

Instructions to the authors

1. Introduction

This document informs the authors about the documents required by the editor for the production of their book. It applies to all books submitted for publication to the éditions Quae.

The authors' compliance with these recommendations will ensure the prompt and high-quality production of their book.

Role of the author and the editor

1. Role of the author: providing an approved manuscript and iconography to the editor, proofreading, compliance with the proposed reverse schedule.
2. Role of the editor: final choice (after exchanging with the author) of the collection, the book design, the retail price, the title, and the cover.

2. Publication Request Submission

2.1 Presentation of the project to the Editorial Board

The authors must complete the publication request form (which they will find in the author's section on quae.com) and return it to bureaueditorial@quae.fr

The project will be presented during the Editorial Board meeting.

2.2 Scientific evaluation of the manuscript

After having been read over by the editorial committee of Quae, and subsequently scientifically validated, the manuscript enters the editorial process.

2.3 Distribution model

Several distribution models are proposed:

- Open access,
- Freemium: open access digital version and marketed paper version,
- All marketed formats (pdf, ePub and paper sale).

Every book is subjected to a financial analysis; its publication date is decided on by the éditions Quae upon the acceptance of the financial aspects. The publication of scientific and technical books requires a grant on the part of the project leading organizations.

3. Legal constraints, copyright law

3.1 Author's contract and assignment of rights

The authors must take all necessary steps in order to comply with the Berne Convention concerning copyright and intellectual property law (cf. Request for permission).

The editor provides the legal mentions, the ISBN number, the bar code as well as the legal registration at the Bibliothèque nationale de France.

- The author will have to fill in a preparation sheet for the establishment of his contract. Only the coordinators or the authors will sign the author's contract.
- In the case of a collective work, the authors of the different chapters will have to sign an assignment of rights form. It is up to the coordinator(s) to make sure the author of every part or chapter has duly signed his assignment of rights contract.

3.2 Reproduction Permission

Reproduction permissions apply to tables, illustrations (photographs, figures, drawings, maps or schemas) or extensive quotations and must be sent by the author or coordinator.

Different cases:

- The illustrations have already been published: the author or coordinator must send the Quæ reproduction permission form to the original publisher;
- The illustrations have not yet been published: the Quæ reproduction permission form must be sent to the author of the illustration;
- The illustration shows a recognizable person, a monument, an architectural building or a work of art: a specific reproduction permission request must be sent to the person, the architect or the artist;

Every graphical element (figure, graphic, drawing, map, photograph...), table or extensive quotations that have already been published must be accompanied by the correct and full indication of its source, as well as the written reproduction permission form.

The so-called « open » available sources are often only for private use: they very rarely are exempt from usage rights in case of a reproduction in a publication. Reproduction permissions are usually granted for a fee. Therefore authors should bring as soon as possible to the attention of the editor the number of illustrations concerned, so their cost may be included into the publication budget. Apart from the photographs and schemas, the graphical elements of mapping, 2D and 3D modelling, and the database conceptual modelling, are legally sensitive documents.

The reproduction, *as quotations*, of parts of data tables, curves and figures out of a magazine or a scientific work, is usually permitted by the publishers. It is however necessary to make sure of this beforehand, in each instance, per written request. The same goes for any quotations exceeding a few lines of text.

4. Production

4.1 Production planning

The production planning is established upon reception of the final manuscript, including ALL illustrations, in consultation between the author and the editor.

4.2. Preparation of the book's components

The author or coordinator of the book must provide to the editor:

- The text file (.doc) of the complete manuscript, including figures, tables under Word, foreword, acknowledgements, etc., as well as a detailed table of contents;
- A file containing the illustrations and photograph files, in their original format (not inserted into the Word document);
- The assignments of rights and reproduction permission.

All the digital files of the book, such as they has been accepted and validated by the éditions Quæ, must be submitted **in one go**.

4.2.1. Elements for the cover

The elements for the cover are:

- The title proposition (as short and explicit as possible);
- Names and first names of the authors and coordinators;
- One or several high-quality illustrations (according to the chosen collection) or the list of the topics for iconographic research.

4.2.2. Back cover

The back cover text is the « showcase » of the book; it must also specify the « purpose » of the book and its interest for the targeted audience (approximately 1500 signs including spaces at the very most, according to the collection).

It includes a presentation of the authors or coordinators, along with the most significant elements of their speciality and their works; as such, the back cover text may contribute to better identifying the positioning of the book.

The author proposes the text for the back cover to the editor in charge of the book; this text is subsequently validated by Quae.

4.3 Structure of the text

The texts are written on Word or OpenOffice and saved in .doc format (neither .docx, nor .odt). Should you use another software, please contact the Production Department of the publisher.

The titles, as short as possible, must be clearly organized into level 1 titles, level 2 titles, level 3 titles... You will find a style sheet on our website (.dot). Following this style sheet will allow your text to be organized in clearly recognizable levels of titles (see 6. The style sheet model).

Do not use bold font, underline item, borders, frames, headers and footers, line indentations for the first line of a paragraph (indents), tabulations, extra space at the beginning or at the end of a paragraph, page breaks, etc. Please keep the subscripts, the superscripts and the italics.

