

PRESENTATION OF MANUSCRIPTS

The manuscripts must meet the standards of a high quality scholarly journal. The editor will read all manuscripts and submit them for blind reading to two experts in the appropriate field. Authors must ensure that their manuscripts give no hint as to their identity. Each author will receive a copy of their manuscript containing the comments of the examiners, whose identity will not be revealed.

All texts submitted must be original. They must be sent in electronic format to the following address: environnement.urbain@ucs.inrs.ca; the software and format used must be clearly indicated. Editorial staff will generally contact contributors by e-mail. For administrative purposes, please specify if there is more than one contact person (author) and if duplicates must be sent to the other authors. Once the manuscript has been edited in its final form, the editorial staff will send it to the individual in charge for a final check and approval.

Articles must not exceed 10,000 words (including notes and bibliography). Review articles (including book reviews) and critical reviews must not exceed 4,000 words. All manuscripts must include a 100-word summary and five keywords. The author should must provide the title, summary and keywords in French and English and, if possible, Spanish.

COPYRIGHT

The authors of the submitted manuscript agree to transfer to *Environnement urbain / Urban Environment* [hereafter referred to as the Journal] all rights related to the publication of their manuscript in the Journal, which will become freely available on the Internet. It is the responsibility of the author(s) to obtain permission to reproduce materials from other sources, should this be necessary.

With a view to the publication of their manuscript in the Journal, the author / authors guarantee:

- that the manuscript is original, has never previously been published and has never previously been considered for either hard-copy or electronic publication in its final form (in the form submitted to the Journal);
- that the manuscript does not infringe on any copyright;
- that, in the case of a manuscript written by more than one author, the authors have obtained the permission of their co-authors with a view to publication of the manuscript in the Journal and that all of the co-authors have read and agreed to the above items.

1. GENERAL INSTRUCTIONS

The text must be typed in double space and paginated (footer, right). The recommended font is Arial (11 point). The text must be flush left and have margins of 2.5 cm. Titles of manuscript sections must be numbered using international numbering (1.; 1.1.; 1.1.1., etc.). There must be only one space following a period at the end of a sentence. Numbers from one to ten must be spelled out, while the number 11 or higher must be written in Arabic numerals.

Tables must be incorporated into the text. Table titles must be written in boldface, lowercase lettering; they must be centred and follow the table number (see below). The first line of the table must be in boldface and centred. Table gridlines must be visible:

1 – Title of the table

Title of the first column	Title of the second column
Text	Text
Text	Text

If a quotation contains fewer than 40 words, it must be incorporated into the text, using French quotation marks (with a hard space) or English quotation marks (without a hard space) depending on the language of the manuscript. Quotations containing 40 words or more must be indented 1.25 cm and have no quotation marks.

2. TITLE PAGE

The title page of the document must include:

- (i) the title of the manuscript in boldface, the same as it appears in its final form for publication in the Journal, and (ii) its translation in the other official language.
- the names of the author or authors, the organization to which she/he/they belong and their complete coordinates. The telephone and fax numbers, e-mail and postal address of the author serving as contact person must be asterisked.
- the manuscript summary (100 words) in French and English (and, if possible, Spanish).
- The five keywords in French and English (and, if possible, Spanish).

3. ILLUSTRATIONS, MAPS, CHARTS, PHOTOGRAPHS AND OTHER VISUAL AIDS

Illustrations, maps, charts, photographs and other visual aids must be individually numbered and bear an accurate and concise title. Where applicable, sources must be clearly indicated. They must be sent in PNG or JPEG format and in separate files (with each file name bearing the item number and type; e.g.: Illustration 1.jpeg). Explanatory notes clearly indicating the approximate location of these items must appear in the text (e.g.: "Please place in Illustration 1").

All illustrations, maps, charts, photographs and other visual aids accompanying the manuscript must be sent in electronic format and be ready for publication.

Charts must be created in Excel. All worksheets containing charts and data must be sent together with the manuscript.

4. BIBLIOGRAPHICAL REFERENCES

Bibliographical references must be noted at appropriate locations in the text, as follows: (Berque, 1993). A list of references must be placed at the end of the article and arranged in alphabetical order by name of author; in addition, if authors have more than one entry, their references must be placed sequentially in chronological order. References are not numbered. The bibliographical references must correspond to references cited in the manuscript (and vice versa). Please refer to the following examples when preparing the bibliography (all names of authors are written in small capitals):

Book (one author) : BERQUE, A. (1993). *Du geste à la cité. Formes urbaines et lien social au Japon*, Paris, Éditions Gallimard, 247 p.

Book (more than one author) : ALLEN, J., D. MASSEY et A. COCHRANE (1998). *Rethinking the Region*, London, Routledge, 320 p. (Collection Entreprendre).

Review article : NOVEMBER, V. (2003). "L'incendie créateur de quartier ou comment le risque dynamise le territoire", *Cahiers de Géographie du Québec*, vol. 47, no 132, p. 367-388.

Chapter of a book: BEAUREGARD, R. (2003). "Democracy, storytelling and the sustainable city", in ECKSTEIN, B. et J.A. THROGMORTON (Ed.), *Story and Sustainability*, Cambridge, MIT Press, p. 65-77.