

Notes to authors

1. Introduction

This *Note to authors* is intended to inform authors of the various elements to be submitted to the publisher to enable publication of their work. It supplements the information given on the website in the Authors' space.

Authors are asked to follow these recommendations, to enable the publisher:

- to publish their work as quickly as possible, with the quality they have a right to expect, and particularly to avoid errors or omissions resulting from the submission of an incomplete file;
- to save authors, research unit secretaries and publishers' secretaries — and in general any person involved in the production chain — from any unnecessary extra work.

This *Note to authors* applies to any work submitted for publication, via the Éditions Quæ editorial committee and validated by that committee.

In a conventional publications procedure, authors provide a manuscript and illustrations, and possibly specify the characteristics of illustrations to be found elsewhere. The various players in the publishing chain subsequently take charge of all the necessary operations leading to the end product.

2. Principles and organization of the validation process

The manuscript does not enter the publishing chain until it has scientific approval from the appropriate review committee. When the project is presented, the Éditions Quæ editorial committee may recommend an additional review, even if it is aware that the work has already been reviewed.

The collection in which a work is published is usually determined by the editorial committee or collection manager.

Authors should propose a title for their work, but the final decision will be made by the publisher.

3. Schedule

The publication schedule is determined by the author and publisher on submission of the final manuscript. **Once the final manuscript has been received, only minor corrections will be permitted.**

It is on receipt of the manuscript that decisions will be taken as to whether the work will include an index, and if so, what type (conventional, thematic, etc). If an index is planned, the author or authors should think about what occurrences of what terms it should include.

4. Legal constraints, copyright

The authors should take all the necessary steps to ensure that the rights of third parties are respected (see [Contracts and permission to reproduce](#)).

The publisher is responsible for legal notes, ISBN number and barcodes, and copyright deposits with the French Ministry of Home Affairs and the *Bibliothèque nationale*.

4.1 Copyright transfer

Every author will be required to sign a contract transferring copyright to the publisher, under conditions specified in the contract; in return the publisher undertakes to publish the work.

In the case of works with several authors, the coordinator(s) should ensure that the author of each part, chapter or article signs a copyright transfer contract.

An [assignment of copyright form](#) is available on the website or on request to the publisher.

4.2 Graphics

Authors must distinguish between original documents and those belonging to third parties. Any graphic (figure, graph, table, photograph, drawing, map, etc) drawn from another work must be accompanied by precise, full details of the source and written permission to reproduce from its publisher, unless the work was published by Éditions Quæ. As a result, it is important to ensure that the holder of the right to reproduce accepts in writing or under contract any corrections to or retouching of the image whose reproduction he or she has authorized. A [request for permission to reproduce form](#) is available on the website or on request from the publisher.

So-called “free access” sources are generally only for private use: they are usually still subject to rights of use in the event of reproduction in a publication. Permission to reproduce is generally granted for a fee, thus the payment of fees in order to reproduce graphics not produced by Éditions Quæ must be allowed for in the budget allocated for publication of the work; in the case of works containing large numbers of illustrations, such fees may represent a significant proportion of the overall budget. Authors are thus advised to inform the publisher as soon as possible of the number of illustrations concerned, to ensure that the corresponding cost is taken into account in the publication budget. In addition to photographs and diagrams, maps, 2D and 3D modelling elements and conceptual models of databases are also legally sensitive.

4.3 Quotes

The reproduction *as quotes* of parts of data tables, graphs and figures drawn from journals or scientific works is generally authorized by publishers. However, it is important to check this in advance in each case, making a written request. The same goes for quotes from texts of more than a few lines.

Manuscripts will not be published until the publisher receives all the copyright transfers from main authors and the necessary permissions to reproduce

5. Preparing the various elements of the work

The author or coordinator of the work should provide the publisher with:

- computer files of the texts (see [5.1](#));
- computer files of the illustrations and tables (see [5.2](#));
- a printout *of all the computer files supplied* (see [5.3](#));
- the copyright transfers and permissions to reproduce (see [4](#));
- files of the supplementary elements (see [5.4](#)):
 - preface, foreword, acknowledgements and glossary (if relevant);
 - table of contents;
 - bibliography;
 - professional addresses of the author(s) or contributor(s);
 - back cover text;
 - abstract and keywords relating to the field (in French and English).

It is a good idea to give computer files a name relating to their content (part1chap2.doc, fig2-2.eps, listauthors.doc, tab3-1.xls, etc)

5.1 Computer files of texts

Texts should be typed in Word (in **Times**) and recorded in .doc or .rtf format. If you have used another software, please contact the publisher’s production team.

The computer files of the texts can be sent via FTP.

Text structure

The titles should be as short as possible and clearly ranked level 1, level 2, level 3 or level 4. The website contains [style sheet templates](#). Using these sheets will enable you to produce a text with clearly identifiable title levels.

