

Contributions

Opinion

The views expressed in the *International Journal of Francophone Studies* are those of the authors, and do not necessarily coincide with those of the Editor or the Editorial Advisory Board.

Referees

The *International Journal of Francophone Studies* is a refereed journal. Strict anonymity is accorded to both authors and referees. There are normally two referees, chosen for expertise within the subject area, and they are asked also to comment on comprehensibility and the significance of the article to other disciplines and professions.

Other submissions

The Editor wishes to encourage articles which are of a more speculative nature, and especially those from practitioners in the field, often precluded from producing detailed research articles. Photographic and illustrative material is also most welcome. Such articles should be clearly different from refereed research articles in tone of language. They do not normally contain an abstract nor a list of references.

Length

Articles should normally be a minimum of 8000 words in length and more speculative pieces would normally be considerably shorter.

Submitting

Articles should be original and not be under consideration by any other publication and be written in a clear and concise style.

Three hard copies and disk or e-mail attachment in Word for windows must be sent to the Editor, typewritten or printed on one side only, and double-spaced.

If the article is accepted, it should be put on disk, with any required amendments, and this electronic version of the article as agreed for final publication should then be sent to the Editor. The electronic version should be in WORD, and be submitted along with an ASCII (i.e. Text-only) file of the article on a 3.5 inch disk formatted for DOS only. The disk should be labelled with the name of the author, the title of the article, and the software used. (Formats other than WORD are not encouraged, but please contact the Editor for further details.)

Language and style

The Journal uses standard British English, and the Editor reserves the right to alter usage to that end. Because of the interdisciplinary nature of the readership, jargon is to be avoided. Simple sentence structures are of great benefit to readers for whom English is a second language. The journal also uses standard metropolitan French, with English punctuation and English quotation marks.

Illustrations

Illustrations are welcome. In particular, discussions of particular buildings, sites or landscapes would be assisted by including illustrations, enabling readers to see them.

Generally, the only options are black and white, and greyscale. Photographs should be greyscale glossy. All slides should be printed as colour photos or copied onto PhotoCD as a YCC computer file.

Line drawings, maps, diagrams, etc. should be in a camera-ready state, capable of reduction, or as a Macintosh EPS or TIFF file with hard copy output.

All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc.

The source has to be indicated below.

When they are on a separate sheet or file, indication must be given as to where they should be placed in the text.

Quotations

Within paragraphs, these should be used sparingly, identified by single quotation marks. Paragraph quotations must be indented with an additional one line space above and below and without quotes.

Captions

All illustrations should be accompanied by a caption, which should include the Fig. No., and an acknowledgement to the holder of the copyright. The author has responsibility to ensure that the proper permissions are obtained.

Other Styles

Margins should be at least one inch all round and pagination should be continuous. Foreign words and phrases inserted in the text should be italicized.

Author note

A note on the author is required, which includes an address. This should not exceed 50 words. Authors should also indicate how they wish their names to appear. The custom is without titles, one forename plus surname, but authors may vary this.

Abstract

The abstract should be submitted in English and in French, and should concentrate on the significant findings. The abstract should not exceed 150 words in length. Apart from its value to abstracting services, it should also make a case for the article to be read by someone from a quite different discipline. Do not use the personal pronoun within the abstract.

Keywords

Provision of up to six key words is much appreciated by indexing and abstracting services, these should be provided by the author with the article.

Notes

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. These should be kept to a minimum, and be identified by a superscript numeral. These can be supplied as footnotes on submission. References need not be made formally within the notes as a full list of references must be supplied at the end of each article.

References and Bibliography

References should not be supplied within a full list that must be supplied at the end of the article. They should adhere to the following models:

Books: author's full name, title (italics), place of publication, publisher, year, and page reference.

Articles: author's full name, title (within single quotation marks), name of journal (italics), volume and issue numbers, date, and page reference.

A bibliography may be included if this is deemed to be a necessary addition to the sidenotes.

Book and Conference Reviews

These must be presented as articles in style and format.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor. The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Notes for Contributors. These notes can be referred to by contributors to any of Intellect's journals, and so are, in turn, not sufficient; contributors will also need to refer to the guidance such as this given for each specific journal. Intellect Notes for Contributors is obtainable from www.intellectbooks.com/journals, or on request from the Editor of this journal.