

EDITORIAL CHARTER OF PUBLICATIONS

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INTRODUCTION:

One of the missions of the CRASC is to carry out all research of interest to the advancement of social and human sciences in Algeria and contribute to the valorisation of their results. Therefore, the implementation of this objective is based on publication modalities of different categories of scientific research results.

For this purpose, the Editorial Charter is designed to define publication procedures and further elements that constitute documents to be submitted to the Reading Committee. Considering the established academic standards, the principles to be followed belong to scientific rigour as much for the quality of the content and form.

1. DEFINITIONS:

1.1 CRASC Booklets:

The booklets of the CRASC constitute a normalized series. The produced publications under this rubric regroup academic texts. The booklets of the CRASC might be:

- A document stemming from a final report of a research project.
- A report reflecting a research centre of attraction of a research division (regrouping a number of projects having the same area of interest).

The booklet formal presentation must conform to the following indications:

- Page count is around 150 pages.
- Contributions number must be between five (05) and eight (08).
- Each contribution volume should be between 40 000 and 60 000 signs (spaces included).
- Each member of the research team may present two contributions.
- An introduction if the booklet is a report by axes.
- An introduction and a conclusion if the booklet is a single global text.
- It is desirable that contributions be presented in one language (Arabic or French).

1.2 Book:

A book is a scientific document related to the CRASC areas of interest centers. It could be:

- Proceedings of a colloquium or of a study-day,
- Survey reports, studies and expertise realized by the Centre,
- Translations,
- Manuscripts,

- Scientific texts collection.

The book must be presented with the following criteria:

- Pages number should not be inferior to 150 pages.

The number of contributions must not be less than five (05)

- Each contribution must be between 40 000 and 60 000 signs (spaces included).

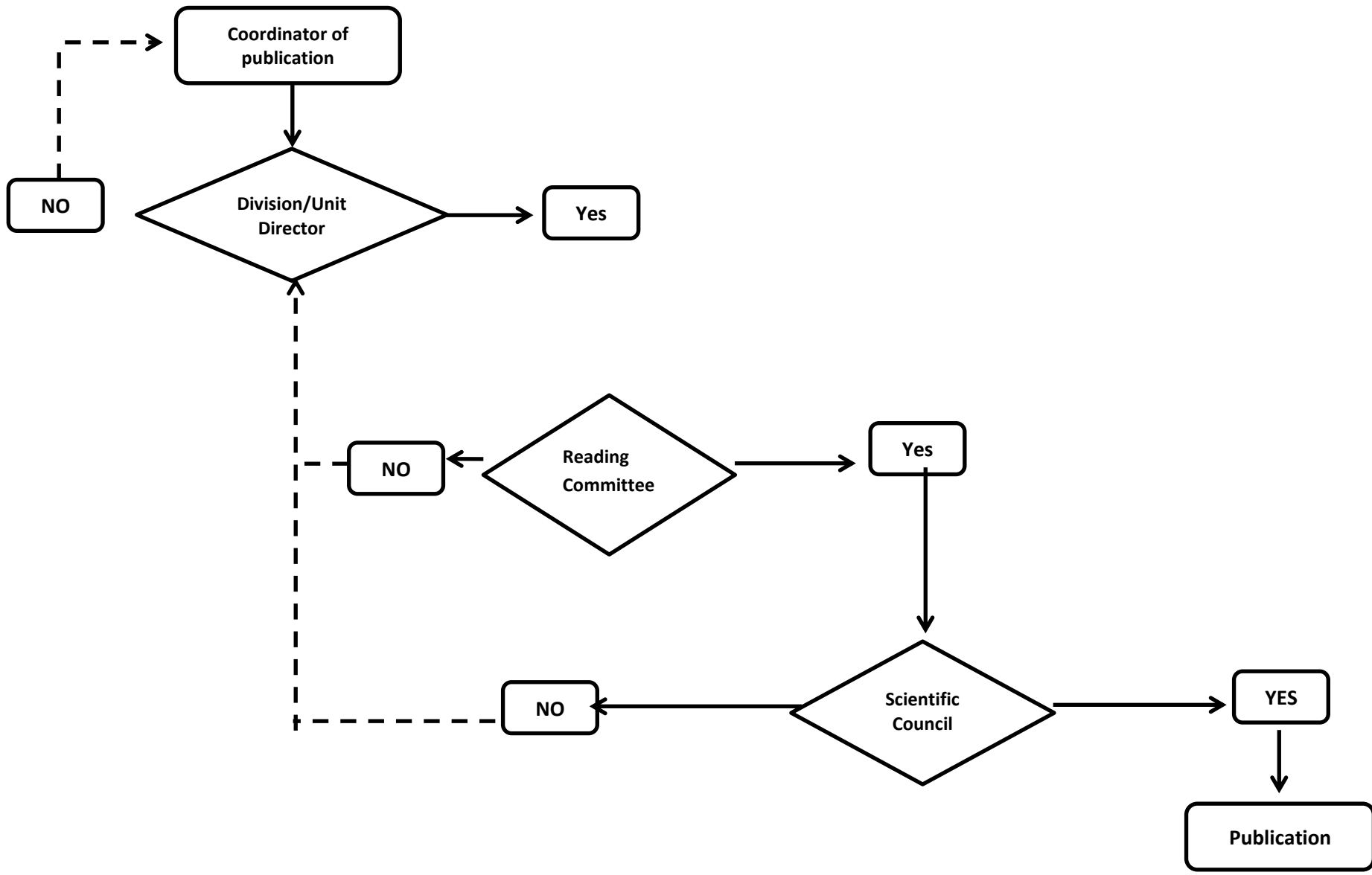
- For the publication of the colloquium proceedings, the scientific committee of the colloquium ensures compliance with the norms and the scientific quality of communications.

