

INSTRUCTIONS TO AUTHORS

1. General Guidelines

The *CONFLUENCE Sciences & Humanities Journal* publishes original texts (see Publication Policy).

The article should not exceed **40,000 characters**, including bibliography, footnotes, figures, and spaces.

The file should be sent in .doc, .rtf or .odt format and must be composed of the following elements in this order:

- The **title of the article**.
- A **brief description** of 500 characters maximum (including spaces) highlighting the impact and innovative aspect of the article.
- An **abstract** of maximum 1000 characters (including spaces) in French, English, and one of the following three languages: Italian, German, or Spanish. The abstract must show the theme, the problem, and the results of the contribution. They must respect the punctuation rules of each language.
- A **list of key words** in English, French, and one of the following three languages: Italian, German, or Spanish (maximum 6 for each language), separated by commas. Propose at least one term corresponding to the scientific discipline in which your work falls.
- **Information about the authors** (which will then be anonymised before the article is evaluated):
 - **First name then surname**, in lower case except for initials.
 - **Institutional affiliation**: research unit or department (logo or acronym, with the number for French research centers), institution, city, country.
 - **E-mail address** (preferably institutional e-mail).
 - If the article is signed by more than one person, the person submitting the proposal must declare in the accompanying email that he/she has obtained **the agreement of all the co-authors** of the text to act on their behalf (see the Ethical and Scientific Integrity Charter).
- The **scientific article**.
- The **list of bibliographic references** (maximum 30). In the case of a literature review or synthesis, the bibliographic references may not exceed 200.

Articles should be sent to the following address: revueconfluence@univ-catholyon.fr

2. Illustrations and Data

It is possible for the Journal to publish articles accompanied by illustrations (iconography, photos, etc.), in black and white or in colour. However, only black and white illustrations will appear in the paper version of the journal.

- Original illustrations and figures should be sent as a separate file together with the manuscript, accompanied by captions. They should be sent in easily usable formats and the images should be of the best possible quality.
- The source or credits ("Creative Commons BY-SA license", "© Musée Yves Klein" or "Image produced by the author") must be mentioned after the caption, below the illustration.
- The author must obtain permission to reproduce any document (painting, graphic, figure, photograph) already published (in print or online), from the holder of the reproduction rights (publisher or author). This permission must be sent with the illustration.

In the text:

- Systematically add a title before the illustration ("Figure 1. This is not a caption.").
- Place any captions below the illustrations.

Illustrations and figures are limited to a **maximum of 6**.

Data

If your text refers to data that you have produced but that it is not desirable or possible to integrate into the article (for example, a dynamic visualisation or a dataset), we invite you to discuss this with us in order to find a suitable solution that guarantees its durability.

3. Convention Concerning the Feminisation of Texts (for languages with masculine and feminine forms)

We favour conjunctive writing using doublets ("her or his") for gendered languages, collective terms ("the group", "the colleagues") and neutral or epicene terms ("the individual", "the persons") - bearing in mind that readability is more important than systematicity.

4. Presentation of the Manuscript

Authors are asked to respect the following guidelines for the submission of their text.

4.1. Composition, Typography, and Titles

- Use a Unicode font (Times New Roman on PC and Times on Macintosh).

Text (Paragraph without indentation, line spacing: 1)	Times 11
Long quotation (more than 3 lines)	Times 10, left indent 2 cm
Notes	Times 10
References	Times 10

- Use only the Latin alphabet; use simplified transliteration for Cyrillic, Arabic, Chinese, etc. The original may be footnoted.
- Capital letters are accented.
- The following levels should be used and clearly indicated in the text:

Title of the article	Times 18, centred, bold
Level 2 title	Times 16, bold, numbered "1. Title".
Level 3 title	Times 12 bold, numbered "1.1. Subheading"

4.2. Italics, Capitals, and Quotation Marks

Italics should be used:

- To highlight words or groups of words in the body of the text, especially those that are discussed in the article (never use bold or underline).

Example: The use of the name John Doe is recognised as a *common name* in databases.

- For titles of books, newspapers, magazines, films, tables, etc. (according to typographic standards in use).

Example: My approach here is the one recommended by Jane Doe in her book *The Limits of Placeholders*.

