



Guidelines for Authors

Submission of articles

Proposals for articles for the journal *Ædificare* are to be submitted by email at aedificare@histoireconstruction.fr

Pre-submission questions or proposals for the coordination of a thematic issue can be addressed to the journal's editorial team by email at: aedificare@histoireconstruction.fr

Submission format

For the **first submission prior to peer-reviewing**, figures and captions should be placed within the text and can be in low resolution. The file and the text should be anonymised to ensure a blind peer-review (no author name, no explicit mention of "your work". Please also take care to delete any personal information that may be attached to your file, in other words, the name must not appear in the "Person" field associated with the Word file when the information linked to the file is consulted. Please contact the editorial team if you have any difficulty in anonymizing your text before submission.) **The article is supposed to be in the native language of the author(s).** This first submission should be in MsWord or OpenOffice format (.docx, .odt). To submit your article, you must also prepare a file with two abstracts one in French and one in English with a maximum of 500 characters each (including spaces).

To sum up:

- **A file containing the anonymized text with illustrations in Word;**
- **A file with the two abstracts.**

For the **submission of the definitive paper after review**, text and figures should be sent in separate files. At this stage, each contribution should also join a **specific file called "paratext" in the format of a form to be filled in** and containing the following elements (personal information, short summaries in French and English, 5 to 10 key words, a long summary in English, a biobibliography in French and English for each author), figure captions and permissions for quotations and illustrations which are subject to copyright.

To sum up:

- **text in Word or OpenOffice without illustrations;**

- The divisions of an item may not be numbered; no division at any level may be unique.
- a form to fill in with the paratext;
- Each illustration numbered in a separate file with the required standards and qualities;
- a captions file;
- a file with authorizations for the transfer of copyright for illustrations or long quotations under copyright. The publisher has prepared a standard form for this purpose in English and French.

Accepted formats are MsWord or OpenOffice (.docx or .odt) for text files and TIFF, JPEG or PNG for illustrations. Please refer to the specific guidelines regarding figures files.

The names of files to be provided are: text, paratext, legends, fig.numberofthefigure, rightsfig.numérolafigure.

Font Times New Roman, size 12 for text, size 10 for quotes, size 10 for footnotes, simple line spacing, justified.

Signature

Papers are always signed as follows at the end and never at the beginning before or after the title. Last name in small capitals, first name in small letters. Affiliation in small letters (University of...) under the signature.

Typographic rules

Words in a foreign language are in italics.

Italics are used for words foreign to the language used.

Bold and underline types are never used unless to differentiate titles and subtitles.

Block capitals are not used unless typographic. Small capitals are only used for the signature and for the bibliography at the end of some thematic issue (see below).

Typographic rules usually used in the language of the text should be used regarding the use of capital letters, punctuation marks (spaces, inverted comas, dashes), abbreviations, numbers, dates, hours and word cuts.

The presentation of references will be adapted according to these typographical rules.

Citations

A citation in a foreign language is placed within the text and written in italics. It is flanked with inverted comas according to the language typographic rules (e.g. “ ” in English, « » (without space) in Italian, « » (with a non-breaking space) in French...).

A citation in the same language than the text is written in regular font and flanked with inverted comas according to the language typographic rules (e.g. “ ” in English, etc.).

A linefeed is required before and after enumerations and citations placed outside the text.

Long citations are indented and in size 10. Skip a line before enumerations and before and after quotations taken from the text.

References are mentioned in a footnote.

Quotations are accepted under the right of quotation with a limit of 800 characters (including spaces). Beyond this limit, the right of quotation is no longer applicable and four solutions are possible:

1. Reduce the quotation so as not to exceed 800 characters including spaces;
2. If the author has been dead for more than 70 years, refer to public domain editions of the cited work, for example: *L'Éducation sentimentale* by Flaubert, Bibliothèque de la Pléiade collection, Gallimard, 1936, edited by René Dumesnil and Albert Thibaudet. While Flaubert's writings are clearly in the public domain, René Dumesnil died in 1967. Consequently, the edition remains under copyright. In this case, the edition published in 1869 by Michel Lévy frères would be used.
3. Delete the quotation;
4. Obtain from the publisher, the author or his successors in title the right to quote free of charge (this is often the case for scientific quotations) or for a fee if necessary.