The texts should be sent without any typographic enhancements, except for subscript, superscript and italics. In particular, *do not use* bold, underlining, borders, shading, page headings and footings, indented first lines of paragraphs, tabs, extra spaces at the beginning or end of paragraphs, etc.

Removing typographic enhancements when converting files using desktop publishing software is time-consuming and can result in errors

The texts supplied to the publisher will be read and corrected based on orthotypographic rules.

5.2 Computer files of illustrations, photographs and tables

5.2.1 In-text references

Illustrations (figures, drawings and maps), photos and tables should be numbered and referred to in the text: table titles and figure captions should preferably be given just below the paragraph referring to them.

For instance:

“[...] On obtient alors des profils d'électrophorèse (caryotypes) différents suivant les souches de levures (figure 2). Blondin et Vezinhet (1988) ont, les premiers, appliqué l'électrophorèse en champ pulsé à l'identification des levures œnologiques. [...]”

“Figure 2. Électrophorèse en champ pulsé de souches de *Saccharomyces cerevisiae* (pistes 1 à 8) et de *S. uvarum* (pistes 9 et 10)”

NB: it is not necessary to leave a blank space or box to indicate the likely space required for illustrations, photographs, tables, etc.

5.2.2 Illustrations (figures, drawings and maps)

It is essential to provide files separately (not in the text in Word or other software).

Pre-press technical rules may necessitate a complete revision of illustrations by the publisher (colour changes, removal of shading, orthotypographic corrections, format, etc)

Illustrations may be supplied as computer files in vector format (Adobe Illustrator —.ai—, Corel Draw —.cdr). Concerning maps, contact the publisher to agree on file formats that can be used in page layout softwares.

If the illustrations are supplied in .psd (Photoshop), .jpg or .tif format, the resolution required for good quality printing is at least 300 DPI for a width of 1,400 pixels.

NB: DPI = dots per inch. E.g. an illustration in 72 DPI, originally measuring 8 × 12 cm, will be the size of a postage stamp at 300 DPI as it will be 2 × 3 cm. The larger the file, the better the printed result.

5.2.3 Photographs

Photographs should be good quality. If some images require cropping (using part of the photo), show the crop required, for instance on a photocopy. *Never use screened photographs or reproductions (images that have already been printed).*

Authors should not generally digitalize their photos.

If the author has only digital photos (.jpg from a digital camera), it is best to set the camera on the highest possible resolution; for existing digital photos, please observe the resolutions recommended above in point [5.2.2](#).

In any case, please enclose a print of the photo.

In the event of difficulties with reproduction, we will submit a proof to the author for checking.

5.2.4 Tables

Tables should preferably be generated using tabs, in Word. If tables have been generated in Excel, it is not necessary to insert them into the Word file.

Each illustration, photograph and table should be numbered, bear a caption or title, and be referred to in the text.

In any event, please supply us with the original files of every table or illustration. They can be sent via FTP

5.3 Printouts

You should supply a printout of every text, illustration and table, which should correspond exactly to the computer files submitted.

In case of problems recovering files containing figures, drawings and maps, a colour laser printout should be supplied, to enable the graphics artist to correct or adapt the file or create another for conversion to bichrome or black and white.

5.4 Supplementary elements

These include all the elements outside the main body of the text: table of contents, preface, glossary, bibliography, abstract, etc.

5.4.1 Preface, acknowledgements, glossary

If you plan to include these elements, they should be submitted at the same time as the final manuscript.

5.4.2 Table of contents

A highly detailed table of contents, down to the lowest level of title, is rarely vitally important to readers, but enables the author and assistant editors to check that nothing has been forgotten in the final version of the manuscript. Once such full tables of contents have served their purpose, they will be simplified before publication.

5.4.3 Index

If an index is planned, the terms to be included should be determined and listed fully before dispatch to the assistant editors, to avoid errors or omissions. To build the index, which should include two levels at most, the author should flag the proof — i.e. after layout — by highlighting the occurrences he or she wishes to include in the index, to enable its composition by the publisher.

5.4.4 Bibliography

Full references, in alphabetical order by author's name, should be given in a bibliography at the end of the work, or of each part or chapter in the case of complex works.

If the work contains only a small number of references, it is possible to quote the author's surname and the publication date (Dupont, 1999) in the text and give the full reference in a footnote.