- For Latin abbreviations and expressions: *sic, sq., in, id, ibid., et al, i.e.*

However, do not use italics for: *cf., a priori, a posteriori, a fortiori, a contrario.*

Prefer "see" to "cf." (which means "compare").

- For any non-lexicalised term or phrase of foreign origin.

Inverted commas should be used as follows:

- Use double inverted commas (" ") to mark a first-order quotation and single quotation marks (' ') for a second-order quotation.

- Use inverted commas only to clarify the meaning of the words mentioned; no softening or qualifying inverted commas.
- The titles of articles or chapters in any text from a volume should be in normal text and in inverted commas in the body of the text:
Example: In a recent article entitled "The details of author instructions" in the February 31, 2007 issue of the *Enth Science Review*, Jane Doe reports...

Capitalization:

- Do not use capitals in French book titles or to emphasise a word (prefer italics, or as a second choice, inverted commas).
- Do not use them to develop acronyms; write: National Aeronautics and Space Administration (NASA).

4.3. Reminders for Punctuation and Writing

- Punctuation:

- For lists, use dashes (not bullets or arrows) and introduce indents only for nested lists. Start the sentence with a capital letter and end it with a comma or full stop.
- No spaces before commas and full stops; non-breaking spaces before: ; : ? !
- Use non-breaking spaces between words that should not be separated by a line break. Example: 5,3 million.
- "etc.", in normal text, is followed by an abbreviation point, which replaces the full stop at the end of the sentence.

- Dates and numbers:

Dates should be written as follows:

- In the 1st century BC.
- In the 19th century (superscript "th"). It is also important to check the correct typography of the centuries: not XIXth century, 19th, XIXth.
- In 50 BC.
- 15 February 1987.
- University numbers in Arabic numerals: Lyon 2, Paris 12.
- Numbers of arrondissements of large cities are written in Arabic numerals: 15th district.

Write numbers in letters up to twenty, in figures beyond that.

Specify the meaning of an **abbreviation** the first time it is used in the text.

5. Bibliographical References

The bibliographical references will be developed at the end of the text and differentiated from the notes. They are announced by a heading: Bibliographical References (not "bibliography").

Only include references that are explicitly mentioned, cited, and referred to in the text.

5.1. Bibliographic Citations

5.1.1. Mentioning proper names in the body of the text

Proper names should be mentioned in lower case, normal text (except for initials).

When the author of an article or a book is mentioned, the date of the edition used and, if applicable, the pagination in parenthesis should be given.

Example: [...] but this will not remedy the precision of the instructions to authors (Doe, 2002, p. 55).

In the case of a multi-author reference:

- Two authors: (Doe and Mustermann, 1993, p. 124).
- Three authors: (Doe, Untel, and Agerio-Negidio, 2014, p. 214).
- On the other hand, from three authors, the references in the text are as follows: (Doe *et al.*, 2001, p. 55).

5.1.2. Quotations

They must correspond exactly to the original text. The author is responsible for their accuracy. Italics should not be used for quotations.

- If they are short (1-2 lines), they should be given in the text, in normal text, between inverted commas (see 4.2).
- If they are long (more than 3 lines), they should be taken out of the text, indicated by a left indent, a space before and a space after, without inverted commas. In any case, they may not exceed two paragraphs. References should be added after quotations and outside their punctuation.

Example: This is an end of a long quote. (Doe, 2016, p. 10)

The author's interventions in the text of a quotation (deletions, additions, or replacements of words or letters) will be indicated in square brackets:

- Text cuts: [...].
- Modifications: take[s].
- Comments: [here it is about *Le Monde*] or [we underline].

Do not forget the punctuation, before or after the break.

When the author translates some passages from a foreign or old work, he/she should include a note with the passage in the original language.

A systematic translation of quotations is not required, especially if they are not essential to the subject. For English, translation is generally unnecessary. The important thing is to be judicious: for example, an old, complex extract or one written in a less common language should be translated.

Rules on Full Stops and Capitals in Quotations Within Inverted Commas

- If the quotation is introduced by a colon and consists of one or more complete sentences, and the full stops of the quoting sentence and the quoted sentence coincide: initial capital; a single full stop, placed inside the inverted commas.

