Drafting protocol

FRONTIÈRES only publishes original and unpublished texts which, if accepted, shall not be substantially republished elsewhere without the permission of the Journal. The authors retain full responsibility for the content of their articles.

Each article is submitted to a scientific committee. In the light of this evaluation, the article is either accepted as it is or is returned to the author in order to produce a final version, taking into account the recommendations made. The notes, references and bibliography must be consistent with the Standards for the submission of articles.

If the evaluation is negative and the article does not correspond to the editorial policies of the Journal, it may be refused.

The editorial staff retains the right to make minor corrections concerning language, punctuation, titles and subtitles, as well as bibliographic protocol.

Send your documents by email or on computer support (indicating the platform and software used):

Revue FRONTIÈRES
Université du Québec à Montréal,
PO Box 8888, Downtown Station
Montréal (Québec) Canada H3C 3P8

Telephone : (514) 987-3000, # 8537       E-mail address : frontieres@uqam.ca
Standards for the submission of articles

At this stage, it is important to understand that the document will be re-read several times and will undergo many corrections and transformations.

Your concern is therefore to provide a complete and definitive version of the texts, the presentation of which is simple, uniform and well-spaced, in order to facilitate and speed up the editing process.

In this context, we ask you to avoid unnecessary codifications and elaborate layouts.
A. Contents

Make sure your submission is complete and contains:

1. the first name and last name of each author as well as the name of the organization with which he is associated (if this organization is a university, specify the department or faculty);

2. contact information for each author (mailing address, telephone and email address);

3. the definitive title of the article;

4. For the following segments Article, Research and Intervention, a summary of the article in French and English (800 characters) and 4 to 6 keywords;

5. a complete bibliography listing all references in the text;

B. Presentation of the text

Present the text according to the following specifications:

1. paper size 21,6 cm x28 cm (8,5 in 11 in).

2. margins 2,5 cm on each side (approximately 1 in).

3. line spacing 1,5

4. font Times – 12 points

5. titles and subtitles avoid references such as Introduction and Conclusion

6. italic recommended use for foreign words and book titles

7. bold recommended use for titles and subtitles

8. underlining Do not use

9. accents remember to use the accents also on capital letters

10. quotation marks use French quotation marks (« ») (use only the English quotation marks (‘ ’) for quotes already in quotation marks
11. **c**itation  
Insert in square brackets [ ] the letters or words added or modified in a citation, as well as the suspension point indicating the crossing of a passage [...];

SHORT : ☐(1, 2 or 3 lines) use French quotation marks inside the paragraph  
LONG : ☐ (4 lines or more) don’t use quotation marks and set off from the main text

12. **Iconography**  
Caution: verify the compatibility of these elements before starting work;

a. provide maps, charts and tables on computer media and add a .EPS, .PICT or .TIFF version if they have been created in a software that is different from the one of your word processing software;

b. do not use spaces as a column separator;

c. give a title to these elements;

d. provide the full source;

e. provide a copy of the reproduction rights agreement if applicable; it is the responsibility of the author to obtain the reproduction rights.

13. **Notes**

a. all notes, excluding references, should be placed at the end of the text and given a consecutive number;

b. use the "AutoText" feature of your software for note reference mark;

c. place the note reference mark before the punctuation mark;

14. **References**

a. place the references in the text immediately after the quotation or word to which they relate and complete them in bibliography and not in footnotes.

b. indicate between parentheses the name of the author, followed by a comma, followed by the year of publication and, if applicable, add a comma followed by the abbreviation p. and the page numbers:  
(Germain, 1999, p. 200) or (Germain, 1999, p. 35-48)

c. write only the first author of a collective followed by the Latin abbreviation *et al.* in italic.  
(Côté *et al.*, 1999, p. 34-45) or (Demers *et al.*, 1999)

d. when you cite two books published by the same author in the same year, add a letter to the year:  
(Germain, 1999a, 1999b)

e. when you cite more than one book within the same parentheses, place them in chronological order (from the most recent to the oldest), each separated by a semicolon. If the publication years are the same, use the alphabetical order:  
(Germain, 2000, p. 35; Côté, 1999; Demers, 1999)
14. bibliography

Place it at the end of the text. Make sure all references in the text are there and that the publication dates correspond. Sort references in alphabetical order of author names; write these names in capital letters. Titles of books, journals and newspapers must be in italics, but titles of articles and book chapters must be enclosed in French quotation marks (« »). Do not forget to indicate the publication place and publishing house for books as well as the vol. and n° for periodicals.

BIBLIOGRAPHY EXAMPLES

Book

1 author


2 authors


3 authors and more


Collective work (under the direction)

1 director


2 directors


3 directors and more


Article in a journal or book chapter


Analytic Teaching, vol. 13, n° 6, p. 21-44.


You will notice that for the titles of English articles or chapters, only the first word and the one after the colon are capital letters, whereas for the title of a book, the first letter of each word is a capital letter, except prepositions, articles and conjunctions.