Guidelines for Authors

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"). This first submission should be in MsWord or OpenOffice format (.docx, .odt), please join also a pdf version (.pdf).

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 the following paratext files: short abstract in French long abstract in English, biobibliography in French, figure captions. 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 and paratext files).
Files should be named in the following manner: Authorname_Filename.Format.

Font Times New Roman, size 12 for text, size 10 for quotes, size 9 for footnotes, simple line spacing, justified.

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 issues (see below).

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...).

Citations

A citation in a foreign language is placed within the text and written in italics. Il 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

> […] De son côté Jean Starobinski écrivait, dans sa préface aux *Études de style* de Leo Spitzer, que : « la linguistique, science de la forme liée au sens, possède une application herméneutique dont l'intervention est la bienvenue partout où il y a du langage à lire et du sens à déchiffrer ».

References are mentioned in a footnote.

Source edition papers

Papers submitted in the journal « sources » section will be reviewed by the editorial board. The authors must insure 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.

References

Footnotes will be used for references with a continuous numbering (1, 2...). Note calls will 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, ed., *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 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, nᵒ 1-2, 1993, p. 11-26.

The following abbreviations will be used:
"chap." For "chapter", "coll." For "collection", "ed." for "edition", "fig." for "figure", " fᵒ" for" folio", "ms." for "manuscript"," n." for" note", "p." for "page" (singular and plural) (S. for "Seite" in German),"rᵒ" for "recto" (o in superscript),"t." for "tome", "v." for "verse", "vᵒ" for "verso" (o in superscript), "vol." for "volume".

The following abbreviations for Latin locutions will be used:
Cf.
ibid.
id.
sq.
i.e.
loc. cit.   (with a non-braking space)
op. cit.   (with a non-braking space)

Typographic rules

Words in a foreign language are in italics.
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 and hours.

Abstracts and paratext files

The following files will be joined to each final contribution (after review):
- One file with a **500 characters-short (space included) abstract in French** including **five keywords** related to the fields treated in the paper. Translation into French should be done by the author with the help of the editorial board if necessary.
- One file with **the title and a 2300 to 2700 characters-long (space included) abstract both in English. These long abstracts will be published in a special section of the journal called** *Compendia.* Translation into English should be done by the author.
- One file with a **400 characters-short (space included) biobibliography of the author in French**. This presentation must begin with the author's first and last name. It will indicate his position, affiliation, fields of research and principal publication.

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 will 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.

All files should be sent to aedificare@histoireconstruction.fr. If files are bigger than 6 Mo, using Wetransfer or any such platform is recommended.