Do not try to typeset your document.

4.4 Illustrations, photographs, formulas and tables

4.4.1 Identification inside the text

The illustrations (figures, drawings and maps), the photographs and the tables must be numbered and mentioned in the text: the titles of the tables and the captions of the figures will preferably be specified immediately at the end of the paragraph in which they appear.

Captions must be complete and indicate the source of the figure.

The authors must submit a file for each illustration, bearing the same name as in the text: fig-1-1, photo-3-2, etc. (no accented character or special character such as « ç », no space in the file names).

4.4.2 Illustrations

The number and choice of the illustrations must be thought out and in coherence with the text.

The editor will work on the illustrations, especially so they would suit the specific collection.

4.4.2.1 Figures (drawings, maps, schemas, graphics)

Imperatively provide the native files or source files, as well as the files of the software with which the figures have been created: Adobe Illustrator « .ai », Excel « .xls », PowerPoint «ppt»...

If you don't have access to the native files anymore, please provide high definition « image » files (see 4.4.2.2).

For maps created using mapping software, please contact the editor in charge of the book to agree on a saving format.

4.4.2.2 Photographs

Please provide the digital files; saving formats such as .jpg, .eps or .tiff are accepted.

Photographs must be sharp, with a 300 dpi resolution and have as large a size (width x length) as possible.

Following things are not allowed:

- Printed or scanned documents from a publication;
- Images from the Internet or screenshots, which cannot be used due to their poor resolution.

Do not retouch the photographs (cutting out, colours, light...).

4.4.3 Tables

Tables will preferably be created using the *Tables* Tool in Word. The editor cannot enter tables in PDF or jpeg format. The author must specify his sources (bibliographical reference or « from »).

4.4.4 Formulas

Formulas will be written, as much as possible, using generic word processing characters (for instance $1 - 4 / 5$). For complex formulas, please use the *Equation* Tool of the word processor or the MathType complementary tool.

5. Bibliography

The references, complete and alphabetically listed, will be included in a bibliography at the end of the book, or at the end of each section or chapter, in case of a more complex work. Please avoid including a « too extensive » bibliography; make sure to restrict it to the topic at hand.

Two Quae style files for Endnote and Zotero are available on our website at Files to download. According to the software you'll use to create your bibliography, please save the link target in the Endnote/Styles or Zotero/styles file.

Please make sure that any bibliographical mention *systematically* refers to a complete and clear bibliographical note, whether said note is a footnote or appears with the other references at the end of the book, the section or the chapter.

- Quote *all* authors, even if there are more than three of them;

Name author initial first name, year. Title of article. *Title of journal*, vol (n°) (please only mention in brackets the number of the volume and issue, without adding « vol » et « n° »), number of pages in the article (1st-last, without « p. »), DOI.

Rainard P., Cunha P., Martins R.P., Florence B. Gilbert F.B., Germon P., Foucras G., 2000. Type 3 immunity: a perspective for the defense of the mammary gland against infections. *Vet. Res.*, 51 (129), [doi:10.1186/s13567-020-00852-3](https://doi.org/10.1186/s13567-020-00852-3).

Thesis

Name author initial first name, year. *Title of thesis*, degree and affiliation, venue of thesis defense, (may be different from the affiliation), total number of pages p.

Dupond I., 2002. *Modélisation des relations animaux-milieu*, doctoral thesis, speciality Sciences de l'environnement, Paris-XX, 511 p.

Report

Name author initial first name, year. *Title of report*, type of report, organization of affiliation and geographical location, total number of pages p.

Dupond I., 2002. *Modélisation des relations animaux-milieu*, Morest project report, Ifremer, Nantes, 25 p.

Conference held at a congress with published conference proceedings

Name author initial first name, year of congress. Title of conference, *in Title of proceedings* (if different from the exact title of congress) *or Proceedings of title of congress*, dates and venue of congress, host organization, page numbers (1st-last), publisher, city and country of publication.

Digital reference

Name author initial first name, year (if the year of publication is unknown, do not mention the date). Title of article, *title of journal* or editor (if there is one), type of digital medium (if other than a journal or a CD for instance), <URL>, (consulted on day/month/year).

Weibel S., 1995. Metadata: the foundations of resource description, *D-lib Magazine*, <<http://www.dlib.org/dlib/July95/07weibel.html>> (consulted on 07/01/1997).

6. The style sheet model

A document model comprising a style sheet is at your disposal in the files to download section, as well as a user guide of this sheet (in French "Mode d'emploi feuille de styles"). You can also download an example of styled manuscript.

The style sheet enables you to:

- Simplify and standardise your Word files
- Mark out the different levels of titles in a document
- Automatically apply the same style to all paragraphs marked out in a similar way.

7. Proofreading

After your text has been laid out, a digital copy is sent to the author or to the coordinator(s) for final verification and validation. At this stage, the author's corrections can only concern the conformity of the content with regard to the text and the layout of the book, such as they have initially been submitted, or with regard to the corrected and subsequently validated text.

For books only available in ePub format, the final Word file, possibly converted to a PDF file, will serve as proof.

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