



INSTRUCTIONS TO AUTHORS

The application of the beneath instructions is not optional. The text proposals that do not respect the composition rules will be returned for correction.

AUTHORS' COMMITMENT

The *Méditerranée* review only publishes original articles. By submitting their manuscripts, the authors attest *ipso facto* that :

- their texts have not been published before,
- they are not submitted at the same time to another editor,
- they are fully authorised to submit the material for publication,
- if accepted, the paper will not be republished without the consent of the publishers,
- their works are free from any plagiarism.

EVALUATION PROCEDURE

For any submission the authors have to send the numeric version and three paper prints of their articles to the corresponding *Méditerranée* secretary :

Physical Geography

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The submitted articles are anonymously transmitted to two well-known thematically and geographically experienced reviewers. They proceed to a deep exam of the text and report their ratings and annotations to the review managers. This report is then anonymously returned to the author for correction. The corrected text is submitted for the second time to the reviewers. The author is eventually invited to proceed to the last corrections.

The redaction committee keeps the right at any time to refuse the publication of the article :

- if the scientific level of the text is considered inadequate,
- if the corrections are not applied,
- if the presentation standards are not respected.

Every rejection will be justified.

For every published article, the author will get a copy of the corresponding *Méditerranée* volume and several offprints.

TEXT

-Maximum length :

- Article = 6/8 printed pages including figures and tables –namely 25 000 to 38 000 characters maximum (from which you withdraw fig. and tab.).
- Note and chronicle = 4 printed pages –namely 18 000 characters maximum (from which you withdraw fig. and tab.).
- Book review = 1 page –namely 4 to 5 000 characters maximum.

-Prepare a clear text, simple, easy to read (correct punctuation use, paragraph constructions without excessive indentations). Structure the text into sections with explicit titles and sub-titles.

-Take care to send a text free from spelling mistakes. According to the grammatical rules, pay attention to the correct use of :

- capital letters : we often put too many of them and not in the right place,
- hyphens,
- commas and semi-colons,
- italics (for non English words),
- foreign place names : in the original language, except when a well-known anglicized equivalent exist.
- limit the use of numerals in the text and avoid the statistics paraphrase (round out the values as far as possible to integers or to one digit decimal numbers).

-The texts will be supplied in **Word .doc format**

-The **Times New Roman** font use –in its Unicode version- is mandatory. If you resort to any other alphabet than standard Latin, use the **Arial Unicode MS**. Those fonts are supplied within *Word* (Mac and PC) by Microsoft. If your computer system does not support Unicode, please contact us.

-Every article must be provided with a 1 000 characters maximum abstract.

-Please begin your writings with the attached **Model.doc** file.

BIBLIOGRAPHY

Within the text, give your preference to the bibliographic references rather than to text notes.

-Bibliographic references :

...(NICOD, 1983), (NICOD and VAUDOUR, 1989)...

If a reference to the author is made in the text without parenthesis, then also include the initial of the first name :

...as studied by P.-Y. PECHOUX (1992)...

-End article's bibliography :

The author's name is written in small capitals, the year is placed between parenthesis, the title in italics, the publisher in standard type, don't forget the number of pages. Original language and alphabet, no translation.

- For a book : AUTHOR, (date), *Title*, Publisher, Place, p.
WALKER D.S., (1960), *The Mediterranean lands*, Wiley, New-York, 524 p.
The author may be a public institution.
- For an article : AUTHOR, (date), Title, *Journal*, vol. n°, p.
KING R., (2004), Albania : interrelationships between population, poverty, development, internal and international migration, *Méditerranée*, vol. 103, n°3-4, p.37-47.
- For a symposium or a collective volume : AUTHOR, (date), Title, *Symposium*, Publisher, Place, paging in the volume.

-Footnotes are excluded. The exceptional text notes will be numbered from 1 to n and placed at the end of the text (if bibliographic references are to be used in text notes, they must follow the above mentioned bibliographic rules).



ILLUSTRATIONS

Register your illustrations independently from the text and provide them apart. Point out in the margin the insertion's place.

-Grey levels or black & white are mandatory. Colour illustrations should remain exceptional.

-Don't forget to mention the source(s) –author's name and date for photos.

-The useful page format is **6.3'' X 9.4''** divided into two **3.1''** text columns. Every illustration –both patterns and writings– may support a maximum half reduction of its size. Simple legends or numbered signals for the captions composed beneath the fig. title.

-Type the figures' titles, legends and sources apart (do not forget them, mainly for graphs or maps).

-The fig. must be numbered from 1 to n. Same approach for the tab. (therefore 2 numbering lists).

► Tables :

- Simple but complete titles. Show the units.
- Provide us **Excel .xls format** files.

► Figures (maps, graphs, drawings and photographs) :

If you don't use any computer, directly draw with indian ink on tracing paper or white hard paper. Otherwise :

- Your figures should be prepared on a drawing software (*Freehand* or *Illustrator*) and delivered as **vectorial eps format**
- Maps : do not forget the essential **graphic scale** (not alphanumeric) and orientation.
- For software incompatibilities, avoid frames on maps. Use grey levels as a substitute. If you still need frames, we'll restore them ourselves.
- Minimum resolution for photos **300 dpi**, saved as **raster tif** or **jpeg**.
- Be careful to place names –as for the text.
- Do not insert your figures, photos or graphs inside *Word*. They could risk damages.

FINAL DOCUMENTS SUPPLY

The authors are kindly requested to send their definitive texts on numeric support. The file transfer should be made by CD or email.

The definitive composition of the whole issue is achieved on PC through the *InDesign* software.

Thank you for taking into account all these remarks.

The editorial board of *Méditerranée*

