

Politique et Sociétés

La revue de la Société québécoise de science politique



Politique et Sociétés Editorial Style Guide

Manuscript

- Send your manuscript of a maximum of 30 double-spaced pages (including notes, bibliographic references, and tables) to the journal's editorial office via our *Open Journal Systems* platform: <https://revuepolSOC.ojs.umontreal.ca/index.php/revuepolSOC/index>. (If you have not created an account yet, start by clicking on "SE CONNECTER," then "S'INSCRIRE.")
- Use a word-processing software for your manuscript and indicate in your transmission email the software used.
- Use a single typeface throughout, preferably Times New Roman: 11 points for the text and 10 points for indented quotations and footnotes.
- Do as little formatting as possible in the manuscript; leave single paragraph breaks and justify all paragraphs (except footnotes and bibliographic references that are aligned to the left to avoid wide spaces between words).
- Use double spaces in the text, abstracts (in English and French) and footnotes.
- Include keywords following both abstracts (English and French).
- Paginate and leave a one-inch (2.5 cm) margin around the page.
- Specify on a separate page: names, addresses, and phone numbers of authors.
- Write the title of the article in lower case on the first page.
- Do not insert word breaks at the end of lines (non even in long URLs).
- Use the international system of units (SI).

Titles

- Write titles and subtitles according to the following pattern:

Level 1 title

Bold, lower case, no indentation, no tab. Follow with a single paragraph break and text of first paragraph without any indentation.

Level 2 subtitle

Italicized, non-bold, no indentation, no tab. Follow with a single paragraph break and text of first paragraph without any indentation.

Level 3 subtitle – Bold, no indentation, no tab, and no paragraph break. In other words, start the text of the first paragraph on the same line as the title.

Italics

- Use italics (and quotation marks) sparingly.
- Italicize titles of books, journals, and publications; titles of acts and laws; foreign words and expressions (without quotation marks), except those that are commonly accepted, such as perestroika or apartheid.
- Write in normal typeface names of organizations, agencies, institutions... (even those in foreign languages), as well as quotations (see section **Quotations**).

Tables, graphs, and figures

- Submit high-quality tables, figures, and graphs (in black and white), as they will be published as is.
- Inasmuch as possible, only insert horizontal lines in tables; add vertical lines if they are essential to understanding.
- Submit tables, figures, and graphs on separate pages, in numerical order. Always identify sources adequately.
- Save tables, figures, and graphs in separate properly labelled files (author's name, tab.1, fig.1, graph.1, and so on).
- Clearly indicate their positioning in the text, usually following the paragraph where they are first mentioned.

Numbers

- Spell out numbers up to sixteen (except in figures and tables); from 17 up, use numerals, except if at the beginning of a sentence (where they are spelled out in full).
- Furthermore, for consistency and reasons of brevity, within a paragraph or section containing a lot of numbers and data, only use numerals, including from 1 to 16.
- French words “million” and “milliard” are nouns and it is correct to write, for example, “55 millions de dollars.”
- Use all numerals in tables, figures, and graphs.

- In French, non-breaking spaces instead of commas are used to separate thousands in numbers over 9999 (4567 livres, 89 235 livres, 1 687 308 livres).
- Use numerals for fractions (in French the decimal point becomes a comma: 85,4 kilomètres, 893,64 pourcent); furthermore, when there are many figures in a section or a paragraph, use abbreviations and symbols for easier reading (589 \$, 85,4 km, 893,64 %). Note that in French there is always a non-breaking space between the numeral and the \$ and % symbols.
- Centuries are written in Roman numerals (XVIII^e siècle).
- Dates are written in numerals, not forgetting the non-breaking space between the day and month (5 juillet 1980).

Abbreviations

- Avoid using abbreviations within the text. When needed, follow the common guidelines for writing abbreviations in French: delete the final letters of a word before a vowel, but after a consonant, and replace the deleted letters by a period, except if the last letter of the word ends the abbreviation (édition: éd.; volume: vol.; compagnie: cie; Madame: Mme). Note that units of the international system and symbols do not take a period (gramme: g; kilomètre: km).

Acronyms and abbreviations referring to organizations

- Always spell out the first occurrence of agency, organization, institution names..., followed by the acronym or abbreviation within brackets: Société québécoise de science politique (SQSP). In French grammar, note that acronyms normally are the same gender as the first noun of their denomination and take no periods or accented letters. From then on, the acronyms without brackets can be used throughout the text if they are well known or if occurrences are close enough, otherwise it is well advised to use again the full name to prevent readers from going back and forth to recall their meaning.

