

# Instructions for authors

## Preliminary note

By simply submitting an article to the *Cahiers de la Documentation* Publication Committee, the Author and the Publisher undertake to comply with the following terms.

## Object

The *Cahiers de la documentation* Publication Committee accepts for publication **original** papers dealing with information sciences and documentation, Articles must be written in **English, Dutch or French**. The *Cahiers* are also open to **conference reports**.

The publication targets readership by information and documentation professionals, Belgian at first.

However the Committee can decide to include texts already published elsewhere, either on its own initiative or at the Author's request. In this case, the Committee will ascertain with the authors and/or the rightholders that no copyright is infringed.

## Relations between the Author and the Publisher

The Author authorizes *Association Belge de Documentation*, a non-profit association (the Publisher), to publish his/her article in its periodical *Cahiers de la documentation*, the printed version of which is distributed to all its members, wherever their location, and the e-version is freely available on its **website** at the earliest one year after the publication date of the paper copy.

The Author accepts that the Publication Committee may make minor **modifications** to his/her text. In case of more significant changes, the Committee will submit the modified text to the Author before publication. The Author is entitled to delay publication until a text acceptable to both parties has been written.

The articles are subject to Belgian law on **copyright** and particularly the law of 22 May 2005 transposing into Belgian law European Directive 2001/29/EC of 22 May 2001 on the harmonization of certain aspects of copyright and related rights in the information society.

The Publisher undertakes to give no authorization for reproduction, translation or adaptation of an article without the Author's permission.

The Publisher allows the Author to reproduce his/her own article on his/her personal website or in the institutional database of his/her employer, subject to the condition that citation is clearly made to *Cahiers de la documentation* and that the text is preferably presented in its final layout. The Publisher can supply a version of the article with the layout on simple request.

The Author is not paid for this work.

## Submission of articles

The Author will send the final electronic version of his/her article to the e-mail address <cahiers-bladen@abd-bvd.net>.

The Author undertakes to **meet the deadlines** negotiated with the Publication Committee.

## Form

The content of the article must be drafted using a word-processing software **compatible with Microsoft Word** and sent in the form of an attachment in .doc, .docx or .rtf format. If the Author is unable to meet this criterion, he/she must inform the Publication Committee and together they will choose the most appropriate means of delivery.

The Author must meet the criteria for presentation stipulated here below in order to maintain a consistent publication.

### General layout

- The length of the article must be **between 6 and 12 pages** (on the basis of a simple-spaced text in Times New Roman 12) including references, annexes, figures and tables. If for any imperative reason, the Author considers that the article must be longer, he/she must first refer to the Publication Committee to explain the reasons for this request.
- The Author and the Publication Committee can agree to publish a series of articles on a specific subject (see below).
- The article is presented in **A4** format (21x29.7 cm).
- The Author should not include any **headers, footers or numbering**. This information will be added when the layout of the articles is definite.

### Elements to be included

The Author will take care to provide the following elements that will be published (unless the Author expressly requests that they are not).

- **Surname and first name** of the Author or Authors;
- **Position in organization**;
- **Organization** to which the Author belongs;
- **Full professional address** (except for conference reports);
- **E-mail address** (except for conference reports);
- **URL** of the Author's employer if the employer is active in the information & documentation sector;
- **Date** of the final drafting of the article (except for conference reports);
- A **summary** in French and in Dutch **between 100 and 150 words** in each language (except for reports). If translation is not possible in one language or another, the Publication Committee will take charge of the translation. For articles in English, an English summary may be supplied to be used as the basis for translation into the two official languages of the periodical.

### Typographical rules

The Author should

- Use the **typographical rules** corresponding to the language of the article;

### Titles in the text and lists with bullet points

The Author should take care

- not to exceed **three levels** in the hierarchy of titles in the text or lists with bullet points;
- not to number titles in the text

### Illustrations, charts, tables and annexes

- All figures, charts, tables and annexes **should be movable** during layout (the Author should consequently avoid using expressions like "in the figure below"). The number should be limited so as not to crowd the text.
- When the Author reproduces figures or tables taken from other documents, he/she must personally obtain the **reproduction Authorizations** and bear the costs if necessary.
- Figures (photographs, charts, screenshots,...) should be numbered sequentially. The numbering should be followed by a caption centred under the illustration, preceded by the word "Fig." and followed by the number of the illustration in Arabic numerals.
- Illustrations must be supplied in **GIF or JPEG format** and should not exceed 100 Ko per image insofar as possible.
- Since the periodical is printed in black and white, **using colour** in the illustrations is unnecessary, particularly if it is indispensable for the information communicated.
- Tables should be **numbered** in sequence. The numbering should be followed by a caption centred above the table, and preceded by the word "Table" followed by the number of the table in Arabic numerals.
- Any **annexes** should be identified by letters (A, B, etc.) and should have a title.

