

GéoRESBIO - Institute of Tropical Geography - Félix Houphouët-Boigny University (Côte d'Ivoire)

# NOTE TO AUTHORS

The Editorial Committee will only consider articles that comply with the instructions set out below:

#### 1. Length of articles

The Journal accepts articles in French and English, with a maximum length of 55 to 60,000 characters (including spaces).

#### 2. Entering text

Articles are submitted digitally in OpenOffice, Microsoft Word or RTF format. All text will be written in a single column, using Times New Roman font, 12 point, 1.5 line spacing, justified text. Use line breaks for each new paragraph and title.

Do not use tabs (paragraphs).

It is recommended to avoid the use of footnotes. Otherwise, a minimal use is acceptable (maximum 4).

#### 3. Paragraph titles

A maximum of three levels of title shall be used as follows:

1. LEVEL 1 TITLE (Time New Roman, 13, Bold)

1.1 Level 2 title (Time New Roman, 12, Bold) 1.1.1. Level 3 title (Time New Roman, 12, Italic)

#### 4. Cover page

The article should have a concise and informative page title in both English and French. It is followed by the NAME (in CAPITAL LETTERS) and First Name (in Lower case) of each author, with his or her affiliation(s), address and email.

The name of the corresponding Author should be indicated by an asterisk (\*).

The article should include an abstract of 150 to 250 words followed by five keywords (maximum), in both English and French. It will not contain references, abbreviations, acronyms or undefined acronyms.

# 5. Table

To create a table, use the Table function (Word) and not the spreadsheets (Excel). Tables should be numbered consecutively in Arabic numerals and embedded in the body of the text at the most appropriate place. They are indexed in the text by calling their number in brackets (e.g. table 1). The table is accompanied by a title above and, if necessary, the source or caption below.

#### Table 1 :

Source :

If necessary, the author will be asked to provide the Excel sheet and the database used to construct the graphs.

For any statistical data, the date and source of the figures must be indicated.

## 6. Figures

Figures include graphs, maps, satellite images, drawings, diagrams and photographs. All figures are numbered consecutively in Arabic numerals and integrated into the body of the text at the most appropriate place. They are indexed in the text by calling up their number in brackets (e.g. figure 1). They are accompanied by a title underneath and, where appropriate, the caption and source (below).

Figures must be of good resolution (300 dpi minimum) for a better quality of the article. The author must ensure that the figures or any

illustrations used in the text are free of copyright or that he or she owns the rights to them.

If necessary, the author will be asked to provide the data used to create the figures and any other information that may facilitate graphic editing.



**Figure 1 :** Caption and or source:

## 7. Equation

To create an equation, use an equation editor (e.g. Equation in Word) or Math Type. Equations must be numbered consecutively and their numbers placed at the far right of the equation line, in parentheses, as shown in the example below:

$$N = \frac{T^2 X P(1-P)}{M^2}$$
(3)

The equations are indexed in the text by calling their number in brackets: Example equation (3).

#### 8. Acronyms and abbreviations

As a general rule, acronyms and abbreviations should be written in capital letters. They must be written without accents and are invariable. E.g.: UNESCO (United Nations Educational, Scientific and Cultural Organization), ONU (United Nations Organization), GMO (Genetically Modified Organism), UFHB (Université Félix Houphouët-Boigny) ...

An abbreviation is the shortening of a word or group of words to some of its letters. It must be explained in the text. Common abbreviations accepted by all are the cardinal points (N, S, E, W) and the symbols of the basic units of the International System (m, s, h, s, l, t, g, m, k, mol, A, etc.). Common abbreviations (Dr, Prof, Mr, Mrs, mt, 1st, etc.) are exempt from legend. For more details, refer to www.les-abreviations.com

#### 9. References cited in the text

Bibliographic references in the text should mention the name(s) of the author(s), the year of publication and the pagination of the work from which they are taken, as follows:

- For an author: Dembélé (2012: 8) or (Dembélé, 2012: 8)

- For two authors: Chevalier and John (1997: 4) or (Chevalier and John, 1997: 4)

- For more than two authors: Touré *et al.* (2015: 17) or (Touré et al., 2015: 17). Note that *"et al."* is written in italics.

When using several references in the same parenthesis, use the chronological order of publication of the articles, starting with the most recent to the oldest. Separate the different authors with a semicolon. E.g. (Goze, 2015: 302; Gotteland and Haon, 2005: 22; Rouyat *et al.* 2004: 76).

Separate the dates of different works by the same author with a comma. E.g.: (Goze, 2015, 2002: 302, 167)

If the author is an institution or a group, the acronym of the institution is indicated in the text. Then, the acronym is indicated in the bibliographic references followed by the full name of the institution in square brackets.

E.g.: - In the text: (UN, 2000: 94) or UN (2000: 94);

- In the bibliographic references: United Nations (United Nations), 2000...

All citations in the text should be presented in quotation marks.

E.g.: "more than 30% of the classified forests were occupied in 1993 by 500,000 managers" (Ibo, 2005: 74).

