *BLC* does not perform a full peer review of the data or materials. The onus is on authors to follow the criteria for each badge and they are accountable to the community for the accuracy of their statements.

In applying for the **Open Data** badge authors are disclosing and confirming that:

- They have provided the URL, DOI, or other permanent path for accessing the data in a public, open access repository in the Data Availability Statement.
- There is sufficient information for an independent researcher to reproduce the reported results.

In applying for the **Open Materials** badge authors are disclosing and confirming that:

- They have provided the URL, DOI, or other permanent path for accessing the materials in a public, open access repository in the Data Availability Statement.
- There is sufficient information for an independent researcher to reproduce the reported methodology.

Proofs and PDF files

Corresponding authors will be asked by email to download proofs as PDF files. They will be asked to correct the proofs and send the corrections to the copy-editor, preferably by email, within three days of receipt. Upon publication, corresponding authors will be supplied with a PDF file of their contribution.

Open Access Policies

Please visit <https://www.cambridge.org/core/services/open-access-policies> for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

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