Journal’s publication guidelines

Type of articles accepted
Given the thematic character of the publication, those who wish to publish an article in Éducation et francophonie are first invited to view the background material in the section “Call for papers” on our website and to communicate with us to be put in contact with the guest editors. All articles must respect the journal’s publication guidelines.

Publication exclusivity
The articles submitted to the editing committee must be unpublished. They may not have been submitted to any other journal for concomitant publication. They may not be subsequently published in another journal without the authorization of the editorial board.

Peer-review of articles

All of the papers are peer-reviewed following a specific procedure in order to attest to their admissibility with regard to the requirements of the academic community. Each article is submitted to two or three evaluators other than the members of the editorial board. The evaluation procedure is anonymous.

Confirmation
A letter certifying the admissibility of the article in terms of the academic community’s requirements is sent upon request to the author whose article has been accepted for publication.

Rights of the publishing and editorial committee
The committee may: refuse articles that are in breach of the periodical’s policy; ask the author for a rewrite, a general revision or a standardization of the presentation.
The Publication may: make detailed corrections of spelling, grammar, punctuation and bibliographic protocol.
Presentation of articles

Format
The articles must be typed double-spaced. The authors must send the latest version of their article by email. The graphic files for images and illustrations should be saved in GIF or JPEG format.

Length
The maximum number of words for the article is 5000 (figures, notes and references are not included in this number).

Parts
Each part must be presented on a separate page:

1. Title page (title of the article and author names and affiliations)
2. Abstract
3. Body of the article
4. Bibliographic references
5. Appendices
6. Tables and figures
7. Footnotes (end of document)

Signature
The article must be signed as follows:

- Author(s) first and last names
- Function or administrative title
- Name of the establishment where the author works (if this is a university, specify the department or faculty)
- Province, country
- Email address

Abstract
An abstract (of no more than 200 words) briefly describing the content and main conclusions must accompany each article. In the final layout, this abstract will be inserted between the title and the beginning of the article along with English and Spanish translations (the journal takes care of the translations).

Subdivisions
The article must be clearly subdivided and each section must be preceded by a subheading. Up to three levels of subheadings can be used:

- First subheading level: **UPPERCASE, BOLD**, flush left
- Second subheading level: *lowercase, bold*, flush left
- Third subheading level: lowercase, flush left
Page numbering
The page numbers must be in the lower right hand corner of each page, starting with the title page.

The journal’s position on spelling corrections
Following the practice of scientific communities, the journal has decided not to apply spelling corrections. We therefore ask authors to use traditional spelling in their articles.

Words in other languages
Words in other languages (English, Latin, etc.) should be italicized. Words that the authors wish to emphasize should also be italicized (we are unable to accept underlining).

Acronyms
All names of agencies or organizations should be written in full (in words).

Feminization
The authors are invited to pay particular attention to this aspect by feminizing nouns (adjectives, verbal adjectives and pronouns are not feminized) according to the principals of epicene writing.

Epicene writing
To write in the epicene style is to give equal visibility to men and women in the writing. It is also a writing practice based on specific editorial processes. We invite you to read the general principals of epicene writing on the Office québécois de la langue française website.

Abbreviations
Abbreviations, meaning words modified by the use of punctuation marks (parentheses, hyphens, slashes, periods, commas) or uppercase letters, are strongly discouraged.

Sources
Sources are cited at the end of the article according to the bibliographic protocol described below.

Include Francophone research in your bibliographic sources as much as possible.

Figures and tables
Figures and tables are provided on separate pages with footnotes in the body of the article, the bibliography and the captions. The author must obtain copyright permission if necessary.
Footnotes
Footnotes should be together on a separate page at the end of the document, numbered sequentially. The footnote number must immediately follow the quote or the word it relates to before the quotation marks and any punctuation. Footnotes are typed single-spaced.

Quotes
Short quotes of up to three lines are part of the text and placed between French quotation marks (« »), followed by a reference to the source.

Example: « In principle, kindergarten and daycare programs in the schools have different objectives » (Betsalel-Presser, 1994).

Long quotations of more than three lines must be placed in a separate paragraph, indented on both the left and the right.

Any omission in the quotation must be indicated by an ellipsis between square brackets: [...].

Any modification must also appear between brackets: [ ].

The quotations must be in French. The author must translate each quotation and indicate, in a note, if it is a loose translation.

Bibliographic protocol (APA)
The APA protocol is the quotation style defined by the American Psychological Association.

Accuracy of bibliographic references is the responsibility of the authors. They must ensure that all references in the text are in the bibliography and that the publication dates are correct.

The references must be presented at the end of the article in alphabetical order, based on author name.

(June 2017)