### Acronyms, abbreviations and names of institutions and works

- Any initials should be **spelled out in full** when used for the first time, and followed by the acronym between parentheses (example: *Université libre de Bruxelles (ULB)*).
- To make the text easily understandable, the Author should avoid using a lot of acronyms and abbreviations.
- The names of institutions should be kept in their **original language** unless there is an official translation in the language of the article (example: *Vrije Universiteit Brussel* and not *Free University of Brussels*).
- Titles of **works** are not translated and remain in the **original language**, unless the translation is relevant and / or if the title already exists in another language (e.g. for films).

### Use of italics and quotation marks

The Author should use italics and quotation marks as follows:

- **Titles** (books, periodicals, Internet sites, ...): in italics
- **Project** name: in italics
- **Product** name: in italics
- **Expression**: between quotation marks (example: if libraries want to be "in the swing of things")
- **Explanation or origin of a word**: between quotation marks (example: the word "toile" refers to the "Web" in French)
- **Function** or button in a product: between quotation marks (the function "alert" lets the user ...)
- **Quotation**: in italics and between quotation marks (quotation marks also in italics)
- Name of a **company**, society, institution or publisher: no italics nor quotation marks

### URL

- For layout reasons, URLs must necessarily be put **in notes** and not in the body of the text.
- They should respect the instructions for the **bibliographical references** given below.

## Notes and bibliography

A distinction should be made between the general bibliography, which is used to give the sources of the subject treated in the article, and bibliographical references which are used to give a source of information or an affirmation appearing in the article.

### General bibliography

Documents mentioned in the bibliography should not be numbered and should be organized logically, as the Author prefers.

Each citation should comply with the bibliographical rules given below, based on ISO 690-1 and 690-2 standards.

### Bibliographical references

When the text refers to a document, the document should be identified in a **note**. The notes should comply with the following rules:

- The note should be inserted by using the **"note at the end of document"** function of the word processing program. The number in the text should be shown in superscript in Arabic numerals.
- The notes should be **numbered** in ascending order as they appear in the text.
- **Bibliographical references** should respect the rules given below.
- The note corresponding to a document to which reference has already been made can be limited to the expression "see note X".

### Other notes

Other notes are numbered **within the same series**, and should also respect the following rules:

- The note should be inserted using the **"note at the end of document"** function in the word processing program. The number in the text should be shown in superscript in Arabic numerals.
- The notes should be **numbered** in ascending order as they appear in the text.

### Bibliographical references

The references will comply with the scheme given below for each type of document, which was inspired by the ISO 690-1 and 690-2 standards. If the reference is available on-line, the Author will refer preferably to the **electronic version**. References to types of documents not described below should be as close to the

schemes described as possible.

**Please note:**

- Except for titles and proper nouns, the description is given in the language of the article, not in the language of the document described.
- The primary responsibility will include the Author's surname, and then at least the initial of his/her first name, separated by a comma. If there are several Authors, they should be separated by a semicolon.
- Dates are always indicated as completely as possible, as indicated on the document.
- Preference will be given to the ISBN number with 13 figures.
- URLs should give a link to the document itself, and not to a general address of the site hosting the document.

**Articles in periodicals**

Primary responsibility of the article. Title of the article. *Unabbreviated title of the periodical in italics*, date of publication, number of the volume and the issue, page of the article.

Example: Albrechtsen, Hanne; Jacob, Elin K. The dynamics of classification systems as boundary objects for cooperation in the electronic library. *Library Trends*, 22 September 1998, vol. 47, n° 2, p. 293-312.

**Articles in periodicals available on-line**

Primary responsibility of the article. Title of the article. *Unabbreviated title of the periodical in italics* [on line], date of publication (consulted on date of consultation with the month written in full), volume and issue, location in the host document. <Active URL beginning with <http://> not underlined>.

Example: Mottet, Philippe. Open Linking et OpenURL. *Cahiers de la documentation = Bladen voor Documentatie* [on line], June 2005 (consulted on 8 July 2009), vol. 59, n° 2, p. 35-47. <[http://www.abd-bvd.net/cah/2005-2\\_Mottet.pdf](http://www.abd-bvd.net/cah/2005-2_Mottet.pdf)>.

**Monographic publications**

Primary responsibility. *Title in italics*. Edition. Name of Publisher, year. Standardized number.

Example: Accart, Jean-Philippe; Réthy, Marie-Pierre. *Le métier de documentaliste*. 3<sup>e</sup> édition. Electre – Édition du Cercle de la Librairie, 2008. ISBN 978-2-7654-0961-8.

**Electronic monographic publications, databases and consumer programs**

Primary responsibility. *Title in italics* [type of electronic medium]. Edition. Publisher, year (consulted on date of consultation with the month written in full). < Active URL beginning with <http://> not underlined>

Example: Schepens, Paula. *Guide sur la gestion collective des droits d'auteur : La société de gestion au service de l'auteur et de l'utilisateur* [on line]. UNESCO, 2000 (consulted on 8 July 2009). <<http://unesdoc.unesco.org/images/0012/001206/120677f.pdf>>.

**Extracts of works (contribution to monographic publications)**

Primary responsibility of the extract. Title of the extract. In Primary responsibility for the host document. *Title of the host document in italics*. Edition. Date of Publisher, year. Location in the host document.