**10. Typographical and stylistic rules** 

Articles in English follow the typographical rules that are specific to the English language. However, for the presentation of the text, they must conform to the standards of the Journal.

- Articles should be written in non-accented capital letters. E.g.: Originally, Electricity...

- In the text, do not write proper names in capital letters: Write "Guy" and not "GUY".

- Write the centuries with Roman numerals and "e" in superscript. Example: 7th century.

- Do not forget to put unbreakable spaces between p. and the page number; between  $n^{\circ}$  and the number concerned. E.g.: 34 p. ,  $n^{\circ}$  7

- Use unbreakable hyphens in compound words. E.g.: Downtown, afternoon...

- Put an unbreakable space between the number and the unit. E.g.: 2 m, 30 s, 45 °C, 26 kg, 50 FCFA, etc.

- Leave an unbreakable space after the Point. the Semicolon; les Colon: the Comma, Suspension points... the Dash (to list the enumerations).

- Leave an unbreakable space before and after the Question mark ? the Exclamation mark ! the Parentheses () the Quotation marks " " the Square brackets [] the braces { }.

- There is no space between the asterisk and the word before it, but there is an unbreakable space after it. Example: the corresponding Author\* of the article...

- Et cetera is written with a single dot (etc.), but not with three dots (etc...).

#### **11. Acknowledgements**

Acknowledgements to individuals, institutions, funding agencies... should be included in a separate section preceding the bibliographic references. The names of these organizations and funding institutions must be written in full.

#### **12. Bibliographic references**

As a general rule, any bibliographical reference mentioned in the text must be cited in this section. Bibliographic references are listed in alphabetical order.

#### 12.1. Authorised work

NAME First name, Year, Title of the work in italics, Place of publication, Publisher, Number of pages.

E.g.: GUIDERE Mathieu, 2004, Méthodologie de la recherche, Paris, Ellipses, 120 p.

#### 12.2. Published work

LAST NAME First name in brackets Ed, Year, Title of the work in italics, Place of publication, Publisher, Number of pages.

E.g.: McCARTHY James (Ed.), 2001, Climate change 2001: Impact, adaptation and vulnerability, Cambridge, Cambridge University Press, 245 pp.

# **12.3.** Chapter of a book in an untitled series of the volume

NAME First name of the author of the chapter, year, "Chapter title in quotation marks and without italics", *In:* NAME First name of the author of the work (Ed.), Title of the series, Abbreviated volume number, Place of publication, Publisher, Chapter pages.

E.g.: SCHMIDT Hammer, 1989, "Testing results", *In:* HUTZINGER Otto (Ed.), Handbook of environmental chemistry, vol. 2, Berlin, Springer, pp. 111-120.

# **12.4.** Chapter of a work in a series with volume title

NAME First name of the author of the chapter, year, "Chapter title in quotation marks and without italics", *In:* NAME First name of the author of the work (Ed.), Title of the volume, Title of the series, Abbreviated volume number, Place of publication, Publisher, Chapter pages.

E.g., SMITH First name, 1976, "Neuromuscular blocking drugs in man", *In:* ZAIMIS Eleanor (Ed.), Neuromuscular junction, Handbook of experimental pharmacology, vol. Handbook of

Experimental Pharmacology. New York: Springer, pp 593-660.

#### 12.5. Thesis

NAME First name, year, *Title of thesis in italics*, Place of defence, University, Department or Doctoral School, single (or state) unpublished doctoral thesis.

E.g.: BUARD Élodie, 2013, *Dynamiques des interactions espèces-espace...*, Paris, Université Paris 1, École Doctorale de Géographie de Paris, unpublished PhD thesis.

#### 12.6. Scientific journal article

NAME First name, year, "Title of article in quotation marks and without italics", Title of journal in italics, volume, journal number, pages.

E.g.: SEPÚLVEDA Bastien, 2012, "Gestion participative en territoires autochtones : disputes autour d'une aire protégée dans les Andes chiliennes", Cahiers de Géographie du Québec, vol. 56, n° 159, pp 621-639.

#### 12.7. Website

LAST NAME First name, year, "Document title in quotation marks and without italics", [Online] URL address, Date the website was accessed.

E.g.: FAO (Food and Agriculture Organization of the United Nations), 2015, "Global Forest Resources Assessment 2015. How are the world's forests changing? "[Online] URL http://www.fao.org/forest-resourcesassessment/fr/, Accessed 24 January 2016.

## **13. Proofreading**

The purpose of proofreading is to identify errors of form or any other deficiency affecting the consistency and accuracy of the article. These errors may be due to lack of attention by the editors and reviewers or may simply have occurred during the layout of the article. These editorial errors should be reported for correction. However, significant changes in the content of the article will not be permitted.

With the prior permission of the publisher, changes made after the online publication of the

article will only be made in the form of a separate Erratum linked to the article by a hyperlink.

#### **14. Offprints**

As soon as articles are published online, an automatic message is sent to all authors who have registered on the Journal's website. In principle, the journal does not send separate offprints for articles published online, as the journal cover, the editorial board and the entire article are available online, at the full disposal of authors and readers. However, upon request, guidance can be given to authors to help them download offprints in pdf format.