

crime, histoire & sociétés *crime, history & societies*

GUIDELINES FOR CONTRIBUTIONS

Texts sent to the journal should comply with the guidelines detailed hereafter.

A summary (approx. 700 characters) and a brief biographical note (position, complete professional address, 3 major publications, current research) should be sent with the text.

I – WORD PROCESSING

Articles must be sent as computer files (Macintosh or PC compatible), through E-mail.

Graphs must be provided in separate files.

Please preferably use Word or Wordperfect.

II – FORM OF THE MANUSCRIPT

Articles should not exceed 12 000 words.

1) Text

Quotations are indicated by italics or by quotation marks. If necessary translate foreign quotations or expressions

Abbreviations should be explicated on first occurrence

2) Notes

Note numbers in the text should be a superscript arabic numeral separated from the word by a space ; notes should be numbered consecutively.

Place notes at the bottom of the page, preceded by their number.

3) References

Bibliographical references should be placed in parentheses in the notes : author's name with initial cap, year, page (if necessary).

Example : Sinatra (1972, p.45).

A list of complete references is to be placed at the end of the text, by alphabetical chronological order of the publications. These should not be numbered. References should be presented as follows :

- **book** : author's name and initial ; title (lower case with initial cap only, underlined or in italics) ; place of publication, publisher , date.

Example : Dylan, R., *The times they are a-changing*, Oxford, Oxford University Press, 1992.

- **collective work** : as for a book, but the editor's name should be followed by : (Ed.), (Dir.), or (Eds).

- **journal article** : author's name and initial ; article title (roman, lower case, initial cap only, no quotation marks) ; journal title (underlined or in italics) ; year, tome or volume, number, first and last page (preceded by p.).

Example : Mozart, W., Eine kleine Nachtmusik, *International journal for historical musicology*, 1892, 5 (or V), 3, p.45-89.

- **article in a collective work** : author's name and initial ; article title (roman, lower case, initial cap only, no quotation marks), followed by *in* and the reference to the collective work (see above) ; pages (preceded by p.).

Example : Brassens, G., Les copains d'abord, *in* Borgès, J.L., (Ed.), *Apologie du vrai*, Moscow, Pravda Publications, 1995, p.18-24.

In the event of multiple publications in the same year, add a, b, c, etc. after the year of publication both in footnotes and reference list.

Names of institutions or book/article titles should appear in the original language and may be completed with a translation in the language of the present publication between brackets.

4) Sources

- **printed sources** should be treated as references.
- **archives** may be mentioned in footnotes or appear in a separate list at the end of the article.

5) Tables and graphs

- Captions should be clear : separate numbering systems should be used for tables, on the one hand, and for figures, graphs, diagrams, organigrams, maps and illustrations, on the other. Indicate for each document the caption and any other details necessary (source, acknowledgement, copyright...).
- Tables containing figures should always show absolute values and, where relevant, percentages. They should indicate line and column totals. Sub-totals should be distinguished when necessary.

Wherever possible, tables should include specific details on unavailable data (in absolute values and in percent).

- Graphs must indicate the units used on X and Y axes ; pie charts must include the numbers in the chart. Wherever necessary, a key should be provided.
- Any problems encountered in constructing the data should be indicated in a short note accompanying the figure.
- Tables, graphs, diagrams and maps are to be sent on a floppy disk bearing the software used and containing precise indications of the location of the figure in the text. Good quality original artwork

for maps and illustrations may also be provided on A4 or US standard letter-size paper or as negatives.

- Indicate clearly the source for the data and/or figure (pay particular attention to matters of copyright). Indicate whether a document is taken from another source or is the author's own work.