***Revue des politiques sociales et familiales***

***(Journal of Social and Family Policies)***

**Articles style sheet[[1]](#footnote-1) detailing formatting rules**

When submitting your article, you are advised to send:

* A **non-anonymous** version of your article;
* An **anonymous** version of your article: all information allowing the identification of author(s) should be deleted (your first and last names, your own bibliographic references, the survey framework [funding body, home university, Ph.D. supervisor, etc.]). Please also delete the identity of the author(s) in the document properties;
* A **copy of the article's associated documents** should be sent using the following formats:
  + for tables and graphs made with excel (with data): xls ou xlsx,
  + for graphs that are not made with excel: eps, ai (or emf) native files,
  + for maps: eps, ai (or emf and wmf) native files;
  + for images and photographs: jpg, 300 dpi, CMYK printing process.

[PAGE 1] First name, last name, position[[2]](#footnote-2), home institution[[3]](#footnote-3), author's email[[4]](#footnote-4)

# Title of the Article (Arial 16 bold)

Subtitle (Arial 14 non-bold)

Abstract: (Arial 11 bold) 1,200 characters maximum for scientific articles, 800 characters for synthesis and perspective, study and method articles.

Keywords: (Arial 11 bold) Short list of keywords, 4 to 7 maximum.

**Add a French translation of the paper’s title and subtitle, abstract and keywords.**

[FOLLOWING PAGES]

**[Main text**, Arial 11, double-spaced and left-aligned]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla maximus metus risus…

[**Titles in the main text]**

Part Title (intertitle, Arial 11 bold)

## Subpart Title (subtitle, Arial 11 in italics and bold)

### Section Title (sub-subtitle, Arial 11 in italics)

### **Writing rules**

1. **Typography**

* Fully spell out acronyms and abbreviations in the first reference, then use the abbreviation between brackets.

Examples: [acronym] the Child support agency (Csa), [abbreviation] the United Nations (UN). The acronym/abbreviation will then be used in the rest of the text.

* Add accents on the first letter of capital letters or accented uppercase letters, when needed. Example: in case of reference to the French region Île-de-France.
* Include the first uppercase letter of the first name, followed by a full point, when authors are cited in the main text. Example: According to J. Smith...
* Words in foreign languages are in italics, and when they are not common in French or in English, add a translation or explanation (in the main text, between brackets, or in a footnote).
* The use of the pronoun "I" is not allowed, while the pronoun "we" is to be used sparingly.

1. **Citations**

* Citations are in italics and their sources should be included.

* Indent citations when they are above 250 characters (with spaces), start a new paragraph with an indent.

[Short citations within the text] "Maecenas eu sagittis risus"

[Indent long citations]

*"*Maecenas eu sagittis risus, ut pellentesque erat. Proin suscipit luctus turpis vitae vestibulum. Duis feugiat erat libero, in consectetur tellus placerat ut. Vestibulum sit amet congue nulla, in molestie elit. Donec convallis aliquet pellentesque. Integer molestie lectus sed molestie rutrum."

* In case of double citation (or citation within a citation), the first citation should be in italics using double brackets, while the second should be in Roman, using single brackets.

Example: "Maecenas eu sagittis risus*. '*Duis feugiat erat libero*'*".

* Information in square brackets is in Roman.

Example: "Maecenas eu sagittis risus*.* [...] Duis feugiat erat libero" [Woman, 77 years old, city centre, lives alone, 12 June]

* References must be included in the main text (Smith, 1996). For citations within the text, add the page of the corresponding book (Smith, 1996, p. 22).
* In case of bibliographic references of three or more authors, use the Latin locution "*et al.*" within the text, and mention all the authors in the references section.

Example: [in the main text] (Fargas-Malet *et al*., 2010); [references] Fargas-Malet M., McSherry D., Larkin E., Robinson C., 2010, Research with Children: Methodological Issues and Innovative Techniques, *Journal of Early Childhood Research,* vol. 8, n° 2, p. 175-192.

