

# HANDBOOK OF WRITING AND PRESENTATION

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Translation

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Quotation or partial reproduction of this manual must not  
be done without mentioning the full references.

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**CONTEXT****Reference Software**

The reference word-processing software is Microsoft Word 2000.

**Calendar**

The calendar is as follows:

- october 1th 2002: deadline for the reception of the manuscripts;
- 15 janvier 2003: deadline for sending the manuscripts after revision and correction to the authors;
- 31 mars 2003: deadline for the reception of the manuscripts with the final proof gave by the author.

**Interlocutors**

The scientific editors are Moctar BA, Pierre CHAVANCE, Didier GASCUEL Daniel PAULY and Michael VAKILY.

Madame Oumy BA is the person in charge of the secretary of the scientific editor office.

Charles H. A. MASSON is the person in charge of following the editions through.

Contact:

secrétariat des éditions du symposium

“Pêcheries maritimes, écosystèmes et sociétés en Afrique de l’Ouest: un demi-siècle de changement”

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**CALIBRAGE**

The sign is the only precise unity to measure the volume of a text; a sign is a character (letter, symbol, punctuation sign, etc.) or a space.

This file have 28161 signs.

We include in this volume the footnotes, the references, the titles and the texts of the tables, the captions of the figures.

The volume of the manuscripts is limited to 26 250 signs.

The volume of the synopsis is limited to 8 750 signs.

**TERMINOLOGY**

The words with an asterisk are defined in the glossary.

**ELEMENTS OF THE MANUSCRIPT**

The manuscripts and the synopsis must comprise:

- the heading;
- the text of the manuscript, or of the synopsis, written in imrad\* format;
- the Bibliographical References;
- the illustration of the results;
- eventually one or several occasional elements.

**Heading**

The heading is composed by the following elements:

- the identitary elements of the manuscript or the synopsis;
- the author(s)’s identitary and professional elements;
- the summery.

## IDENTITARY ELEMENTS OF THE MANUSCRIPT

### Title of the Manuscript

#### *Translation*

Each manuscript and each synopsis must have a title in the language of publication with his translation in the second international language of the seminar.

#### *Volume*

The title of the manuscript should not exceed one hundred signs.

### Eventual Subtitle

Use a subtitle when the title exceeds one hundred signs.

### Running Head

If the title and the subtitle are too long, abridge them to make a running head.

### Abstract & Keywords

The abstract emphasize the main points of the manuscript; he mentions the new elements and the conclusions, so as each reader can judge if the interest of the content justify the reading of all the manuscript.

The abstract must show the facts and not only describe "on" what the manuscript turns.

The abstract must be clear and comprehensible in its own right without needing to refer to the manuscript so that he can be published separately in secondary document.

The abstract indicate the topic of the manuscript, he must inform the reader on his content:

- the object of the manuscript or the objective

- of the research, its extent;
- basic hypothesis;
- methods used;
- main results including all new facts observed (facts, theory, process, chemical products, numerical data and results);
- conclusions of the work and their meaning.

#### *Volume*

The abstract should not exceed one thousand and one hundred signs, in a paragraph divided into paragraph indent. Use a maximum of five keywords.

#### *Keywords*

The abstract must have all the keywords making easy the manuscript to be indexed. The keywords are given in a separate list under the abstract.

#### *Non-Presented Elements*

The abstract must not contain:

- references to tables or illustration which appear only in the manuscript;
- cross-references to any part of the manuscript;
- abbreviations and acronyms which are not standard or not defined;
- *in extenso* quotation or Bibliographical References;
- informations or conclusions which are not mentioned in the manuscript;
- general summery or statements; the results must be presented as "bare".

#### *Translation*

Each abstract and each list of keywords must be accompanied to its translation in the second international language of the seminar.

The abstract and the keywords in the language of publication or the synopsis must precede their translation in the second international language.

**AUTHOR(S) NAMES**

recherche agronomique (Inra), 78850 Thiverval-Grignon.

**First Name and Surname**

The author(s) must write exactly and out in full his (their) name and surname.

The name must be written before the surname.

Example:

*Alfred MOBEL \**, *Henri de TÉGNIER \*\**, *Jules PALLÈS \*\*\**

**PROFESSIONAL ELEMENTS****Subject, Title or Quality**

The authors must indicate all the informations showing that he have the ability to do the work (its authority in the subject):

- subject;
- qualities and/or professional titles;
- institution which he belongs to.

