

Lien social et Politiques

Initial Submission and Article Presentation Guidelines

The Journal's Policies

The Journal publishes original works. The authors must notify the editors of any other publication attempts. Previously published manuscripts will not be published, subject to exception (and with the express consent of the person in charge of the issue).

By publishing in *Lien social et Politiques*, the author assigns the copyright of the article to the journal. Why the assignment of copyright? Firstly, because the *Lien social et Politiques* journal must be able to guarantee that it is the legal rights owner in order for Érudit, our distributor, to accept the articles on its platform. The assignment of rights also allows the journal to use excerpts from the articles in its social media distribution of the issue (LSP and INRS websites, blogs, Facebook, Twitter, etc.). For the six months following the issue's release date, a very aggressive distribution campaign is deployed which relies heavily on the parts of the articles we wish to promote. The author will always be named whenever excerpts are used, since we add a link that directs readers to the complete article on our website or Érudit's platform. And finally, assignment of the copyright to *Lien social et Politiques* allows it to collect (minor, but nonetheless important) reproduction royalties from Copibec when, for example, the articles are used in the classroom by teachers.

Lien social et Politiques has opted for free-access distribution. Authors may therefore consult and download a PDF copy of their article as soon as it is published on Érudit's platform. They may distribute their article, but the journal asks them to kindly use the version that appears on Érudit's platform. If they wish to recommend the article to others, we strongly urge authors to direct potential readers to our website or to Érudit's platform rather than sending them their own PDF copy. Why? Because these sites allow us to gather the necessary statistical evidence that proves the magazine's relevance when it comes time for the editorial staff to make grant requests to the Social Sciences and Humanities Research Council of Canada and to the Fonds de recherche du Québec (FRQ). It is only thanks to public grants that every edition of *Lien social et Politiques* (with its 1000+ articles) is made available to everyone for free.

The author must fill out, sign, and number the copyright assignment form that is found at www.lsp.inrs.ca and send it via email to lsp@ucs.inrs.ca.

Editorial Process

Here is an overview of the editorial steps involved in publishing an article, once an author's proposal has been officially selected:

1. Author registration in Open Journal System (see below.)
2. Submission of the author's initial text in OJS on the appointed date. The text should at this stage have been de-identified and follow article presentation guidelines (see below).
3. Text evaluation.
4. Receipt of text evaluation by the author via OJS, including any minor or major requests for changes and a checklist for the final submission of the text.
5. Submission of the author's final version of the text, along with the completed checklist.
6. Revisions and editing of the paper occur internally. The author is then notified once the issue is released and available from the journal's website (www.lsp.inrs.ca).

OJS Registration

- Every author publishing with the *Lien social et Politiques* journal must register as a new user in OJS, if they have not done so already. In order to register, please go to www.erudit.org/ojs/index.php/index/login/signIn and select your preferred language.

The screenshot shows the OJS Login page. At the top, there are navigation links: HOME, ABOUT, LOGIN, REGISTER, and SEARCH. Below these is a breadcrumb trail: Home > Login. The main heading is "Login". Below the heading, there is a message: "Invalid username or password. Please try again." There are two input fields for "Username" and "Password", followed by a "Remember my username and password" checkbox and a "Login" button. Below the "Login" button, there are two links: "Not a user? Register with this site" and "Forgot your password?". On the right side, there is a "LANGUAGE" section with a "Select Language" dropdown menu showing "English" and a "Submit" button. There is also a "Journal Help" link and a "USER" section with "Username" and "Password" input fields and a "Remember me" checkbox.

- Click on “Not a User? Register for the site,” then under the heading “Select a publication”, click on “Lien social et Politiques”. Then fill out the online form and register as an author. Please make sure to save your user name and password.
- If you are already registered with OJS through a different publication, go to “Select a Publication”, click on “Lien social et Politiques”, and simply enter your existing log in information, followed by “Register as an Author”.
- Once this step is complete, you will then be able to upload your text. You will receive an email each time requests or instructions are sent.