1. **Tables, diagrams, graphs, maps and images**

* In case of several tables, diagrams, graphs, maps and images, number them in the main text and in the title (table 1, diagram 1, etc.).
* Include the reference, a caption (for graphs), the field and a note to the reader in case of complexity (Arial 10, in Roman and respecting the following order: \*, source, field, note to the reader).
* Place tables, diagrams, graphs, maps and images under the paragraphs mentioning them for the first time.

Lorem ipsum dolor sit amet (table 1), consectetur adipiscing elit. Nulla maximus metus risus,…

**Table 1 – Title (Arial 11 bold)**

|  |  |  |
| --- | --- | --- |
| Sed cursus ligula | 10 % | 17 % |
| Maecenas eu sagittis\* | 14 % | 22 % |
| Congue nulla | 28 % | 35 % |

\* Maecenas eu sagittis risus ut pellentesque erat. Proin suscipit luctus turpis vitae vestibulum.

Source: pellentesque tristique sit amet massa eget euismod.

Field: quisque porta malesuada sollicitudin.

Note to the reader: nam pharetra tortor sed dapibus auctor.

1. **Insets**

* Cite insets in the main text. Number insets if there are several.
* It is highly recommended to include a methodological inset presenting data, the research field as well as survey and analytical methods. Short insets can also be added to define the article's key notions, present measures, specific public policies etc.
* An inset should be relatively short and should not exceed 3,500 characters (with spaces).
* Place insets under the paragraphs mentioning them for the first time.

Lorem ipsum dolor sit amet (inset 1), consectetur adipiscing elit. Nulla maximus metus risus, …

##### Inset 1. Inset Title (Arial 11 bold)

Sed cursus ligula vitae lorem pulvinar posuere. Aliquam eget pretium velit. Curabitur tellus sapien, dignissim sit amet lectus eu, interdum suscipit nisi. Donec euismod lacus erat, finibus gravida neque cursus at.

FIN D’ENCADRÉ

##### References (title in Arial 11 bold)

Include references at the end of the article, by alphabetical order as follows:

[Book]

Esping-Andersen G., 1993, *The Three Worlds of Welfare Capitalism*, Princeton, Princeton University Press.

[Chapter of a collective book]

Garriga A., Berta P., 2018, Single-Mother Families, Mother’s Educational Level, Children’s school outcomes: A Study of Twenty-One Countries, *in* Cahn N., Carbone J., DeRose L., Wilcox W. (eds), *Unequal Family Lives*, Cambridge, Cambridge University Press, p. 143-164.

[Article]

Kielty S., 2008, Working Hard to Resist a "Bad Mother" Label. Narratives of Non-resident Motherhood, *Qualitative Social Work*, vol. 7, n° 3, p. 363-379.

[Thesis or dissertation]

Eisenberg Z., 2013, *The Whole Nine Months: Women, Men, and the Making of Modern Pregnancy in America*, Ph.D. thesis under the supervision of John Smith, Social sciences department, Yale University, United States.

[Report]

Rees G., Pople L., 2017, *The Good Childhood Report 2017*, The Children’s Society and University of York, <https://www.childrenssociety.org.uk/sites/default/files/the-good-childhood-report-2017_full-report_0.pdf> (accessed on 25 August 2018).

**For all online publications, add the hyperlink and the consultation date (between brackets).**

1. **Footnotes**(Arial 10**)**

* Use the automatic footnote creation application.
* Limit the number and length of footnotes.
* Mention them in the main text using a non-breaking space adjacent to the previous word.

1. The underlined elements include an associated style. [↑](#footnote-ref-1)
2. Include the position corresponding to the mentioned home institution. [↑](#footnote-ref-2)
3. Spell out abbreviations and acronyms. Example: Institute for social and economic research and policy (Iserp). [↑](#footnote-ref-3)
4. Information to be deleted in the anonymous version. [↑](#footnote-ref-4)