Example: The author clearly states: "The instructions to authors are precise." He goes on to say this on several pages.

- If the quoting sentence extends beyond the quotation, including in the case of a parenthesis: no full stop to the quotation.

Example:

The person in charge states unequivocally: "The instructions to the authors are precise", which calls for a reaction.

The writer is clear: "Instructions to authors are precise" (Doe, 2002).

- When the quotation consists of a part of a sentence, not complete or which acquires a syntactic function within the quoting sentence: full stop outside.

Example:

The novelist unabashedly states, "the instructions to the authors are precise".

The editors make it clear that "the instructions to the authors are precise".

5.2. Footnotes

Footnotes may contain bibliographical references but cannot be reduced to them.

- Footnotes: use automatic numbering, which automatically raises the footnote. This is placed in French before any punctuation, including closing inverted commas.

Example:

She expresses herself clearly¹.

The poet says it well: "The instructions to the authors are precise¹" (Doe, 2002).

- Footnotes appear as a running list; in Times New Roman 10 (see 4.1.)
- They should not, as far as possible, exceed 5 lines each.

5.3. List of Bibliographic References

The journal uses the **NF ISO 690:2010** standard, adapted by AFNOR and widely used in France, particularly by documentation professionals, and has the advantage of being interdisciplinary.

The bibliographic references are classified by author and date.

A style is available on the **Zotero** bibliographic management software: *ISO-690 (author-date, no abstract, French)*

5.3.1. Memo on the Principal Schemas According to the ISO 690 Standard

- **REMINDER IN THE CASE OF A MULTI-AUTHOR REFERENCE**

As part of the list of bibliographic references at the end of the article (does not concern mentions in the text or footnotes: see 5.5.1.):

- Two authors: DOE, John and MUSTERMANN, Erika.
- Three authors: DOE, John, MUSTERMANN, Erika, and DOE, Jane.
- More than three authors: if possible, all names should be indicated. If these names are omitted, the name of the first author should be given, followed by "*et al*": DOE, John *et al*.

In the following schema, the example will refer to one author only and the year will refer to the year of publication.

ARTICLES AND PERIODICALS	
Article	<p>SURNAME, First name of the author. Year of publication. Title of the article. <i>Title of periodical in italics</i>, number, pages. ISSN</p> <p>Example: DOE, Jane. 2002. The case of the sample man. <i>Umpteenth Journal of the Sciences</i>, n°3, pp. 315-355.</p>
Electronic Article	<p>SURNAME, First name of the author. Year of publication. Title of the article. <i>Title of the periodical in italics</i> [online], year, n° [Accessed on DD/MM/YYYY]. Available at: URL or DOI. ISSN</p> <p>Example: DOE, Jane. 2002. The case of the sample man. <i>New Science Review</i>, 2002, No. 3 [Accessed 31/02/2002]. DOI: 10.4000/gen.14582.</p>
Periodical issue	<p><i>Title of the periodical in italics</i>. Edition statement. Place of publication: Publisher, year, numbering in the series. ISSN</p> <p>Example: <i>Umpteenth Journal of the Sciences</i>. 3rd ed. Lyon : Éditions Passe-partout, 2002, n°3.</p>
Online periodical issue	<p><i>Title of periodical in italics</i> [online]. Place of publication: Publisher, year, numbering in the series. Accessed on DD/MM/YYYY]. Available at: URL or DOI. ISSN</p>