Article Presentation Guidelines

Any article we receive that does not follow our editorial guidelines will be immediately returned to the author for correction. Should this be the case, the author must resubmit the corrected version of the text in OSJ under “New Submission”.

- The article must be uploaded to the OJS manuscript management system (see above.)
- The submitted file must be an OpenOffice, Microsoft Word, RTF, or WordPerfect document.
- Blind submission guidelines must be followed:

The author has removed any instance of their name within the document, using “Author” and the year instead of personalized information (author names, titles of articles, etc.) in the footnotes and in the bibliography;

For MS Office documents, the author must delete their identity from File Properties (see under File, in Word), by clicking on the following commands: Tools > Protect Document > Privacy > Delete personal information from this file on save > OK).

- The article must be **double-spaced**, in **Times New Roman 12** font, with **2.5 cm margins** (top, bottom, left, and right). Spaces between paragraphs must all be the same.
- The **length** of the article must **not exceed** 40,000 characters (not counting spaces), including the bibliography.

- The **cover page** must only include:
 - the **title** of the article;
 - a **summary** of 250 words that includes: research topic, methodology, results, and conclusion;
 - **keywords**.
- Accents** on names, including on capital letters, are required.
- Acronyms** must be written out in full the first time they appear in the text.
- Charts, graphs, and figures** must be numbered, such that they can be referenced in the text.
- Footnotes** must be numbered (using Arabic numerals) in continuous fashion and collected **at the end of the article**. Bibliographical details must not appear in the footnotes but rather at the end of the article, in the Bibliography section.
- Authors must ensure that any headline hierarchies, special characters, or formatting they wish to preserve be clearly marked.

Bibliographic References and Bibliography

We urge authors to use the *Lien social et Politiques* style in EndNote for the presentation of their bibliographic references and their bibliography. Otherwise, they must strictly follow these guidelines:

- For **Bibliographic references** appearing within the text, list the authors' last names, the year of publication, and the page number(s). If a reference includes more than three authors, only the first author's last name should appear, followed by the abbreviation "*et al.*" in italics.

Examples:

(Martin, 1996: 33)

(Dufour and Hurtubise, 2004 a: 67)

(Quéniart, Martin, and Hurtubise, 2005: 92-93)

(Martin *et al.*, 2002: 44-73)

- The **bibliography** is an integrated bibliography: every type of document is collected into a single list. Authors are listed in alphabetical order and **the following guidelines are strictly applied**, particularly the order of first and last names as well as punctuation rules. All information must appear, including place of publication, editor or publisher name, and the specific page numbers, as the case may be.
 - In the bibliography, as with the bibliographic references, all **first names must be written out in full** and last names must only capitalize the first letter (use *accents* where appropriate) (ex: Thériault).
 - **For the first author** mentioned in a bibliographic entry, first name (or initials) follows the last name.
 - List the edition after the title, if a particular edition is cited (ex: 2nd edition).
 - If part of collected works, the title of the collection (between French quotes) and the series number can be placed after the name of the publisher.
 - The second line of each entry must be indented.

Examples

- **BOOK.** Author's last name, first name. Year of publication. Title (*in italics*). Edition (if needed). Place of publication, name of publisher.

Examples:

Castel, Robert. 1995. *Les métamorphoses de la question sociale. Une chronique du salariat*. 2nd edition. Paris, Fayard.

Streeck, Wolfgang and Kathleen Thelen. 2005. *Beyond Continuity: Explorations in the Dynamics of Advanced Political Economies*. Oxford, Oxford University Press.

- **JOURNAL ARTICLE.** Author's last name, first name. Year of publication. Title of article (in French quotes), name of journal (in italics), volume number, issue number, month or season of publication: page range of the article.

Examples:

Noël, Alain. 1996. « Vers un nouvel État-providence ? Enjeux démocratiques », *Politique et Sociétés*, 30: 4-11.

Wilson, Kathleen, Michael Jerrett and John Eyles. 2001. « Testing relationships among determinants of health, health policy, and self-assessed health status in Quebec », *International Journal of Health Services*, 31, 1: 67-89.