Example:

*Botanist, director of research, Institut de recherche agricole (Isra).*

**Institution**

The author must give the accurate indications of the institution which he belong to and where he have made his works:

- the full name of the institution written out in full;
- the acronym of the institution;
- the full address of the institution; if the same name is used for two institutions, add the name of the State.

Example:

\* Institut sénégalais de recherche agricole (Isra), B.P. 3120, Dakar.

\*\* Institut de recherche pour le développement (I.R.D. Sénégal, ex-Orstom), B.P. 1386, Hann-Mariste, Dakar.

\*\*\* Laboratoire d'agronomie de l'Institut national de

**Text****TEXT STRUCTURE**

The manuscripts and the synopsis should be structured as imrad\* recommendation in five distinct sections:

- introduction;
- material & methods;
- results;
- discussion;
- conclusion.

**Introduction**

The purpose of the introduction is to expose the problematic leading to a work hypothesis.

The introduction must answer to the question: why the work which is at the root of the manuscript is carried out by the author?

The introduction describes the context presiding over the work; its origin, its object and its objective; it gives it by references; it outlines precisely the field of research.

The introduction starts by knowledge shared by the author and the reader, it end by the contribution of the author to the reader (original information).

**Structure**

A good introduction is concise and strongly structured. The introduction is constituted by a problematic; the problematic have three sections:

- the exposition of a problem;
- the delimitation of a field;
- the hypothesis of the work.

A problem is defined by:

- a situation defined precisely in the time and in the space;
- a theme describing the subject;
- concise Bibliographical References which display knowledges
- on the subject.

The field must be precisely defined by the author who describe exactly the subject and the limits of the work.

According to the theme displayed by the author, a new fact is appeared; It may be the recent publication of a manuscript, an event occurred in the world, the results obtained in the research or a personal reflection. Whatever the fact may be, it modify the data of the problem and makes it reformulated and a new hypothesis is made by the author; this is the hypothesis of work tested by the experience and the manuscript shows the results.

### **Material and Methods**

The section Material & Methods must comprise:

- the protocol of the experience;
- materials used, with accurate technical description (for example : genus, species, variety, cultivar, etc.), the quantity and the origins or the methods of the preparation. Use the generic or the chemical names in preference to the commercial names;
- the hypothesis;
- the research and the data interpretation methods must be described usually in the chronological order, with all the informations needed:
  - the standard protocols must be referenced, referencing must be very accurate, referring to the original description of a technique,
  - you must clearly outline any changes made to the standard,
  - provide full details of a technique if the methods are new.

### **Results**

The Results section is the most important part of a publication. This is the core of the paper to which everything else relates.

For a best cohesion and an easy reading, the Results section must be outlined in the same scheme than the Material & Methods section.

The results must be clear, succinct and organized into tables and figures. The authors must indicate the sources or errors, the probable errors and the limits of validity of their results.

If it is possible, use descriptive statistics to describe the results. The statistical analysis should be appropriate and must comprise significant values; justificatory values must accompany the statistical analysis.

The section Results must not have Bibliographical References.

The Results must be well outlined:

- use representative data for the figures or the tables instead of repetitive data;
- large amount of data will be convert into average, with standard error and standard deviation;
- the main results will only be used in the text; the most important results of the tables or of the figures will only be quoted;
- the data in relation with the subject of the manuscript defined in the introduction will only be presented.

The data should never be repeated.

### **Discussion**

In the section Discussion, the author must be able to answer to the question raised in the introduction. Starting by a new hypothesis or a new question, the author makes some materials and methods which he have got some results; the question of their reach is presented in the discussion — isn't there any slant? — and its accordance or not with the starting hypothesis; it may be given to them a meaning, an interpretation.

The discussion confronts the results obtained by the author and the interpretation he gave with the results obtained by others researchers; the results of this confrontation is a confirmation or an invalidation of previous works.

References used in the Introduction, Methods and Results should not be mentioned in the section Discussion.

### **Volume**

The volume of the section Discussion must not exceed the half of the length of the manuscript.

## Conclusion

The conclusion must not be a redundancy of the introduction, of the abstract or of the discussion.

The conclusion includes two parts:

- a reminder;
- a contribution.

### *Reminder*

The first part of the conclusion makes the connection with what is written before:

- the reminder of main results makes the connection with the section “Results”. It could be also a partial conclusion of it;
- the reminder of the main consequences of the results make the connection with the section “Discussion”. It could be a partial conclusion of it.