Example: Goddard, John B. New technology and the geography of the UK information economy. In Robins, Kevin (ed.) *Understanding information: Business, technology and geography*. Belhaven Press, 1992, p. 178-201.

**Grey literature (unpublished documents such as theses, dissertations, reports, etc.)**

Primary responsibility. *Title in italics*. Institution (school/university/company/...), year. Type of document: discipline. Pages

Example: Vanzieleghem, Éric. *Approche de l'information générée par le marché de la bibliophilie*. Haute École Paul-Henri Spaak, 2000. Travail de fin d'études: Bibliothécaire-documentaliste gradué. 117 p.

**Grey literature (unpublished documents such as theses, dissertations, reports, etc.) available on-line**

Primary responsibility. *Title in italics* [on line]. Institution (school/university/company/...), year (consulted on date of consultation with the month written in full). Type of document: discipline. Pages. <Active URL beginning with <http://> not underlined>

Example: Medjkoune, Leïla. *Archivage du Web à la British Library* [on line]. École Nationale Supérieure des Sciences de l'Information et des Bibliothèques, 2007 (consulted on 19 October 2009). Rapport de stage: Master en sciences de l'information et des bibliothèques. 105 p. <<http://www.enssib.fr/bibliotheque-numerique/document-1876>>.

#### **Conference reports:**

Primary responsibility. Title of the presentation. In Primary responsibility of the conference. Title of the conference in italics. Place of the conference, dates of the conference.

Example: Jaillet, A. De la coopération à la collaboration, l'enseignement à distance et les nouvelles technologies. In Association Internationale de Pédagogie Universitaire. *20<sup>e</sup> congrès AIPU: L'université au service de l'apprentissage: à quelles conditions*. Sherbrooke, 25-30 May 2003.

#### **Conference reports available on line:**

Primary responsibility. Title of the presentation [on line]. In primary responsibility of the conference. Title of the conference in italics. Place of the conference, dates of the conference (consulted on the date of consultation with the month written in full). <Active URL beginning with <http://> not underlined>.

Example: van Eck Poppe, M. Certificering van informatieprofessionals [on line]. In Nederlandse Vereniging voor Beroepsbeoefenaren in de bibliotheek-, informatie- en kennisector. *Jaarcongres NVB 2009*, Ede, 12 November 2009 (consulted on 19 November 2009). <[http://www.nvbcongressen.nl/share/files/49\\_884808/Margriet%20van%20Eck%20Poppe.ppt](http://www.nvbcongressen.nl/share/files/49_884808/Margriet%20van%20Eck%20Poppe.ppt)>.

#### **Web sites and on-line documents other than those mentioned above**

Primary responsibility (if different from the title of the site). *Title of the site in italics* [on line]. <Active URL beginning with <http://> not underlined> (consulted on the date of consultation with the month written in full)

Example : Belgisch Instituut voor de Verkeersveiligheid. *Ikbenvoor.be* [on line]. <<http://www.ikbenvoor.be>> (consulted on 10 December 2009).

### **Special case: Series of articles**

The Publication Committee accepts to publish series of articles in different issues (consecutive, insofar as possible), written on various aspects of the same subject, by the same Author.

Subject to the condition that:

- Each part deals with a **specific aspect** and, insofar as possible, is comprehensible separately
- The various parts must be known from the outset by the Publisher

Each part of this series must meet the same requirements as the articles and, in addition, must meet the following requirements:

- The **title** must be the same for each part with an indication of "part X" (part one, part two) in parentheses.
- A **complimentary title** should explain the subject of the part itself.
- The **summary** should concern only the part published previously (no summary is given for the entire series of articles).
- The **introduction** of the first part should announce the various components of the article, without giving the date of publication.
- The **introduction of the subsequent parts** should summarize in a few words what has already been presented in the previous parts.
- **Each part** (except the last one), should also announce what is to come by indicating: "the next article of the series will deal with ..."
- Any **numbering** will begin with 1 for each part.

## Reports

The Publication Committee also accepts reports of the day's proceedings in a conference, written by someone other than one of the speakers, recounting what was said. (The Author consequently does not go further into the subject matter, but can give a critical opinion).

The report must meet the same requirements as articles, but **should not include**:

- a summary
- the Author's particulars
- the date it was drafted

It should also meet the following requirements:

- The **title** of the report should be the title of the conference proceedings for that specific day.
- A **complimentary title** should give the general title for the entire conference, if there is one (example: 6<sup>th</sup> Archive day)
- The **introduction** should include the name of the organizer of the proceedings for the day, the date(s) and the town in which the conference took place.
- Under the article, a text can mention: "The **proceedings** for this day of the conference have been/will be published in..." or "The proceedings for this day of the conference are available on the website ..."

## For all information

The Publication Committee is at the Authors' disposal if they require any further information. Please contact the following e-mail address: <cahiers-bladen@abd-bvd.net>

Deze tekst is ook beschikbaar [in het Nederlands](#)

Ce texte est également disponible [en français](#)

**Belgian Association for Documentation, non-profit association**  
c/o Bibliothèque royale de Belgique, Boulevard de l'Empereur, 4 - 1000 Brussels.