- **ARTICLE IN COLLECTED WORKS.** Author's last name, first name. Year of publication. Title of article (in French quotes), the preposition "from", first and last name of the director of publication and their title in brackets (Dir., Coord.) Title of the collection (in italics). Edition (if needed). Place of publication, name of publisher: page range of the article.

Examples:

Pochet, Philippe. 2004. « Belgium Monetary Integration and Precarious Federalism », from Andrew Martin and George Ross (Dir.). *Euros and Europeans: Monetary Integration and the European Model of Society*. Cambridge, Cambridge University Press: 201-225.

Bué, Nicolas, Fabien Desage and Laurent Matejko. 2004 b. « L'intercommunalité sans le citoyen. Les dimensions structurelles d'une moins-value démocratique », from Rémy Le Saout and François Madoré (Dir.). *Les effets de l'intercommunalité*. Rennes, Presses universitaires de Rennes: 39-58.

- **REPORTS & CONFERENCES.** Several types of documents fall under this category. Here are a few specific examples.

Examples:

Reports from official documents: Jadot, Michel. 1999. « Question sociale, problèmes de société : réponses d'hier et d'aujourd'hui », from Ministère fédéral de l'emploi et du travail. *La politique fédérale de l'emploi. Rapport d'évaluation 1998*. Brussels, ministère fédéral de l'Emploi et du Travail: 13-37.

Research Reports: Bessin, Marc and Marie-Hélène Lechien. 2000. *Soignants et malades incarcérés. Conditions, pratiques et usages des soins en prison*. Research Reports. Paris, EHESS.

Official Document: Haut Comité consultatif de la population et de la famille. 1962. *Rapport de la Commission d'étude des problèmes de la vieillesse, présidée par Pierre Laroque*. Paris, La Documentation française.

Official Document: Nouveau-Brunswick. 2005. *Canada-New Brunswick Labour Market Agreement for Persons with Disabilities 2005-2006 Annual Plan*. Fredericton, Ministry of Family and Community Services.

Conference Talks: Desage, Fabien. 2006. « Faut-il que rien ne change pour que les institutions intercommunales changent ? Portée et limites des théories néo-institutionnalistes dans les processus d'institutionnalisation de la communauté urbaine de Lille », presented at Journées d'étude de l'Association française de science politique: *les politiques publiques à l'épreuve de l'action territoriale*. Grenoble, June 15-16, 2006.
<www.pacte.cnrs.fr/Seminaires/06-06-15et16.htm>.

Conference Proceedings: Fontan, Jean-Marc, Benoit Lévesque and Juan Luis Klein. 2003. *Rendez-vous Montréal 2002*. Acts of the Colloquium. Montreal, ARUQ-ÉS/Université du Québec à Montréal, T -02-2003.

- **DIGITAL DOCUMENTS**

Examples:

Ministres Responsibles for Social Services. 1998. *À l'unisson : une approche canadienne concernant les personnes handicapées*.
<http://www.socialunion.ca/pwd/unison/unison_f.html>. Consulted on February 15, 2016.

Canada. 1999. *Un cadre visant à améliorer l'union sociale pour les Canadiens : entente entre le gouvernement du Canada et les gouvernements provinciaux et territoriaux*.
<http://www.socialunion.ca/news/020499_f.html>. Consulted on November 8, 2015.

- **MULTIPLE REFERENCES TO THE SAME AUTHOR WITHIN THE SAME YEAR**

Examples:

Fassin, Didier. 1998a. « Les politiques de la médicalisation », from Pierre AÏACH and Daniel Delanoë. *L'ère de la médicalisation*. Paris, Éditions Economica: 1-14.

Fassin, Didier. 1998b. « Politique des corps et gouvernement des villes. La production locale de santé publique », from Didier Fassin (Dir.). *Les figures urbaines de la santé publique*. Paris, La Découverte: 7-46.

In order to avoid any delays in the editorial process, it is very important to follow the *Lien social et Politiques* editorial guidelines.

Thank you.