



# AUTHOR GUIDELINES

## INTRODUCTION

*Norois* publishes short and long articles, notes, book reviews, and scientific columns. The title of the article, summaries, keywords, captions (figures and tables) are written in French and in English. It belongs to the english-speaking authors to revise their texts into French by a native French speaker or by using automatic traduction programs such as DeepL.

The article is sent in digital format to the editorial board of the journal, at [norois@uhb.fr](mailto:norois@uhb.fr). The article should be in Word format, accompanied by a folder containing the eventual illustrations (in JPG, PNG, TIFF, EPS or AI format).

The postal address, telephone, and electronic, of the corresponding author must necessarily be transmitted when sending the article in order to facilitate correspondence.

## I. SIZE AND STYLE OF ARTICLES

**Length.** The articles must not exceed 40.000 to 50.000 characters including spaces, (texts of greater length may be allowed but are subject to acceptance of the editorial board). Book reviews should be short (1-2 pages). Any excess is subject to the approval of the editorial board.

**Style.** The texts must be prepared in 1.5 line spacing, using 12 point “Times New Roman” typeface, and lines should be numbered to facilitate the work of reviewers.

### • Essential article information

**Title.** The title is given in English and in French. It must be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. A shorter version of the title should also be provided for the varia issues.

**Author names and affiliations.** In case of a co-authored article, the order in which the names are presented should represent the degree of involvement of each author. If a family name can be considered as ambiguous (e.g., a double name), please write it in capital letters. Give one postal address for each author below their names: the address should include the name of their laboratory, their university, and their country. Precise each author’s field of study. Indicate each author’s e-mail address in parenthesis.

**Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, and also post-publication. See example below:

Jean RIVIÈRE\*

\* Auteur correspondant. Social geography, ESO-Nantes, UMR 6590 ESO, IGARUN,  
Campus du Tertre, BP 81 227 – F-44312 Nantes Cedex 3, France ([jean.riviere@univ-nantes.fr](mailto:jean.riviere@univ-nantes.fr))

**Abstract.** The abstract is required in English and in French. It has to be concise and factual. The abstract must state the purpose of the research, its principal results and its major conclusions. References should be avoided, but if essential, then cite the author(s) and year(s). Non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

**Quotations.** Long quotations (more than 3 lines) should be presented in a seperated paragraph, unlike short quotations which can be found within the text. Quotes should never be italicized, unless in order to underline a certain point, in which case the quote will be followed by the mention “(underlined by the author)”.

**Keywords.** Immediately after the abstract, provide a maximum of 6 keywords in English and in French. Try and select mainly preexistent keywords, which can be found on *Norois*’ website [<https://journals.openedition.org/>]

nois/38]. Keywords should be written as the following: in singular, without capital letters (except for proper nouns and acronyms); avoiding compound terms and lengthy concepts (avoid, for example, the use of “and”, “of”); avoiding the repetition of words already present in the title of the article. Keep in mind that these keywords will be used for indexing purposes, therefore they must be as simple and short as possible.

**Abbreviations.** Define abbreviations that are not commonly used at their first use in the text or in a footnote of that page.

**Metric units and date.** Metric (cm, m, km) or English (in, ft, mi) units are acceptable, but must be consistently used throughout your paper. Dual units with one type in parentheses are also acceptable, but must also be used consistently. For example: 1 in (2.5 cm); 1 km (0.6 mi); 600,000 yd<sup>3</sup> (459,000 m<sup>3</sup>). In French, the separation between the integers and decimal is a comma (2,5 cm) in English it is a point (2.5 cm). French, thousands, millions, etc., are separated by a non-breaking space (20 000 m<sup>3</sup>; € 200 000) in English with a comma (20,000 m<sup>3</sup>; € 200,000). In French, the dates for centuries are written in Roman numerals (xx<sup>e</sup>; xviii<sup>e</sup>) or in Arabic numbers (19<sup>e</sup>, 21<sup>e</sup>), and followed by the abbreviation placed in superscript; in English with Arabic numerals (20<sup>th</sup>, 18<sup>th</sup>).

**Hyperlinks.** Hyperlinks should be indicated in footnotes and announced by the mention “online:”, then followed by the date of their last consultation: “(consulted on the 01/01/20xx)”.

**Acknowledgements.** Place acknowledgements in a separate section at the beginning of the article before the abstract. Do not include them as a footnote or as an endnote.

## II. ARTICLE STRUCTURE

The article must be divided into clearly defined main sections and subsections. Any sections and subsections may be given a brief heading. Each heading should appear on its own separate line. It is suitable that the section subdivision do not exceed three levels distinguished by different typography:

**First level** (main section) = **bold, font size 14**

**Second level** (subsection 1) = **bold, font size 12**

**Third level** (subsection 2) = **bold-italic, font size 12**

**Introduction.** The introduction states the purpose of the work, explicits the main issue of the paper and provides a comprehensive scientific background. This last point may however be a section full if the authors wish it.

**Content of the article.** Material, data and methods used should be “if possible” exposed with the understanding that the methodological approaches to collecting and processing data differ according to the geographical themes. Results must then be clearly presented and discussed. Again, based on disciplinary practices all these aspects can be distinguished in different paragraphs.

**Conclusions.** The main conclusions (scientific advances) of the study may be presented in a short part at the end of the article.

**Footnotes.** Footnotes are accepted at the end of page, not the end of the article. They should not be used as a substitute for references. These notes should be relatively short, and avoid the entire reproduction of lengthy passages from sources and references.

### • References

When reference is made in a sentence, mention only the name followed by the date in parentheses: “As shown by Dupont (2015), the city population increases [...]”