The conclusion reminds succinctly the main result, then the essential of the facts, and the main theoretical and practical consequences, then the outcome of the author’s reasoning and argument.

The accessory results or observations must not hide the essential one, no need to put them in the conclusion; results or observations not presented in the manuscript can’t be put in the conclusion.

### *Contribution*

The second part of the conclusion give the author contribution and makes the connection with the future:

- the main theoretical or practical consequences of the work are a new element which modify the data of the problem raising a new question ;
- the questions raised lead to a new problematic which can be the starting point for a new research.

## PARTS OF A TEXT

### Paragraph

The paragraph is a unit of text which presents a unit of thought; every paragraph must have a blank in front of and after it; all the parts of the

manuscript are divided into paragraph. This later can be divided into paragraph indents.

### Paragraph Indents

The paragraph indent is also a unit of text which is a subdivision of a paragraph. Begin a new line to write a paragraph indent, don’t put a line space in front of and after the paragraph indent. The first line of the paragraph indent is indented.

### Line Space

The ¶ symbol should never be used as a line space between the paragraphs.

### Enumerations

The enumeration is a form of disposition of sequences of text.

The enumeration can be horizontal or vertical; it is announced by a colon and each of its terms is preceded by a typographic mark.

At the grammatical point of view, an enumeration is constituted by a main clause which announces and introduces some complements which are the terms of the enumeration.

Each term of the enumeration may be a word, a group of words, one or several parts of a sentence, one or several sentences, one or several paragraphs indent.

Each term of the vertical enumeration:

- is indented;
- is opened by a trait, not a hyphen followed by an indivisible space;
- start by a lower-case letter for the first letter of the enumeration (after the colon);
- ends by a semicolon except for the last term of the enumeration which ends by a full stop.

**Double Enumeration**

The vertical enumeration may be double, in this case each term of the enumeration doubles:

- there is two indents;
- starts by a semi trait (Ctrl + - of the keyboard) with an indivisible space after;
- ends by a comma, whatever the internal punctuation, except for the last term which end by a semicolon if it come before another term of the principal enumeration or a full stop if he ends the enumeration.

**Numbered List**

Each term of a numbered list starts by a lower-case letter.

**Footnote**

Footnote is a system of connections between a principal text and some secondary texts which explain and precise the principal one.

The existence of a footnote is mentioned by a sign in the text. This sign is also present at the beginning of the footnote; he have an ordinal value.

The footnotes are placed in down page; the numbering starts again at each page.

The footnote gives complete information of a word, a group of words or a sequence of a text; it is a secondary text in comparison with a principal one.

A footnote must be brief and concise.

By using footnotes, the author avoids additional explications and information in the principal text increasing its visibility. On the other hand, a reader may access to the full information by referring himself to the footnote.

**INTERTITLES**

The intertitles are limited to six words; avoid using written grammatical sentences and commentary.

The intertitles are graphic elements which function is to allow to the reader to find the main divisions.

The intertitles must never be integrated at grammatical point of view in the text they precede or they follow.

Four levels of title are available for the text of the manuscript.

**First Level**

The title 2 is used for the title of the manuscript.

**Second Level**

The titles 2 are used for the sections below:

- Abstract;
- Summary;
- Introduction;
- Materiel & Methods;
- Results;
- Discussion;
- Conclusion;
- Bibliographical references;
- acknowledgements.

**Third Level**

The titles 3 are used for these sections below:

- keywords;
- the sequences of the manuscript.

**Forth Level**

The titles 4 are used for the subdivisions of the manuscript.

**Bibliographical References**

A manuscript must have a Bibliographical References section.

**RULE**

References should be listed in the section Bibliographical References. Each listed reference should be cited in the text, and each text citation should be listed in the Bibliographical Reference section.

The Bibliographical References must refer to a publication read by the author.

Reading an abstract don't allow an author to quote it as text citation; only the abstract and the review where it have been taken can be quoted.

Only the pertinent publications will be considered.

**INTERMEDIARY BOOK**

When a book is quoted without be read, make sure to follow the reference by "quoted by» «quoted in", and after the complete reference of the intermediary book.

**ACCEPTED**

References to papers yet accepted should be cited in the text as "accepted"; the previous stage is "unpublished results"; the following stage is the manuscript "in press".

Accepted publications should not appear in the list of references. They can be mentioned as note.

**UNPUBLISHED RESULTS**

References to papers not yet accepted should be cited in the text as "unpublished results"; the following stage is the manuscript "accepted".

Such papers should not appear in the list of references. They can be mentioned as note.