BOOKS AND CHAPTERS	
Book	<p>SURNAME, First name of the author. Year of publication. <i>Title in italics</i>. Publishing name. Place of publication: Publisher. Pagination. Series. ISBN (optional)</p> <p>Example: DOE, Jane. 2002. <i>The limits of placeholders</i>. 3rd ed. Lyon: Éditions Passe-partout. 300 p. Collection Locatiae.</p>
Electronic Book	<p>SURNAME, First name of the author. Year. <i>Title in italics</i> [online]. Publishing name. Place of publication: Publisher. Accessed on DD/MM/YYYY]. Series. Available at: URL or DOI. ISBN (optional)</p> <p>Example: DOE, John. 2003. <i>The modalities of placeholders</i> [online]. 4th ed. Lyon : Éditions Passe-partout. [Accessed 29 February 2013]. Collection Locatiae. Available from: https://www.lesmodalitesdelapantonymie.ici</p>
Book in several volumes	<p>SURNAME, First name of the author. Year of publication. <i>Title in italics</i>. Mention of edition. Place of publication: Publisher, number of volumes.</p> <p>Example: MUSTERMANN, Max. 2006. <i>The modalities of placeholders</i>. New expanded edition. Lyon: Éditions Passe-partout, 3 volumes.</p>
Volume of a book in several volumes	<p>SURNAME, First name of the author. Year. <i>Title of the work: title of the volume</i>. Volume number. Edition mention. Place of publication: Publisher.</p> <p>Example: MUSTERMANN, Erika. 2007. <i>The resources of placeholders: the origins</i>. Vol. 1. New expanded edition. Lyon: Éditions Passe-partout.</p>
Chapter	<p>SURNAME, First name of the author. Year of publication. Title of chapter. In: SURNAME, First name of author (if different) (ed.). <i>Title of the work in italics</i>. Mention of edition. Place of publication: Publisher, pagination.</p> <p>Example: DOE, John. 2006. The case of the substitute mark. In: MUSTERMANN, Erika (ed.). <i>The practice of filling in a false text</i>. 4th ed. Lyon: Éditions Passe-partout, pp. 3155-3204.</p>
Electronic Chapter	<p>SURNAME, First name of the author. Year of publication. Title of chapter. In: SURNAME, First name of the author (if different). <i>Title of the work in italics</i> [online]. Mention of edition. Place of publication: Publisher. [Accessed on DD/MM/YYYY]. Available at: URL or DOI.</p> <p>Example: DOE, Jane. 2009. Hyperonymy in practice. In: MUSTERMANN, Max (ed.). <i>Writing a non-identified text</i> [online]. 3rd ed. Lyon : Éditions Passe-partout. [Accessed on 31/02/2011]. Available at: https://www.ecrireuntextenonidentifie.lhyperonymie.ici</p>

For **book directions**: Indicate (dir.) after the author's first name.

DICTIONARIES AND ENCYCLOPEDIAS	
Papers, author identified	<p>SURNAME, First name of the author of the entry. Year. Entry consulted. In: SURNAME, First name of the author (ed.). <i>Title of the encyclopaedia in italics</i>. Place of publication: Publisher.</p> <p>Example: AGERIO, Aulo and NEGIDIO, Numerio. 2014. Fictional names in Roman law texts. In: DOE, John (ed.). <i>The dictionary of pantonymy</i>. Lyon: Éditions Passe-partout.</p>
Electronic, author identified	<p>SURNAME, First name of the author of the entry. Year. Entry consulted. In: SURNAME, First name of the author. <i>Title of the encyclopaedia in italics</i> [online]. Place of publication: Publisher. [Accessed on DD/MM/YYYY]. Available at: URL or DOI</p>

UNIVERSITY WORKS	
Dissertation or thesis (paper)	<p>SURNAME, First name of the author of the entry. Year. <i>Title in italics</i>. Doctoral thesis/Dissertation: Discipline. Place of defence: University, number of volumes/pages.</p>
Dissertation or thesis (online)	<p>SURNAME, First name of the author of the entry. Year. <i>Title in italics</i> [online]. Doctoral thesis/Dissertation: discipline. Place of defence: University, number of volumes/pages. [Accessed on DD/MM/YYYY]. Available at: URL or DOI</p> <p>Example: UNTEL Lambda. 2015. <i>The correction of false text</i> [online]. Doctoral dissertation: Philosophy. Laville: University of the Far, 735p. [Accessed 30/02/2017]. Available from: https://www.universiteperpete.thesededoctorat.correctionfauxtexte.ici</p>
Conference proceedings	<p>SURNAME, First name of the author or organisation. Year of publication. <i>Title of the conference in italics</i>: conference proceedings, date of the conference, place of the conference. Place of publication: Publisher, pages.</p>
Conference paper (with proceedings)	<p>SURNAME, First name of the author. Year. Title of the paper. In: SURNAME, First name or Organizing body of the conference (dir.). <i>Title of the conference in italics</i>: conference proceedings, date, place of the conference. Place of publication: Publisher, pages.</p>
Paper without proceedings	<p>SURNAME, First name of the author. Year. Title of the paper. In: SURNAME, First name of the organisers of the conference/study day. <i>Title of the conference in italics</i>, date, place of the conference.</p> <p>Example: UNTEL Lambda. 2019. Reinventing sample cases. In: University of the Far Away Research Circle. <i>Pantonymy in all Languages Conference</i>, 29 February 2019, Laville, France.</p>
Conference without proceedings	<p>SURNAME, First name of the organizers of the conference. Year. <i>Title of the conference in italics</i>, date, place of the conference.</p> <p>Example: The Research Circle of the University of Lointain. 2019. <i>Pantonymy in all Languages Conference</i>, 29 February 2019, Laville, France.</p>