Please ensure that each bibliographical indicator *systematically* corresponds to a full, clear reference, whether in a footnote or grouped with other references at the end of the work, part or chapter

Bibliographical reference notation:

- indicator in text: author's surname, year of publication (Durand, 1997);
- reference to a journal article in the main bibliography: author's surname and initial(s), year. Title of article, *name of journal*, volume (issue no.): first page no.-last page no.
Bergmann D., 1987. L'évolution récente de l'emploi agricole aux États-Unis. *Économie rurale*, (178-179): 24-28.
- reference to a book in the main bibliography: author's surname and initial(s), year. *Book title*. Town of publication, publisher, number of pages.
Perroux F., 1964. *L'économie du xx^e siècle*. Paris, PUF, 689 p.
- reference to a chapter in a collective work: author's surname and initial(s), year. Article title. *In* surname and initial(s) of the scientific editor (or coordinator) of the work, *book title*. Town of publication, publisher, first page no.-last page no. of chapter in question.
Coiffier C., 1999. Le sagou fermenté dans la région du Sépik (Papouasie). *In* Stäuble-Tercier N., Raboud-Schüle I. (dir.), *Ferments en folie*. Vevey (Switzerland), Fondation Alimentarium, 101-105.
- reference to an electronic publication: in addition to the details given for a hard copy reference, add [on line], the URL and consultation date of the reference. More details are available on: <http://www.revue-texto.net/Reperes/Themes/Kyheng_References.html> (consulted on 2006.09.14).

Le Guern M., *Sémantique de la métaphore et de la métonymie* [on line], Facsimile reprint of the paper edition [Paris: Larousse, 1973, 126 p.] Paris: Texto, March 2004, PDF format. Available on: <<http://www.revue-texto.net/Parutions/LeGuern/LeGuern.html>> (consulted on 2006.09.14).

For an article on an electronic medium: author's surname and initial(s), year. Article title. *Name of journal*, [on line], volume (issue no.): first page no.-last page no. Available on: <URL> (Consulted on day.month.year).

Akhtar M.S., 2000. Anthelmintic activity of medicinal plants in the Indo-Pakistan subcontinent. *Small Ruminant Research*, [on line], 38 (2): 99-107. Available on: <<http://www.elsevier.nl/inca/publications/store/5/0/3/3/1/7/index.htm>> (consulted on 25.09.2005).

5.4.5 Abstract and keywords

The works we publish are the product of research. To ensure that all our works are referenced in catalogues, databases and scientific websites, authors should supply the title, keywords and an abstract of the work (maximum 700 characters), in French and English. The abstract should outline the contents, context and aims of the research or study covered, and the results, issues raised and prospects.

5.4.6 Cover elements

These include:

- the proposed title (as short and explicit as possible);
- the authors' or coordinators' surnames and first names;
- one or several good-quality illustration(s) (depending on the chosen collection), or a list of topics to enable a picture search.

5.4.7 Back cover

This "presents" the book; in particular, it should specify the "whys and wherefores" of the book and its merits for its target readership. In some cases, a presentation of the authors or coordinators and an outline of their specialist field and their work may shed further light on the exact aims of the work. The author should submit this text to the publisher's production manager.

6. The style sheet template quaestylesheet.dot

A template including style sheets (quaestylesheet.dot) is available; it should enable you to simplify and standardize your Word files. Style sheets serve to flag the different levels of titles in a document and automatically apply the same style to all titles flagged in the same way. We strongly encourage you to use them, as this will enable you to:

- number titles automatically (which will simplify matters for you);
- identify the various levels of titles rapidly, without any room for confusion, making revision and correction more efficient and reliable;
- flag the text, hence speeding up desktop publishing operations.

6.1 How to use the quaestylesheet.dot file

A. If you have not yet typed your text, double-click on the quaestylesheet.dot file as you would with a "normal" document.

This will show the various levels (title, authors, title 1, title 2, title 3, title 4 and normal, ie the body of the text).

Delete all the text (Edit → Select all and then press Delete key).

You can move on to point [6.2](#).

B. If you have already typed your text:

Make a copy of your file (just in case).

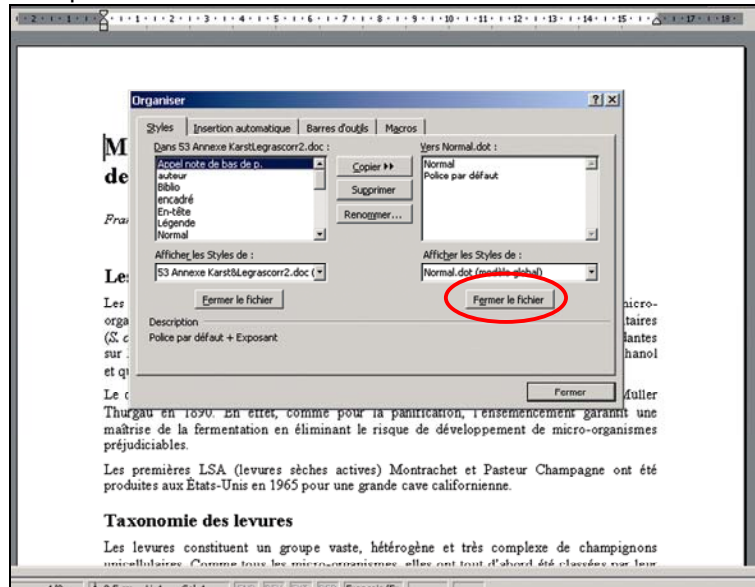
Open your file.