When the reference is called in the text, report only the name of the author, “comma” and the date: “The city population increases (Dupont, 2015).”

When dealing with two authors, the same instructions are given as follows: “As shown by Dupont and Durand (2015), the city population increases [...]. The city population increases (Dupont and Durand, 2015).”

When dealing with more than three authors, the same instructions are given as follows: “As shown by Smith *et al.* (2015), the city population increases [...]. The city population increases (Dupont et al., 2015).”

References are listed at end of article in the **alphabetical order** and are presented as follows:

– **For journal papers:** BARRAUD R., PORTAL C., 2013. Les petites vallées des Pays de la Loire. Du paysage pittoresque aux nouvelles interprétations patrimoniales : permanences et tensions contemporaines, *Norois*, n° 228, vol. 3, p. 11-26. DOI : 10.4000/norois.4717.

– **For books and published research reports:** BERNARD N., BOUVET Y., DESSE R.-P., 2014. *Géohistoire du tourisme argentin. Du XIX<sup>e</sup> à nos jours*, PUR, Rennes, coll. « Espace et Territoires », 222 p.

– **For contributions to the inside of a book or conference proceedings:** BAILLEUL H., 2014. Les belles images de ville : l'instrumentalisation du rapport affectif, in MARTOUZET D. (dir.), *Ville aimable*, Tours, Presses universitaires François-Rabelais, p.299-330.

– **For academic work (thesis, masters, etc.):** UHEL M., 2013. *Eau et pouvoir. Les échelles des mouvements altermondialistes et révolutionnaires en Bolivie et au Venezuela*. Thèse de doctorat en géographie, Université de Caen-Basse Normandie, 495 p.

– **For study reports (generally unpublished):** MOJTAHID M., MAILLET G.M., 2014. *Continuité écologique des cours d'eau et services rendus par les écosystèmes, en relation avec les vulnérabilités significatives que connaît le bassin de la Loire et ses affluents*, Rapport final SEMHABEL, FEDER / Plan Loire Grandeur Nature, UMR 6112 LPG-BIAF, 112 p. (unpublished).

Please ensure that every reference cited in the text or mentioned in the artwork legend is also present in the reference list (and *vice versa*).

For references which are and in the process of being accepted for publication, do not mention a date and use the words “in press” in brackets at the end of the citation.

### III. ARTWORKS

Artworks are to be distinguished in two types: *figures* (involving maps, graphs and photographs), and *tables*.

**Naming.** In the text, illustrations should be mentioned in brackets: (figure 1); (table 1). The use of “fig.”, “tab.”, or “figure 1 below” should be avoided. If the figure is composed of several elements, use the capital letters A, B, C, etc. to distinguish them, in which case they should be mentioned in the text the following way: (figure 1A; figure 2B).

**Title of illustrations.** Titles should not be apparent within the illustration. Each illustration must have a title in English and French and be written as follows:

Figure 1 : Carte de localisation / *Location map*

If the figure is composed of several elements, write the title as follows:

Figure 1 : Carte de localisation (A) à l'échelle régionale en Bretagne, et (B) à l'échelle locale de la plage de Saint-Corgne / *Maps show (A) regional study area location in Brittany and (B) local location at the Saint-Corgne beach study site*

**Location.** The title of the illustration should be inserted immediately below the paragraph containing the mention of the figure or the table.

**Tables.** Tables can be created directly in your word processor and inserted into the text of the article, or be provided in a separate file in Excel format. Footnotes within tables should be used sparingly. Instead, detailed captions should be added whenever possible.

**Figures.** Maps, diagrams and graphs should be provided as vector graphics (preferably AI or EPS). Photographs should be provided in raster format (preferably TIFF, PNG or JPEG) with a minimum resolution of 300 dpi. All these figures must use the Trebuchet font.

**Use of colour.** For the paper edition, the iconography should be provided in black and white or grayscale. However, avoid the cumulated use of multiple levels of grey. Beyond 3 levels (including white), it is necessary to use rasters. Colour is allowed when justified but is subject to the approval of the editorial board. In this case, colour illustrations are presented outside the text in the form of a plate inserted at the end of the article (figure 2 – **plate XIII**).

For the electronic edition under Openedition.org, the illustrations are published in colour; it is therefore advisable to send photographs in colour along with your article (their conversion into B/W for the paper edition will be carried out by the magazine's layout artist).

**Dimensions.** Illustrations should be 9 or 18 cm wide (= width of a column or page). The length of the illustrations should not exceed 22 cm.

#### **IV. SUBMITTING ARTICLES**

The digital version of the article should be sent to the journal at the following address: *norois@uhb.fr*.

Once the admissibility of your submission has been assessed, you will be given the name of a referee within the editorial board to ensure the follow-up of the evaluation process.

The article is evaluated in a double-blind reviewing process. The article is made anonymous by the journal's editorial board before being sent to the reviewers, who are also anonymous and recognised in the fields and areas of expertise of the article submitted. The reviewers may nevertheless choose to lift their anonymity when sending their evaluation form, which is sent back to the author in full, together with the expert report.

Before sending an article to the editorial board, authors commits to respect the editorial standards of the journal, as this work does not fall within the remit of either the editorial board or the experts.

#### **V. PROOFS AND OFFPRINTS**

1 offprint in PDF format + one free volume are provided per article to the corresponding author.

The editorial version of an article is open access two years after publication. According to the law, the deposit of the unedited author's version of an article on platforms such as HAL is possible in open archive one year after publication. This period is 6 months for authors attached to the university of Rennes 2.