Instructions for Final Article Submission

1. <u>CHECKLIST- please mark with a (✓)</u>

☐ My article complies with content revisions and presentation requirements.

☐ My article is no longer than 40,000 characters in length (including bibliography, not counting spaces).

☐ The title of the article appears in both French and English.

☐ The 250-word French and English summaries are included in the file.

☐ My article has been de-identified.

☐ Heading hierarchy is clearly indicated.

☐ Names include all accents (even on capital letters), where appropriate.

☐ Acronyms are written out in full the first time they appear in the text.

☐ Footnotes are numbered (using Arabic numerals) continuously and at the end of the article.

☐ Charts, figures, and images are numbered such that they can be easily referenced within the text (ex: Photo 1, Chart 1, Figure 3), and include a name and a source. If these are sent apart from the text, then the numbering, the name, and the source can all be found in the appropriate places in the text.

☐ Bibliographic references within the text comply with presentation guidelines.

☐ My bibliography complies with all presentation guidelines.

☐ I have obtained all relevant approvals for the use of images and any other documents reproduced in my article.

☐ All author names, email addresses, and affiliations have been provided below.

☐ I have completed and signed the copyright assignment form.

☐ I have checked off every box on this list and provided all the necessary information required below.

2. <u>REQUIRED INFORMATION</u>

French article title:
English article title:
Final French article summary:
Final English article summary:

French key words:
English key words:
Author names in the order they should appear:
Author email addresses in the order they should appear:
Author statuses and affiliations in the order they should appear:
List of 5 most recent or upcoming published works from the author(s) (which will contribute to promoting the article) (this includes doctoral theses): 1. 2. 3. 4. 5.

3. SUBMISSION GUIDELINES

Submitting through OJS

- ✓ Authors are asked to submit **the file containing the final version of their text (**in Word format) on the OJS platform, under the tab already created for their article.

Submitting by email

Authors are asked to submit the following by email (lsp@ucs.inrs.ca):
- ✓ The files containing charts, graphs, and images that will appear in the article, named and numbered appropriately.
- ✓ The digital copy of their copyright assignment agreement, duly executed.
- ✓ The checklist, duly completed.

Authors will be notified of the publication of their article once the issue is published and available via the journal's website (www.lsp.inrs.ca). ***