**IN PRESS**

References to papers in impression should be cited in the text as "in press"; the previous stage is the manuscript "accepted".

Manuscript "in press" may be cited in the reference list and must be accompanied by full references.

**ORIENTATION OF READING**

When the author advice to the reader some papers he have not read himself, he can list it in the section "Orientation of Reading" located after the section "Bibliographical References".

**BIBLIOGRAPHICAL SYSTEM**

The nominal-alphabetical system, or Harvard system, author-date, is the Bibliographical System for the seminar.

In the section "Bibliographical References", references are listed in alphabetical order based on the name of the principal author (first author).

References in the text is constituted by the name of the author followed by the year of the edition.

**REFERENCES IN THE TEXT**

In the text, references should be presented in alphabetical order:

- grammatically integrated in the sentence; ex.:  
"AUTHOR (year: limited page[s] \*)  
publish an inventory [...]"
- put in parenthesis; ex.:  
"We have an inventory (AUTHOR, year: limited  
page[s]) [...]."

In the text, the reference is placed just after the quotation:

- put an indivisible space (Shift + Ctrl + space bar; symbol on the screen: °);
- insert the reference.

**Order of the Citations**

When several references are in parenthesis, use the chronological order (date).

When several authors are cited with the same date, use alphabetical order secondly.

**Punctuation**

In case of several references in parenthesis, use a semicolon to separate the references (AUTHOR, date; AUTHOR, date).

### First Name

The initial of the first name is not quoted in the text, except for the authors who have the same name and have published in a same year. The author's initial help to make a distinction.

### Collective Publication

In case of collective publication, just the name of the first and the second author are mentioned in the reference; for three authors and more, just write the author's first name followed by the abbreviation *et al.* (from latin *et alii*, "and other"; don't forget to put a full stop at the end of the abbreviation.

the abbreviation *et al.* must be written in italic in the text.

### Aphanumeric References

In case of several papers published by the same author in the same year, reference is quoted in alphanumeric order; the year is followed by an hyphen and a letter in lower-case letter (alphabetical order), without space (agglutinated elements of the reference).

## BIBLIOGRAPHICAL REFERENCES

References must be exact and listed in full.

### Elements

The bibliographical references is constituted by:

- the author(s) zone;
- the title zone;
- the bibliographical address;
- the collation zone.

### Author Zone

The author zone is composed by two elements:

- the information concerning the author(s);
- the year of the publication.

### Author

Three cases may exist:

- one author;
- legal entities;
- anonym publication.

### One author

The author's name is completed by the initial of his first name.

The initial of the author's first name in case of one author or the initial of the first author in case of several authors is placed just after the name and in parenthesis.

In case of several authors, and starting by the second, the initial of the first name is written before the last name.

### Executive Director

The scientific editor, the compiler of a collective publication may be cited first in the reference if their name is written in title page.

### Legal entities

When a manuscript is written by an institution or by legal entity (community-author), this legal entity are considered as the author.

A community-author may depend from a community-mother more important. Two cases may exist:

- the name of the community-mother is cited first in the references:
  - if the name of the community-author is a subdivision of the community-mother more important,
  - if the full signification of the name of the community-author depends from the one of the community-mother;
- the community-author is quoted by his name if any and if he have his full signification, or if the particular functions of the community-author distinguishes him from the community-author.

### Homograph

When several institutions have the same name, to make the distinction, it's important to add the name of the state corresponding.

### Anonymous Publication

The reference of an anonymous paper starts by the title of this paper.

The references should never start by "anonymous".

**Date**

The information concerning the date is located after the information concerning the author(s).

**Title Zone**

The elements of the title zone give the useful information on the identity elements of the manuscript:

- the title;
- the eventual subtitle.

Additional useful information may be given in the title zone:

- the edition;
- original title;
- first language;
- previous title;
- tome;
- number of the volume.

**Distinction Book/Contribution**

To make the difference between the title of a book or a review and the one of a paper:

- the title of a book or a review is written in italic;
- the title of a publication from a review or a contribution from a book is not written in italic : it is placed in inverted commas;
- The word latin *in* is insert after the title of the contribution and before the title of the principal book.

**Abbreviation**

The titles of the review must be presented according the recommendation of the Iso/R4 norm of the International Organization of Standardization; if you don't know the appropriate abbreviation, write the name out in full; the editor could determine the real abbreviation.

**Bibliographical Address**

The bibliographical address must give the information below:

- the place of edition;
- the editor.