The request for authorization concerns a publication in the journal *Ædificare*, published by Éditions Classiques Garnier, with a print run of 500 copies, also published online. If necessary, we can provide you with a template.

References

Footnotes will be used for references with a continuous numbering (1, 2...). Note calls will be placed in subscript according to the typographic rules in the language used (after the punctuation mark in English but before the punctuation mark in other languages).

Do not use hyperlinks.

References of manuscript sources

References to archives should be made according to usual standards and will be presented as follows: [Place of conservation], [reference], [article designation]. The first reference should give the entire name of the institution and will indicate in parenthesis the acronym used for the rest of the text. Ex. Archivio di Stato di Mantova (ASMn).

Each reference will also mention the number of the archive piece or its designation.

- Ex. Archives départementales de la Haute-Loire (AD Haute-Loire), 2 A 4, f° 5r°
- Ex. Archives nationales (AN), Z^{1j} 467, procès-verbaux des greffiers des bâtiments, date.
- Ex. Bibliothèque Nationale de France (BNF), lat. 14555, f° 56v°-58r°
- Ex. Bibliothèque municipale de Laon (BM Laon), ms. 678, col. 58r°a-58v°b

Bibliographic references

Bibliographic references will be placed in footnotes as follows:

Firstname Lastname, *Book title*, Place, Editor, date, p. x.

Firstname Lastname, "Paper title", *Journal Title*, n°, date, p. xx-yy.

Firstname Lastname, "Chapter title", in Firstname Lastname, Firstname Lastname, ed(s)., *Book title*, Place, Editor, p. xx-yy.

In the case of several authors, comas will be used to separate names.

Exemples :

Jean de Joinville, *Vie de saint Louis*, ed. by Jacques Monfrin, Paris, Librairie générale française, 2002, p. 35.

Claudie Balavoine, « À la suite des *Basia* de Joannes Secundus: questions sur l'imitation », in Jean-Claude Margolin, ed., *Acta conventus neo-latini turonensis, Troisième congrès international d'études néo-latines*, Tours, université François- Rabelais, 6-10 septembre 1976, Paris, Vrin, 1980, t. 2, p. 1077-1079.

Jean Balsamo, « Les poètes français et les anthologies lyriques italiennes », *Italique. Poésie italienne de la Renaissance*, n° 5, 2002, p. 9-32.

Nicolas Banachevitch, *Jean Bastier de La Péruse (1529-1554), étude biographique et littéraire*, Paris, PUF, 1923.

Jean Céard, "Montaigne traducteur de Raymond Sebond", *Montaigne Studies*, vol. 5, n° 1-2, 1993, p. 11-26.

When a reference has already been cited, *op. cit.* should be used being careful that the reference cannot be confused with another one in the case of multiple works cited for the same author.

Authors first names and last names will always be utterly cited (no abbreviation, no "et al").

Examples :

Jean de Joinville, *op. cit.*, p. 30

Jean Céard, "Montaigne traducteur...", *op. cit.*

If the same reference is in the precedent footnote *ibid.* will be used and followed by the page number if necessary.

In the rare case of thematic issues comprising a general bibliography at the end of the presentation paper, bibliographic references within the text are placed in footnotes as presented above. However, the general bibliography at the end of the paper will be presented as follows (names are in small capital letters).

Examples:

JOINVILLE, Jean de, *Vie de saint Louis*, critical edition by Jacques MONFRIN, Paris, Librairie générale française, 2002.