French punctuation

- There are no spaces before the following punctuation marks: period, comma, asterisk.
- In French, leave a non-breaking space before the following punctuation marks: colon, semi-colon, exclamation mark, question mark.
- Leave a single regular space after all punctuation marks, including: period, colon, question mark.
- In English quotations and titles of English publications, comply with English rules and do not insert spaces before punctuation marks. However, always use French quotation marks at the beginning and end of article titles and book chapters, even if they are in English (see section **Bibliographic references**).

Quotations

- ***Politique et Sociétés* now uses the in-text author-date Chicago style for references.**
- At the beginning and end of an in-text quotation, use the French quotation marks and non-breaking spaces: (« text of quotation »). Within the quotation, use curved English quotation marks (“mot”), leaving no spaces between the word(s) and these quotation marks.
- Detach from text and indent quotations longer than five full lines, without quotation marks.
- Indicate omitted parts of a quotation with an ellipsis between brackets: [...] (note that full stops are included in the ellipsis, so do not add a period after the closing bracket).
- Indicate a modification to the quotation with brackets: « [the mayor] said he agreed to... ».
- Transcribe quotations as they appear in the original. Should a quotation contain an error, reproduce it followed by [sic].
- English quotations do not need to be translated; when they are, do not include both the original and the translation; instead, follow the translated quotation with the mention [ma or notre traduction]. Quotations in all other languages must be translated (and original omitted).

Footnotes

- Footnotes are used for essential explanatory matters; they may include bibliographic references and these follow the same pattern as those in the text.
- References mentioned in the notes must also appear in the **Bibliographie** section.

References

- References follow the in-text author-date Chicago style, both for the text and footnotes.
- In the text and notes, references are presented as follows:
 - After a quotation, write the author’s last name, year of publication, and relevant page number(s) in parentheses: (Canovan 2002, 47) or (Vérificateur général du Québec 2008, 12-15).
 - When an author is simply mentioned in the text without any excerpt, only give author’s name and year of publication: (Canovan 2002).
 - When there are two or three authors, write all the names; from four authors up, only mention the first name followed by the Latin abbreviation *et al.*: (Bélanger et Perrella 2009), (Arenas, Gutierrez et Vallespir 2004, 113), (Poullaouec-Gonidec *et al.* 2004).
 - If the same author has more than one publication in the same year, follow the year with lower case “a”, “b”, and so on: (Author 2007a ; Author 2007b).
 - When there are a series of publications referred to, they must be listed in chronological order, separated by semi-colons: (Seymour 2000 ; Pharr et Putnam 2002).

Bibliographic references (entitled **Bibliographie**)

As there are increasingly more electronic references, it is important to mention to never add spaces of hyphens manually in URLs (even when lines are unbalanced; this will be solved in the final page layout). Make sure that all URLs are written in black, not underlined, and that all hyperlinks are disabled. Also indicate the consultation date of all sites as online publications are subject to updates, and are sometimes deleted or moved.

To make it easier to understand works consulted in foreign languages, give their meaning in French [between brackets], immediately after the title: (Benevides, Maria. 1983. *Violência, povo e policia* [Violence, population et police]. São Paulo : Brasiliense.)

- The complete list of references must appear in the reference section, entitled **Bibliographie**, at the end of the text. Authors are listed first in alphabetical order, then ascending chronological order. English publication titles follow the English capitalization and punctuation rules. Spell out in full first names of authors (not only their initials, unless they never use their full first name).

Book: Last and first names of author (separated by a comma) followed by a period. Year of publication followed by a period. *Book title in italics* followed by a period. Lastly the city and publisher, separated by a non-breaking space and colon, and finally a period.

Example: Seymour, Michel. 2002. *États-nations, multinations et organisations supranationales*. Montréal : Liber.

Book written by several authors: Last and first names of first author (separated by a comma), first and last names of second author, first and last names of last author, preceded by the conjunction « et » and followed by a period. Year of publication followed by a period. *Title of book in italics* followed by a period. Lastly the city and publisher, separated by a non-breaking space and colon, and finally a period.

Example: Pharr, Susan J. et Robert D. Putnam. 2000. *Disaffected Democracies: What's Troubling the Trilateral Countries?* Princeton : Princeton University Press.

Journal article: Author(s) followed by a period (complying with above guidelines). Year of publication followed by a period. « Title of article ending with a period and within French quotation marks. » *Name of journal in italics* immediately followed (no comma) by the volume and issue in parentheses, a non-breaking space, a colon, and the beginning and end page numbers of the article. Add DOI or URL followed by a period, consultation date, and period, if needed.