Format → Styles → "Styles" tab → "Organize" button (or with the XP version, Tools menu, click on Templates and add-ins).

In the left-hand window (called "In name_of_your_file.doc"), select all the styles; beginning with the first, you should press the scroll down arrow of your keyboard while keeping the "capitals" key pressed down.

Click on "Delete" between the two windows, click on "Yes to everything" when it pops up; at least two styles cannot be deleted, "Normal" and "Default font".

In the right-hand window (generally called "To normal.dot"), click on "Close file"; the same button will become "Open file": click on it.



Locate the quaestylesheet.dot file → Open.

The right-hand window contains the styles defined in the template. Select all of them.

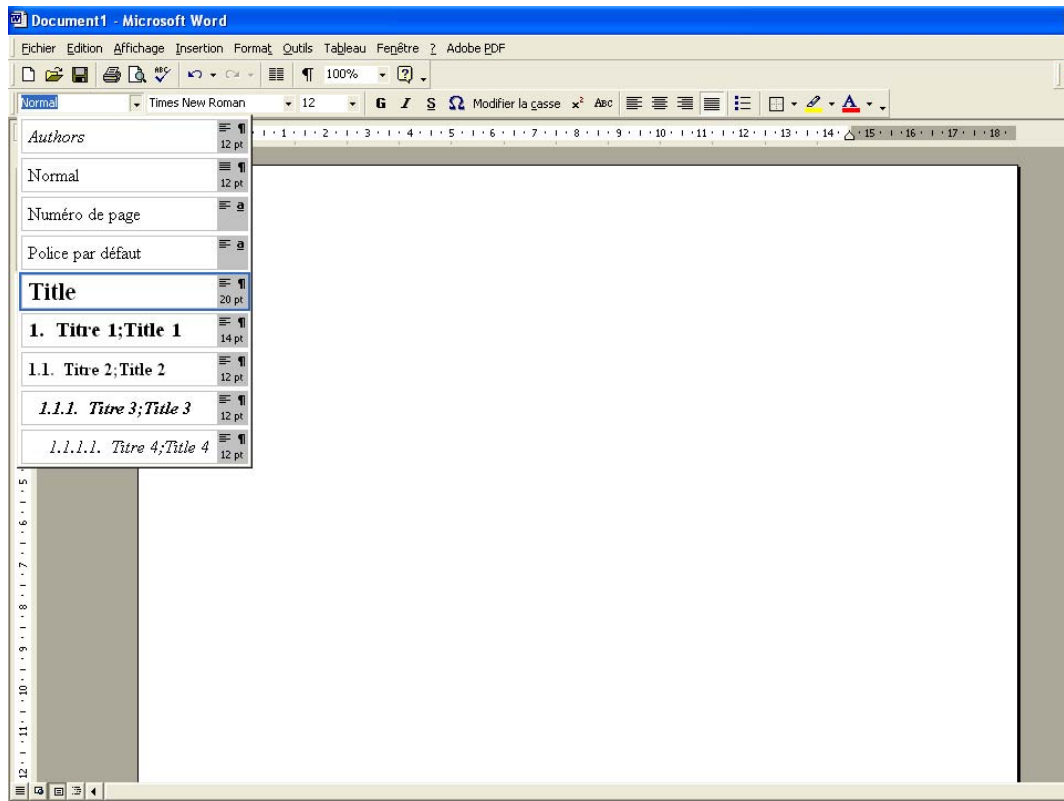
Between the two windows, click on "◀◀ Copy"; choose "Yes to all" when it pops up.

The style sheets have now been imported into your file; all you have to do is apply the styles.

6.2 How to use style sheets

The styles to choose are:

- "Normal" for the body of the text; this is the default style, for instance for figure and table captions;
- "title" for the title of the article/chapter/part;
- "title 1" for level 1;
- "title 2" for level 1.1;
- etc.



NB: a style applies to one or more paragraph(s) (and not to a series of characters). A "paragraph" is everything between two "carriage returns" (Enter key on keyboard). All you need to do is to place the cursor on the paragraph to be formatted, and choose the style from the drop-down menu.

7. Author's passing of proofs

Once layout has been completed, the author or coordinator(s) will be sent a printed proof for final checking and approval. The authors may not make any further corrections at this stage, unless the contents do not tally with the original text and skeleton or the approved revised text.

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