2. Procedure of Submission and Validation of a Publication:

After the final report validation of the research project by the scientific council, the research team must suggest a publication (CRASC Booklet or Book) in order to promote the result of its work.

Publication coordinators and authors must imperatively respect the manuscript standards (See below).

A Publication proposal (digital and paper versions) is submitted to the Research Division/Unit Director for a first evaluation. After a favourable opinion, it is then transmitted to the CRASC reading committee for a second assessment. Finally, if ever the reading committee states a favourable opinion, the publication proposition is then transmitted to the scientific council for an edition authorization.



3. Copyrights:

Any publication (Booklet or Book) is the property of the CRASC. Partial or total reproduction of the publication must be authorized by the centre directorate.

4. The Manuscript:

The submitted text must take into account the following standards:

4.1. Text presentation:

	Text in Arabic		Text in English
Article Title	Sekkal, 18, Bold		Cambria, 14, Bold
Author	Sekkal 14, Bold		Cambria, 9, Bold, (Names in Capital letters)
Text	Sekkal, 14		Cambria, 12
First title	Sekkal, 16, Bold		Cambria, 12, Bold
Second title	Sekkal, 16, Bold		Cambria, 12, italic
Third title	Sekkal, 14, Bold		Cambria, 12, italic
Footnote	Sekkal, 12		Cambria, 9
Quotes	Sekkal, 11		Cambria, 11,
Table / map / diagram / figure	title (top)	Sekkal, 14, Bold	Cambria, 10, Bold,
	Source (bottom)	Sekkal, 12, Bold	Cambria, 10, Bold,

4.2. Titles and subtitles/ headings:

- It is recommended to avoid long titles and to organise the text with subtitles.
- Titles should be mentioned in bold type clearly. Do not end titles or headings with full stops.
- Titles should not be entirely capitalised.
- Besides subtitles, the developed text should be introduced separately with an introduction and a conclusion.

4.3. Paragraphs:

- Always, use Tab key or a certain number of spacing in order to mark an indented line.

4.4. Punctuation:

- Use simple space (not doubled) after a full stop, a comma, a colon, and semicolon. Make a space before an interrogation mark, a semicolon and an exclamation mark.
- No space between words and: full stops, ellipses, commas.
- Indivisible space between words and: colons, semicolons, interrogation mark and exclamation mark.

4.5. Quotation mark:

- Use one a priority base the French quotation marks (chevron-patterned): « », with an indivisible space after the opening quotation mark and before the ending quotation mark.
- The English quotation marks are used only inside the French quotation marks: « eg : he describes him as a “stranger” », or inside of an English quote.

4.6. Capital letters:

- The use of capital letters should be limited to the beginning of the sentence and to the initials of proper names.
- Make sure to put the names of the authors in capital letters.
- Do not use capital letters to develop acronyms; CRASC (not C.R.A.S.C.) is written: Centre of Scientific and Technical Research in Social and Cultural Anthropology

4.7. Indications:

- Dates, pages: should be written: 1960-1968 (and not 1960-68) and p. 150-159 (not 150-9);
- Centuries in Arabic numerals: 17th century;
- Republics in full: Third Republic, Fourth Republic;
- Numbers of universities in Arabic numerals: Oran 2, Algiers1.

4.8 Notes:

- Use automatic numbering for notes. They should be as brief as possible. It is recommended that they be limited in number and should not exceed 5 lines each. They should be presented at the bottom of the page as follows:

• Book:

- Lacheraf, M. (1998), Names and places, Algiers, ed. Casbah, p. 20.

• Journal article:

- Colonna, F. (2010), « Religion, politique et culture(s), quelle problématique de la Nation? », *Insaniyat*, No. 47-48, Oran, Centre of Scientific and Technical Research in Social and Cultural Anthropology, January-June, p. 28-29.

• Contribution in collective work:

- Salhi, B. (2006), « Contestations identitaires et politiques en Algérie (1945-1980). Le poids du local », Hénia, A. (Dir.), *Être notable au*

Maghreb. Dynamiques des configurations notabliaires, Paris, Maison neuve and Larose, coll. Connaissance du Maghreb, p. 90.

• **Academic work:**

- Adel, F. (1990), Formation du lien conjugal et nouveaux modèles familiaux en Algérie, doctoral thesis in Sociology, Paris V-René Descartes University, p. 90.

