

# Notes for Contributors

*The guidance on this page is by no means comprehensive: it must be read in conjunction with the Intellect Style Guide.*

## Opinion

The views expressed in the *International Journal of Francophone Studies (IJFS)* 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 also asked to comment on comprehensibility and the significance of the article to other disciplines and professions.

## Diversity and Inclusion

Intellect is committed to creating a diverse and inclusive space for the benefit of its authors, editors, staff and the wider academic community. For more information and resources, including our Inclusive Language Guide, Author Fund, Language Ambassadors and name-change policy, please consult our website: <https://www.intellectbooks.com/diversity>.

## 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 or a list of references.

## Length

Articles should normally be a minimum of 9000 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. Submissions should be made via the *IJFS* webpage, or by email to the Editor. The article should be in Word and double spaced. 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. All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. Print reproduction will usually be in black and white, whereas images can be in full colour in the online version.

All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions: Figure 1: Caption here. Please note the colon after the number and the terminating full point, even if the caption is not a full sentence.

## Alternative Text

As part of Intellect's commitment to fairness and accessibility, we ask our authors to provide descriptive text alternatives for all images, graphs, figures, etc. in your work. Useful guidelines can be found at the Diagram Center website and the Describing Visual Resources website. All Intellect journal content published from August 2023 onwards includes alternative text for all visual and audio material.

## Permissions/Copyright/Liability

Copyright clearance for non-original material included in the manuscript (e.g., images) should be indicated by the contributor and is always the responsibility of the contributor. The contributor publishing agreement, which also details which version of a contributor's own article remains their copyright, should be completed and sent to the editors to accompany every submission.

## Quotations

Within paragraphs, these should be used sparingly, identified by single quotation marks. All long quotations (i.e. over 40 words long) should be 'displayed' – i.e. set into a separate indented paragraph with an additional one-line space above and below,

and without quote marks at the beginning or end. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop.

## 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 six keywords 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 be supplied within a full list supplied at the end of the article. They should adhere to the following models:

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

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

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

## 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 the Intellect Style Guide. 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. The Intellect Style Guide is obtainable from <https://www.intellectbooks.com/journal-editors-and-contributors> or on request from the Editor of this journal.*