Example: Bélanger, Éric et Andrea M.L. Perrella. 2008. « Facteurs d'appui à la souveraineté du Québec chez les jeunes : une comparaison entre francophones, anglophones et allophones. » *Politique et Sociétés* 27 (3) : 13-40.

Journal article: Last and first names of author (separated by a comma) followed by a period. Year of publication followed by a period. « Title of article ending with a period and within French quotation marks. » *Name of newspaper in italics* followed by a comma and full date (day non-breaking space month, year), all of this followed by a period. The online article URL (followed by a period and consultation date) or page numbers (if printed document), and a period.

Example: Donadieu, Pierre. 2020. « Les Français boude les élections municipales. » *Le Devoir*, 15 mars 2020. <https://www.ledevoir.com/monde/europe/574992/les-francais-ne-se-presentent-pas-aux-urnes-pour-les-elections-municipales>. Consulté le 8 avril 2020.

Chapter in edited book: Author(s) followed by a period (always according to the same guidelines). Year of publication followed by a period. « Title of chapter ending with a period and within French quotation marks. » Then the preposition « Dans » and *book title in italics* followed by a period. Next come the mention “Sous la direction de,” first and last names of editor(s), a comma, and the first and last pages of the chapter, followed by a period. Lastly the city and publisher, separated by a non-breaking space and colon, and finally a period.

Example: Canovan, Margaret. 2002. « Trois paradoxes de la théorie politique de la nation. » Dans *États-nations, multinationales et organisations supranationales*. Sous la direction de Michel Seymour, 43-61. Montréal : Liber.

Government publications: Comply as much as possible with the above guidelines, giving all the data available.

Example of online government publication: Environnement Canada. 2017. *Règlement de chasse aux oiseaux migrateurs, 2017-2018. Abrégé*. Ottawa : Environnement Canada. http://publications.gc.ca/collections/collection_2017/eccc/CW66-1-5-2017-fra.pdf. Consulté le 8 avril 2020.

Example of act: Québec. 2019. *Charte de la langue française*. Chapitre C-11 à jour au 1^{er} avril 2019. LégisQuébec. <http://www.legisquebec.gouv.qc.ca/fr/ShowDoc/cs/C-11>. Consulté le 8 avril 2020.

Data: Author’s last and first names (or name of institution) followed by a period. Year of publication followed by a period. *Whole title of database in italics* followed by a period, edition or version (as the case may be), and a period. Next come the place, a non-breaking space, a colon, and the editor, producer and/or distributor, followed by a period. Lastly the DOI or URL, a period, consultation date, and a period.

Example: Statistique Canada. 2019. *Base de données longitudinales sur l’immigration (BDIM) – Rapport technique, 2018*. Ottawa : Statistique Canada. <https://www150.statcan.gc.ca/n1/pub/11-633-x/11-633-x2019005-fra.htm>. Consulté le 8 avril 2020.

Web pages: Author’s last and first names (or name of institution) followed by a period. Year of publication followed by a period. « Title of publication within French quotation marks followed by a period. » Lastly the URL, a period, consultation date, and a period.

Example: Women’s International League for Peace and Freedom. 2020. « 25 Years, Limited Progress on Women’s Rights. » <http://peacewomen.org/e-news/25-years-limited-progress-womens-rights>. Consulté le 8 avril 2020.

Various types of publications: Comply as much as possible with the above guidelines, giving all the data available.

Example of research report: Poullaouec-Gonidec, Philippe, Michel Gariépy, François Tremblay, Bernard Saint-Denis, Christiane Montpetit et Julie Tellier. 2004. *Balisage des enjeux de paysage concernant trois filières de production d’électricité*. Rapport de

recherche de la Chaire en paysage et environnement. Montréal : Université de Montréal. Déposé au Ministère des Affaires municipales, du Sport et du Loisir.

Example of paper presented at a conference: Graefe, Peter. 2003. « State Restructuring and the Failure of Competitive Nationalism: Trying Times for Quebec Labour. » Communication présentée à la Conférence Quebec and Canada in the New Century: New Dynamics, New Opportunities. Institute of Intergovernmental Relations, Université Queen's. 30 octobre-1^{er} novembre.

Example of dissertation or thesis (if only in print, simply omit URL): Saublet, Sarah. 2017. « La construction de la “menace” environnementale : une conversation entre savoir et pouvoir. » Thèse de doctorat en science politique. Université de Montréal. <https://papyrus.bib.umontreal.ca/xmlui/handle/1866/18519>. Consulté le 8 avril 2020.

For additional information on author-date Chicago style for references, see: <https://bib.umontreal.ca/citer/styles-bibliographiques/chicago>.