**Collation Zone**

The collation zone of a Bibliographical Reference gives the information on the following elements:

- the pages of the publication;
- the collection:
  - title of the collection,
  - number of the publication in the collection.

**Category****Book**

MARQUET (Éd., éd.), 1997 — *Les légumineuses: récoltes, traitement, utilisation*, Paris, Lavoisier, 128 p.

**Contribution to a Book**

Contribution to a collective book is quoted in to notices; the first concerns the contribution and includes a reference to the book (ex. 1); the second is the notice of the book (ex. 2).

Example 1:

VIAN (B.), 1982. — « Data processing » *in* LEWIS & MATTLETHORPE (1982): pp. 33-44.

Example 2:

LEWIS (J. L.) & P. MATTLETHORPE (éd.), 1982. — *Fertility Levels*, Londres (Royaume-Uni), Elsevier, 244 p.

**Article of Review**

BEAU-CHATEAU (P. A.), 1998. — « Approche systémique des modes de gestion des ressources naturelles », *Revue d'écologie et d'environnement*, vol. XLII, fasc. 3: pp. 325-336.

**Report**

PORTOS (X.), F. ARAMIS, G. ATHOS & F. D'ARTAGNAN. — *Semi-intensification de la production littéraire chez A. Dumas*, Dakar (Sénégal), Ippa, Commission des communautés romanesques, 1999, rapport de troisième année, 236 p.

### **Acts of a Seminar & Communication in a Seminar**

In a seminar, the communications are presented as a contribution to a collective book.

Example of notice of a communication:

TARENTULE (Ch.). — « La vie sexuelle des araignées », in FLEUR & PONTON (1988): pp. 133-139.

Example of notice of acts of a seminar:

FLEUR (Chr.) & R. PONTON (éd.), 1988. — *Actes de l'atelier international Gestion rationnelle de la production endocrinienne*, Antsirabé (Madagascar), 12-14 août 1987, Grenoble (France), Teste, 246 p. (coll. *Oisans*).

### **Illustrations of the Results**

#### **NUMBER**

Each manuscript is limited to:

- five tables;
- and (or):
- five figures.

Each synopsis is limited to:

- three tables;
- and (or):
- three figures.

#### **LOCATION**

Tables and figures must not be integrated in the text. Each table or figure must be presented in a single page each of one at the end of the manuscript or presented in a separate file each of one.

#### **RULE**

A same information given by the text and in the same time by a figure and a table is a form of redundancy and must be avoided.

#### **TRANSLATION**

The quotations of the figure and the titles of the tables must be written in the two international languages to the seminar (French and English).

#### **NUMBERING**

The table numbering is independent from the figure one; to avoid confusion between the two categories, tables are numbered in latin numerals and the figures in arabic numerals; each of them must be numbered in the chronological order of their apparition in the text.

To number tables or figures, don't use sub-numbering (2 bis, 2 ter, etc. ou II bis, III ter).

#### **JUSTIFICATION**

It's very important to respect the justification\* as it is recommended for the seminar; the dimension of each table and each figure must be justified\* according the recommendations of the seminar.

There are two kinds of justification: the horizontal justification (width) and the vertical justification (height).

#### **Horizontal Justification**

The acts of the symposium will be edited according the same page setting than this handbook; therefore table and figures must be justified\* in one or two columns, as below:

— one column, as below:

- 2,57 inches,
- 6,52 centimeters,
- 65,2 millimeters,
- 185 points,
- 15,4 picas;

— two columns, as below:

- 5,33 inches,
- 13,54 centimeters,
- 135,4 millimeters,
- 384 points,
- 32 picas;

— when the tables and the figures are particularly large on the screen:

- 8,33 inches,
- 21,16 centimeters,
- 211,6 millimeters,

- 600 points,
- 50 picas.

## TABLES

### Cross References

When it is necessary to found an assertion on the demonstration given by a table or a figure, the author will refer to it by a cross reference; these cross references and also the call references can be integrated grammatically at the sentence:

.../... *The table V shows that...*

.../... *The figure 5 shows that...*

ou y figurer entre parenthèses:

.../... *The results of the first year (tabl. V)...*

.../... *The results of the first year (fig. 5)...*

In the first case, *table* or *figures* are written out in full, in the second case, they are abbreviated (tabl., fig.); in the two cases, they are followed by an indivisible space and their number order written in Latin Numeral(s), for the tables, and in Arabic numeral(s), for the figures.

