

Author guidelines: editorial norms

Journal *Mutations en Méditerranée* (MeM)

Format and configuration of a document

Articles, in French or English, should be submitted in .docx, .odt or .rtf format.

Articles should contain between 50,000 and 55,000 characters, including spaces, footnotes and bibliography.

At the beginning of the document, the following metadata should be included:

1. title of the article;
2. subtitle of the article (if applicable);
3. author's first and last name (in lower case with a capital letter at the beginning);
4. author's affiliation (scientific field, laboratory, country);
5. language of the article in [ISO 639-1 code](#), in two letters. Example: fr (French), en (English);
6. abstract in the language of the article (approximately 200 words);
7. keywords (5 maximum) in the language of the article, separated by commas;
8. translated title of the article in the other language (French, if the article is in English and vice versa);
9. abstract translated into the other language (French, if the article is in English and vice versa; approximately 200 words in length)
10. keywords (5 maximum) translated into the other language (French, if the article is in English and vice versa) and separated by commas.

Text

Do not use headers or footers.

Use Times New Roman 12 font with single line spacing.

Do not use any formatting except bold, italics, underline, large capitals, small capitals, superscript, or subscript.

Paragraphs should not be indented. Instead, to signal a change in paragraph, authors should use a line break (resulting in a new paragraph situated directly below the previous portion of text), and not a paragraph break (which results in an empty space existing between two paragraphs).

Use bulleted or numbered lists in Word.

Headings

Headings should have a maximum of three levels.

Heading 1

Heading 2

Heading 3

When possible, headings should not exceed one line.

Quotations

Short quotations (less than three lines) are “in inverted commas” in the body of the text.

Long quotations (more than three lines) are in a separate paragraph, in Times 10, without inverted commas.

Figures (photos, diagrams, maps), videos and audio

Article figures are to be sent at the same time as the text, in a separate file, numbered continuously, according to their order of appearance within the article.

They are therefore not to be integrated directly into the text file, and instead should be indicated in the text as follows: “Insert Figure No. 1”. The title, legend and credits must also be cited.

Technical requirements:

- format: JPEG for photographs; PNG for maps or diagrams;
- RGB (not CMYK used for paper printing);
- dimensions: 1000 px minimum width;
- resolution: 300 dpi.

Video and audio files should be uploaded to an external hosting platform such as YouTube, or Dailymotion... And should be indicated within the text as follows: “Insert video/audio file” followed by the corresponding URL.

It is the author’s responsibility to ensure that they possess the necessary rights of use for all these elements, which must therefore be free of copyright or be the subject of an authorization request for digital distribution from the author in question.

Tables

Tables must be integrated directly into the text file.

They should not be in JPEG or PNG image format. In this case, the content is not retrievable from search engines or scientific databases. Blind or visually impaired people with a screen reader will not be able to read the text in the table if it is included in the wrong format.

Footnotes

Footnotes should be avoided.

Bibliographical references

In-text citations

For bibliographic references, the use of Zotero is strongly recommended. The use of the EHESSTypescript style (author-date format) is expected and available here: zotero.org/styles/le-tapuscrit-author-date. Thus, in-text citations should indicate references as follows:

- an author: Baussant 2002;
- two authors: Lascoumes and Le Galès 2002;
- three authors: Michel, Fouilleux and Bricas 2020.

At the end of an article

Book

BAUSSANT Michèle, 2002, *Pieds-noirs : mémoires d'exils*, Paris, Stock.

Collective book

LASCOUMES Pierre et LE GALÈS Patrick, 2004, *Gouverner par les instruments*, Paris, Presses de Sciences Po (coll. « Académique »), 370 p.

Chapter in a collective book

MICHEL Laura, FOUILLEUX Eve et BRICAS Nicolas, 2020, « Conclusion : Politiser pour ne rien changer ? L'alimentation entre critiques et canalisation de la critique » dans Eve Fouilleux et Laura Michel (eds.), *Quand l'alimentation se fait politique(s)*, presses universitaires de Rennes, p. 239-244.

Journal article

MORIN Edgar, 2012, « Pour une crisologie », *Communications*, vol. 91, n° 2, p. 135-152.