BALAVOINE, Claudie, « À la suite des *Basia* de Joannes Secundus: questions sur l'imitation », in Jean-Claude MARGOLIN, éd., *Acta conventus neo-latini turonensis, Troisième congrès international d'études néo-latines*, Tours, université François- Rabelais, 6-10 septembre 1976, Paris, Vrin, 1980, t. 2, p. 1077-1079.

BALSAMO, Jean, « Les poètes français et les anthologies lyriques italiennes », *Italique. Poésie italienne de la Renaissance*, n° 5, 2002, p. 9-32.

BANACHEVITCH, Nicolas, Jean Bastier de La Péruse (1529-1554), étude biographique et littéraire, Paris, PUF, 1923.

CÉARD, Jean, “Montaigne traducteur de Raymond Sebond”, *Montaigne Studies*, vol. 5, n° 1-2, 1993, p. 11-26.

The following abbreviations will be used:

“chap.” For “chapter”, “coll.” For “collection”, “ed.” for “edition”, “fig.” for “figure”, “f” for “folio”, “ms.” for “manuscript”, “n.” for “note”, “p.” for “page” (singular and plural) (S. for “Seite” in German), “r^o” for “recto” (o in superscript), “t.” for “tome”, “v.” for “verse”, “v^o” for “verso” (o in superscript), “vol.” for “volume”.

The following abbreviations for Latin locutions will be used:

- *cf.*
- *ibid.*
- *id.*
- *sq.*
- *i. e.* (with a non-braking space)
- *loc. cit.* (with a non-braking space)
- *op. cit.* (with a non-braking space)

Illustrations

Illustrations

For the paper final draft, once accepted by the editorial board, high quality illustrations (figures, graphs and tables) should be sent in a separate folder. Images should be in TIFF, JPEG, or PNG format with a 300 DPI resolution minimum in “real size” and should be numbered according to their order in the text. The editorial board will check the quality of each illustration. Multiple figures (fig. 1a, b, c) should be avoided if possible.

The “real size” is the size they will be printed in the journal: at maximum 11 cm (width) x 16 cm (height). The image readability has to be checked for theses dimensions. Modification of the resolution by lowering of the image size and resampling is forbidden.

The place of the figure within the text should be marked in red with “Fig.” followed by the number of the figure.

N. B. 1 – Images captured on the internet are fit for screens, not for printing.

N.B. 2 – Tables and graphs are considered as figures and are therefore not numbered separately but as a whole with other illustrations. They can be sent in a word file (.doc, .docx, .rtf), always in separate files. They should be legible in a real size of 11 cm. If possible, greater width should not be used to avoid using a landscape format for the image. Graphs will be sent alongside with the Excel file comprising the original data.

N.B. 3 - documents may be published in colour.

Figure captions will be sent in a separate file (MsWord or OpenOffice). They will precise the name of each figure and the following information when relevant: Author, *Title*, place, edition, year, page, conservation place, photographer name and if necessary photographic credits. If relevant, the orientation of the figure should be mentioned.

The author promises to respect the legislation on author rights regarding paper and online reproduction of illustration he chooses for publication.

Reproduction rights

Authors of articles must obtain the reproduction rights for all illustrations in their article from the rights holder (author of photographs, publisher of the publication containing the illustrations – book or magazine –, conservation institution holding the rights, etc.). A standard request for assignment of rights has been drawn up by the publisher in French and English, and is at your disposal.

All the necessary authorizations must be attached to the final submission of the documents before publication.

The caption file must contain precise indications for identifying the illustrations, accompanied by the forms requested by the rights holders.

Sources edition papers

Papers submitted in the journal « sources » section will be reviewed by the editorial board. The authors must ensure the clarity of the presentation of the original text (text, translation, interview) and of commentaries (introduction, presentation, annotations, commentaries, etc.).

Proposed transcriptions of written sources and of epigraphical sources should be edited according to the usual recommendations and conventions in force.

The text of these papers will be in Times New Roman font size 12. Sources cited in a foreign language will appear in italics.

Revision date : July 2026