The cross references of the tables in the text must never use expressions like *above*, *below*, *opposite*, *previous*, *following*, etc. in any case, TABLES MUST NEVER BE INTEGRATED IN THE TEXT BY THE AUTHOR.

### CALL REFERENCE

The author can indicate, precisely in the text, the place he wants a table or a figure to be placed; this place is indicated to the editorial office by a reference to the table.

The table or figure references must be written in bold and in brackets, with a space in front of and after, so that they can be visualised immediately:

**[tabl. II]**

**[fig. 4]**

### PLACE

The table or the figure must be located immediately after the paragraph where he refers for the first time and not somewhere else.

### Information

The tables must be clear and full in its own right, so that it's not need for the interpretation to refer to another part of the manuscript.

The information given by a table must be sufficient and not excessive. Sometimes if there are few data, choose to present it in the text; if they are too abundant present them in two tables.

An anglo-saxon rule says:

*A rule of thumb is that the table field should contain at least 8 items*

### Title

Each table must have a caption after its running number.

The title of a table must be clear and concise.

The title must give immediately to the reader the content of the table : it means what the table shows and not in which he makes mention.

### Note of Table

Notes of a table belong to the later and must be presented into the table.

The cross reference in a table is the asteronym\* (\*, \*\*, \*\*\*) to avoid the confusion with the notes of the text.

### Sources

Sources must be quoted; when a table belong to another publication, you need a written permission from the worker.

It is possible to write the mention "from X" if the table have been subjected to major modifications. In such a case, you don't need to mention the source or to have a written permission from the worker.

### How to Write the Numbers

The powers of ten may be used when they are triple or multiple of three. The thousands can also be used.

When a cell remains blank, make sure to put in it an abbreviation (ex.: n. r., "not recorded") or the TILDE (~). To be significant, the data need to be corrected. Numbers are aligned at the right. Decimal numbers are aligned on the decimal point.

### Units of Measure, Symbols, Abbreviations

The units of measure must be indicated clearly, it's the same for the meaning of the symbols and the abbreviations used; any abbreviations used by circumstances must be defined in a note, it's the same for the special symbols.

The units of measure must be in International System. If not make sure to convert them in International System

### Numbering

The number of the tables must be written in roman character and in upper capitals.

Tables should be numbered consecutively throughout the text; this numbering must not be modified by the using of a subnumbering (1-a, 1-b, etc.).

### Table with Continuation

If a table is too large to be in a single page, make sure to give to all the tables in the continuation a caption and a number followed by the mention (continuation) or (concluded).

### Large Table

If a table is too large, it can be oriented vertically on the page format.

### Check List

The author of a manuscript must be able to answer to the questions below according the tables:

- what is the justification of its presence?
- what information does it give?
- does it full?
- is it comprehensible in its own right?
- what is the connection with the other parts of the text?
- is it called by a reference in the right place in the text?
- is the cross references well situated?
- does the title of the table clear and concise?
- are the titles of the lines appropriate and accurate?
- are the notes coherent and complete?
- are the references and sources quoted?
- is the data verified? particularly are the amounts exact?
- are the data presented a in logic manner?
- is the information sufficient? on the contrary, isn't it immoderate?
- is the conception well done?
- is the presentation satisfactory and homogenous?
- is the numbering logical?

### FIGURES

#### Caption

Each figure must have a caption; the caption is located under the figure. The captions must have a full stop at the end.

Text and numbers into the figure must be written according the typography advised by the seminar.

Don't never put caption into the figure.

**Occasional Elements****VOCABULARY & NOTATION**

If any, the section “vocabulary and notation” will precise the definitions of specialised terms, neologisms and measuring units and their symbols which are not common in use.

**ACKNOWLEDGMENTS**

The author(s) can write the acknowledgments, if there is any.

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**GLOSSARY**

**asteronym.** — Group of several asterisk; ex.: \*\*, \*\*\*.

**imrad.** — angl. acronym of *Introduction, Methods, Results and Discussion*, typical structure of scientific publication proposed by Bradford HILL.

**imred.** — fr. Acronym of *Introduction, méthodes, Résultats et Discussion* (Imrad in english: *Introduction, Methods, Results and Discussion*), typical structure of scientific publication proposed by Bradford HILL.

**justification.** — Length of the full line printed.

**justification vertical.** — Height of the full line printed.

**justified.** — for the composed lines, correspond exactly to the width. Syn.: *adjusted*.

**justify.** — Respect a maximum length to the line of a text gave by the writer.