VIDEOS AND IMAGES	
Film	SURNAME, First name of Producer or Director. Year. <i>Title of film in italics</i> [motion picture or documentary film]. Location: Studio or film company. Example: MUSTERMANN, Erika [Director]. 2017. <i>Practising shooting fictional films</i> [documentary film]. Perpetua: Studio Placeholder.
Report or episode from from a programme (TV or radio)	SURNAME, First name of Reporter. Year. Title of report or episode [TV report or episode]. In: Director. <i>Title of programme in italics</i> . Location: Studio or film company, date.
Online video	SURNAME, First name of Author [Pseudonym]. Year. <i>Title of the video in italics</i> [online video]. Accessed on [DD/MM/YYYY]. Available at: URL or DOI
Original photograph or image	SURNAME, First name of Author. Year. <i>Title of work in italics</i> [Photograph or Artwork]. Location: Museum or organisation holding the work. Example: UNTEL, Lambda. 2019. <i>The Sample Man</i> [Photograph]. Perpetua: Museum of Contemporary Art.
Photograph or image (online)	SURNAME, First name of the Author. Year. <i>Title of the work in italics</i> [Image online]. Available at: URL or DOI

INTERNET DOCUMENTS	
Website	SURNAME, First name of the author or Organisation. Year of publication or update (if available). <i>Title of website or page in italics</i> [online]. [Accessed on DD/MM/YYYY]. Available at: URL Example: DOE, John. 2019. <i>Producing digital fictional text</i> [online]. [Accessed 31/02/2021]. Available from: URL: https://www.fauxtextenumerique.ici
Document or report in PDF online	SURNAME, First name of the author. <i>Title of document in italics</i> [PDF]. [Accessed on DD/MM/YYYY]. Available from: URL or DOI
Wikipedia and other wikis	Accessed entry. In: Wikipedia, the free encyclopaedia [online]. [Accessed on DD/MM/YYYY]. Available at: URL or DOI

LEGAL TEXTS, STANDARDS AND PATENTS	
Standard	Standard publisher. Year. <i>Title of the standard in italics</i> . Reference of the standard, pages. Example: Lorem ipsum. 2017. <i>Specific instructions to authors</i> . NN-12345, pp. 3799-3999.

Patent	SURNAME, First name of the Applicant/Patentee/Applicant or Organisation. Year. Title of the invention. Inventor. Applied for on: date. Type of classification: document number.
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- **STRUCTURE OF THE AUTHOR'S NAME IN THE BIBLIOGRAPHIC REFERENCE**

Schema: The surname (in upper case) is separated from the first name (initial in upper case) by a comma.

- For names in non-Latin characters: the transliterated form is generally chosen.
- Nouns with a particle: French usage is to move the particle so that it follows the first name.
Example: MUSSET, Alfred de

Summary table of the most common cases:

Proper names	Moved (after the first name)	Maintain position
French	De, d'	La, Le, L', Du, Des
German	Von, von der, zu	Vom, Zum, Zur, Am, Im
Dutch, Belgian	None	Van, Van den, Van der, T, Ten, De, Den
Italian	None	De, Da, Di, D', Del, Della, Lo
Spanish, Latin-American	De, de las, de la, delos, del	La, Las, Los
Portuguese, Brazilian	De, da, do, das, dos	None
Anglo-American, Irish, Commonwealth	None	De, Mac, O

If you have any technical questions about these instructions, please contact the Editorial Secretariat of the journal:

revueconfluence@univ-catholyon.fr