4.9. Abbreviations:

- The Latin expressions: *ibid.*, *Op.cit.*, *Etc.* must be in italics

page, pages	p. (Never indicates a page number without prefacing it with p., Never write pp.)
paragraph (s)	para.
Chapter	ch.
collection, collaborator(s)	coll.
And the other authors	<i>et al. (et alii)</i>
In the same book	<i>ibid (ibidem)</i>
illustration(s)	ill.
below	<i>infra</i>
Author's note	/// An
Translator's Note	/// Tn
Reedited, reedition	reed.
revised	rev.
section	sect.
no place, no date	n.p.n.d
above	<i>supra</i>
Compared to	cf. (<i>confer</i>)
fascicle (s)	/// Fase
By the same author	<i>Id. (idem)</i>
printer (s)	/// Prin
Quoted passage from the same page in the note that immediately precedes	<i>loc.cit (loco.citato)</i>
nota bene	N.B
Editor's Note	/// EN
In the book already mentioned by the same author	<i>op.cit</i>
No date	n.d
No place	n.p
Following (s)	ff.
tome	t.
manuscript, manuscripts	ms. ; mss (no sepparrating dotes)
volume	vol.
folio	f.

Towards	twd.
Editor (s), Editions(s)	ed. (s)
First	1st
second (or others)	2 nd
reference	Ref.
nota bene	NB
boulevard	bd
et cetera	etc. (and not etc...)
Explanations	i.e
Tax free	ht (and not HT which means hyper tension)
Madam	Mrs (in the plural: Mrs) (not M. which means Master)

4.10. Bibliographical references:

References should be indicated at the end of the article under the heading "Bibliography". The presentation of the bibliography is submitted to the standards indicated above in the notes according to the alphabetical order of authors.

4.11. Quotes:

- Quotes must be quickly identifiable in the manuscript and correspond exactly to the original text. The author is responsible for their accuracy.
- They must be put between quotation marks. If they are long, they will be removed from the text, indicated by a left indent, a space before and a space after and references in parentheses.
- All quotes in foreign language will be translated; the original is given as a note.

4.12. Italics:

Used for:

- Books titles, newspapers, magazines, films, tables...etc. thus, articles titles or chapters of any volume text should be put between quotation marks.
- Any term or foreign locution.
- Standing out words or group of words in the developed text, notably those having reference to the analytical hub's article.

4.13. Illustrations:

- Publication of visual elements (photos, maps, pictures, drawings, graphics, schema, tables...) which cited sources must be verified and reproduction right resolved.
- Each illustration should be titled (at the top) and referenced (at the bottom).
- Illustrations will be accompanied with their caption and will be sequentially numbered and preceded by the abbreviation « Fig. ». The references in the text will be indicated in square brackets: "[Fig.]";
- Illustration titles will be placed at the top and numbered by type: tables, maps, figures, framed photos, etc. Titles do not appear in illustrations, but rather in the text as the following presentation: Figure 2: Oran, Café Maure vers 1900.
- Illustration's source should be indicated visibly and should be placed down the illustration. Data sources which realized the illustration should be specified (Statistics official office, 2001), and the illustration's source itself if the author uses an already published one in a given book.
- **Tables:**
 - Tables will be made in Word by the menu "table + insert".
 - They should be used only to present essential data, not secondary information.
 - If there are several tables, they must be numbered.
 - Make sure that the totals are exacts and numbers are well aligned
- **Photos:**
 - Photos must be of good quality, they will also be provided separately from the manuscript, in a digital form (JPEG format) or in PNG with a maximum resolution of 300 KB.
 - Photo framing must be done with a line width of (0.5 pt.);
 - The image must be readable (not blurred, distorted, too dark, nor raster, etc.). An image can be of good resolution but of poor quality, and vice versa.

- **Maps and figures:**

- Maps may need to be produced in a wider format, if they cover large detailed areas.
- Make sure that annotations remain proportional to the card, in case of a change.

4.14. Website:

Enter the URL directly after the cited title, and then mention last date of consultation (month, day, year).

4.15. Footnotes references:

- Ibidem (abbr: Ibid) means: in the previous reference, but provided that it is quoted in the immediately preceding reference.

For example,

Note 1: Mokeddem, M. (1993), *L'Interdite*, Paris, Grasset and Fasquelle, p. 167

Note 2: Ibid. P.168

Note 3: Ibidem (reference to the passage quoted in note 2)

Note 4: Ibid. P. 65

If the same work is to be cited several pages later, do not use Ibidem, but op.cit or loc.cit

- Op.cit (Operecitao) means: in the cited work

The name of the author must be entered first or, in default, the title of the document.

Eg: note 1: Bachi, S. (2010), *Amours et aventures de Sindbad le marin*, Paris, Gallimard

Note 2: Mokhtari, T. (2006), *Le nouveau souffle du roman algérien. Essai sur la littérature des années 2000*, Algiers, ed. Shihab

Note 3: Bachi, S. (2010), op.cit., P. 17