

# Recommendations to authors

## Revue des politiques sociales et familiales

### Editorial line

Founded in 1985, the *Journal of Social and Family Policies* [RPSF] (*Research and Projections* from 1985 to 2009, then *Social and Family Policies* until March 2015) is a quarterly peer-reviewed and multidisciplinary scientific journal. It publishes **original research studies** in the field of **family and social affairs** (public policies, benefits, service offerings, actors of these policies, targeted audiences, etc.), as well as developments affecting the **family, childhood, youth, parenthood, poverty and housing**. The journal welcomes articles in all areas of **social sciences and humanities**. Its multidisciplinary approach requires authors to use plain words and to explain what does not come under common language (presentation of measures, theoretical concepts, specific survey methods, etc.).

The *RPSF* journal is developed based on special themed issues or thematic sections, or presented in the form of a collection of contributions (mixed issues).

### Submitting an Article to the Journal

Articles can be spontaneously submitted all year long. They should be sent electronically to the editor-in-chief, Anne Unterreiner: [rpsf@cnafr.fr](mailto:rpsf@cnafr.fr).

#### ➤ To Submit a Scientific Article

Scientific articles are **original contributions based on empirical subject matters**. The article should not have been previously published or be under review with another journal. It must be based on a **solid research question**, developed from a **problematised state of the art**. The survey method should also be clearly stated.

- Maximum length: 60.000 characters with spaces (footnotes, appendices and references included).
- Expected presentation (non-anonymous version):
  - Page 1: first name, last name, position, home organisation, email of the author(s),
  - Page 2: title, abstract of 1.200 characters with spaces maximum, short list of keywords (4 to 7 maximum) in French and in English (British English),
  - Page 3 and following pages: main text that can include a methodological inset, as well as insets detailing necessary information for the clear understanding of the article (for instance, presentation of public policies or specific measures).

*NB: An additional anonymous version of the document is also expected (see the journal's article style sheet).*

- Journal assessment method: Articles submitted to special issues or thematic sections are the subject of **prior discussion with the coordinators** of the issue. Articles directly submitted to the journal are sent to **preliminary assessment**. Once these first steps are over, the article is sent to **double blind assessment** before being presented to the editorial board. This phase is then followed by a second assessment phase, in case substantial modifications are requested, or by a new editorial board decision, in case of resubmission.

#### ➤ To Submit a Synthesis and Perspective, Study and Method Article

Syntheses and perspectives, studies and methods articles present **problematised analysis of grey literature, research, quantitative, qualitative or methodology overviews**, which are included in the

field covered by the *RPSF* journal. Authors must **clearly present their demonstration**, including **by relating their contribution to previous research** on the same subject matter, by introducing and concluding their comments.

- Maximum length: 30.000 characters with spaces (footnotes, appendices and references included).
- Expected presentation (non-anonymous version):
  - Page 1: first name, last name, position, home organisation, email of the author(s),
  - Page 2: title, abstract of 800 characters with spaces maximum, short list of keywords (3 to 5 maximum) in French and in English (British English),
  - Page 3 and following pages: main text that can include a methodological inset, as well as insets detailing necessary information for the clear understanding of the article (for instance, presentation of statistical data, public policies or specific measures).

*NB: An additional anonymous version of the document is also expected (see the journal's article style sheet).*

- Journal assessment method: Articles submitted to special issues or thematic sections will be the subject of **prior discussion with the coordinators** of the issue. Articles directly submitted to the journal are sent to **preliminary assessment**. Once these first steps are over, the article will be submitted to at least one anonymous reviewer.

### ➤ To Submit a Review

Reviews are **book or symposium reviews** related to the journal areas of interest. After briefly presenting the overall book or symposium, the author of the review is expected to present a **cross-sectional analysis** of the book or symposium presentations, by placing them in their area of research, by discussing their content against other scientific contributions, and/or by opening new study and research perspectives for the future. Reviews cannot be carried out by the reviewed book authors or symposium organisers.

#### **Book Review**

- Maximum length: 8.000 characters with spaces (footnotes, appendices and references included)
- Expected presentation (non-anonymous version):
  - Page 1: first name, last name, position, home organisation, writer's email,
  - Page 2: title of the book, first and last name of the book author(s), publisher, year of publication, number of pages,
  - Page 3 and following pages: main text.

- Journal assessment method: The review will be submitted to at least one anonymous reviewer.

*NB: An additional anonymous version of the document is also expected (see the journal's article style sheet).*

#### **Symposium Review**

- Maximum length: 20.000 characters with spaces (footnotes, appendices and references included)
- Expected presentation (non-anonymous version):
  - Page 1: first name, last name, position, home organisation, writer's email (non-anonymous version),
  - Page 2: title of the symposium, date, location, identity (first and last name) and home organisation(s) of the organisers, as well as organisation(s) supporting the event,
  - Page 3 and following pages: main text.

- Journal assessment method: The report will be submitted to at least one anonymous reviewer.

*NB: An additional anonymous version of the document is also expected (see the journal's article style sheet).*

## Submitting a Special Issue or Thematic Section to the Journal

It is also possible to submit special issues or thematic sections to the *RPSF* journal. Each submission project should **first be sent** to the editor-in-chief ([rpsf@cnafr.fr](mailto:rpsf@cnafr.fr)). Subsequently, a detailed note

clarifying the proposal, the role of the coordinator and the publishing timeline of the journal will be communicated.

An *RPSF* issue is composed of at least 5 scientific articles, 4 syntheses and perspectives, studies and methods articles, and 3 reviews:

- For a special issue: The entire issue is dedicated to the chosen theme. After issuing a call for papers, the coordinator will select at least 10 abstracts of scientific articles, as well as 5 abstracts of syntheses and perspectives, studies and methods articles, and 3 reviews.
- For a thematic section: The issue also includes a collection of articles in the "scientific articles" section dedicated to other subject matters, as well as in the "syntheses and perspectives", "studies", "methods" and "reviews" sections. After issuing a call for papers, the coordinator of the dossier will select at least 6 abstracts of scientific articles, as well as 3 abstracts of syntheses and perspectives, studies and methods articles, and 2 reviews.

The special issue or thematic section proposal will be **discussed by the editorial board of the journal**.

## Typographic Rules

The submitted article must respect typographic rules presented in the journal's style sheets, which authors can access on the journal's website.

- Submission format for articles and reviews: doc, docx.
- Associated documents: Documents associated with the article must include a title and a source, including for tables, graphs and maps, a caption, a field and a note to readers in case of complexity. These documents are included in the main text, numbered and associated with the article by hyperlinks. A copy is submitted to the journal using the following formats:
  - For tables and graphs made with excel: xls or 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.