

Notes for contributors

Text Format

Writes are invited to submit electronic versions (.docx, .doc, .odt file formats accepted) of their texts, typed in legible 12 point fonts (Times or Times New Roman), using single spacing and with 2.5 cms margins on all four sides, and without the use of any bordering. Paper versions shall not be accepted. Page and table formats should be uniform throughout the text. The text pages are to be numbered in Footers.

Kindly avoid using stylesheets (automatic spacing, pre-formatting) other than the one recommended below. It will help immensely for faster processing.

Stylesheet for Presentation

Heading and sub-headings are not to be numbered. The different levels in the structure of the text are to be clearly distinguished with the use of Bold and Italics. In no case should the title be in Capitals or be Underlined.

Words in capital letters should carry accents wherever necessary: É, È, À, etc.

Abbreviations are to be used in Capitals without points after each letter: INRS, CNRS etc. However when an abbreviation is a well-known acronym, only the first letter should be in capital letters: Unesco.

Abbreviations are to be explained in their first occurrence.

Short quotations should appear within inverted commas as part of the text. Quotations of more than five sentences should occur in a separate paragraph in inverted commas, with a tab on the left hand side and leaving single space before and after the quotation. Omitted passages are to be indicated by using three points within brackets.

Numbers of the footnotes should appear in exponent format within the text and at the end of the page. Footnotes are to be used to complete information about the content and not to refer to an article or to a report.

Manuscripts must bear:

a significant title (of maximum 15 words) in French.

full details of the author for correspondence (Surname, Name, Field of study and/or Position held, Institution, Postal Address, Phone Numbers, Fax, Email address). In case of more than one author, please mark an asterisk following the name of the author for correspondence. The author in charge of correspondence should have obtained prior permission from the other authors' to do so.

an abstract in French and in English of maximum 250 words each should be placed under the title and before the text of the article. The journal accepts original manuscripts in Spanish, Portuguese, German, Italian and Vietnamese.

a list of five to ten keywords (in French and in English) for their articles. In case of an abstract submitted in any other language, appropriate key words should follow.

a vote of thanks specifying institutional financing and other aid received to conduct the study. This could also include thanking collaborators who may not be the authors of the article.

a list of bibliographical references used.

The presentation should be in the following format: Title, Details about the author, Abstracts in French and English, Keywords in French and English, Text, Vote of thanks, Bibliography, Figures and Tables accompanied by appropriate legends.

A short biography (maximum 200 signs) of the author may be included before the bibliography.

Research papers should be between 6000 and 15000 words in length, notes, references, tables and figures included.

Other articles (Debate, Discussion, Commentary) should be of 3500 words length: notes, references, tables and figures included.

References

References have to be included in the text of the article as follows:

Surname and year (ex.: Jean, 2002). For articles with two authors, note both surnames followed by the year of publication (Jean and Pouchkine, 2007). For articles or titles with several authors, note the surname of the first author followed by et al. (Petit et al., 2006). When several references are indicated for the same piece of information, they should be indicated in the chronological order (Jean and Pouchkine, 2007 ; Petit et al., 2006 ; Jean, 2002).

At the end of the article, writers are requested to indicate all the references cited in the bibliography section as follows:

Book: Surname of the author, first name initials, initials of the first name of the other authors, Surnames of the other authors (for all the authors), year of publication, Book Title, Editor, Place of publication, Numbers of pages or the exact page quoted (ex. : Degenne A., M. Forse, 2004, Les réseaux sociaux. Une approche structurale en sociologie, Paris, Armand Colin, 2e ed., 295 p.)

Collective title: Surname of the author, first name initials, initials of the first name of the other authors, Surnames of the other authors (for all the authors), year of publication, article title, number of pages of the article, Surname of the coordinating/chief author, Book Title, Publishing House, Place of Publication, Exact Pages of the quoted article.

Journal Article: Surname of the author, first name initials, initials of the first name of the other authors, Surnames of the other authors (for all the authors), year of publication, article title, journal title, volume number, pages. (ex.: Redford, K. H., 1991, The Ecologically Noble Savage, Cultural Survival Quarterly, 15, 1, pp. 46-48.)

Article from an online journal : Surname of the author, First name initials, initials of first name of the other author(s), Surname of the other author(s) (for all the authors), year of publication, title of the article, title of the journal, volume number, pages, electronic address, date on which the article was consulted (ex. : Sénécals, G., 2008, L'analyse des métaphores et les modèles de la métropole nord-américaine : débat et proposition »,Métropoles, 3, Varia, [En ligne]

URL : <http://metropoles.revues.org/document2082.html>. Consulted 17/10/2008.). Writers are requested to verify that they have explained the short forms and abbreviations used in the text.

Tables and figures

Tables, graphs and other figures with accompanying short legends in French and English should be numbered and are to appear at the end of the text on separate pages. All illustrations used should be marked in the text (Table, Graph). A list of illustrations used should appear at the end of the text.

Tables and graphs drafted in a software other than the one used for the text of the article, should be sent in a separate attachment in the .jpg format (minimum resolution 300 dpi) and the places where they appear should be indicated in the text.

Kindly send good quality images which do not need re-working and which can be reproduced directly. The illustrations shall be printed in colour online. However it should be taken into account that the readers might print it out in Black and White. The presentation layout for the journal being

in a single column (100 mm), writers are requested to use a sufficiently large font size in the original text for it to be legible after reduction.

Photographs (in JPEG format) should accompany texts wherever necessary.

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