

Instructions for Final Article Submission

1. CHECKLIST – please mark with a (J)

- 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.
- The name of each author cited in my text and included in my bibliography is correctly spelled.
- 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. REQUIRED INFORMATION

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).

The journal asks that authors only distribute the official PDF version of their article, referencing the journal each time.