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Artefact

Techniques, histoire et sciences humaines

Presentation

Author guidelines

Instructions pour les auteurs

Please follow the instructions below to facilitate the editorial work.

Manuscript submission

All manuscripts and submissions to *Artefact* should be sent to the editor-in-chief (liliane.perez@wanadoo.fr) who will forward them to the Editorial Board. Each article goes through a review process (two anonymous reviews). The Editorial Board will adapt manuscripts to the scientific and typographical standards it has set for the journal and will ask authors to revise their manuscripts according to these instructions and the results of the evaluations.

The author grants the journal the exclusive right to print and sell the work. One copy of the volume per author or co-author will be provided.

Texts must be original and may not be published elsewhere without written permission from the journal. The authors accept that their text be published on the website of the journal: <https://journals.openedition.org/artefact/>.

A manuscript is a definitive text, for which no modification other than the usual typographical corrections can be accepted at the time of the proofs.

The text of the manuscript will be submitted in electronic form (Word .doc or .rtf file) to the editorial office.

The length of an article should not exceed approximately 35,000 characters for a special issue article, and 50,000 characters for a *varia* article (including spaces and footnotes).

Original illustrations, limited to 5 per article, unless prior agreement has been obtained

from the editorial office, should be provided at the same time as the manuscript in separate image files (see below: How to prepare illustrations). Tables and graphics should be provided in separate files, in easily usable formats (.doc or .xls). The placement of illustrations and tables or graphs must be indicated in the text by a reference: (Fig. 1); (Fig. 2); (Table 1); etc. Figures must be accompanied by their captions (identity of the artists, owner, date, place of preservation, copyright): please place the number and the caption in the desired location in the text.

Please ensure that all specific **fonts** are attached to the documents provided.

Texts and illustrations may not be used without the express written **permission** of the owner (author, book or magazine publisher, museum, library) in accordance with the provisions of the law of March 11, 1957, on literary and artistic property.

A copy of the manuscript must be kept by the author; the original text will not be sent to them for proofreading.

All articles must be accompanied by:

- a **biographical note about the author** (450 to 600 characters max., spaces included, with the author's professional position, research themes, one (or two) recent publications, e-mail address and possibly URL of an information page);
- an **abstract in French and an abstract in English**, of 1000 characters max. each, spaces included;
- a **list of keywords in French and in English** (8 max.), presented in alphabetical order (without using words from the title of the article).

For each issue, specific editorial standards will be established for the publication of documents (primary sources) that may accompany the texts.

Manuscript preparation

The text should be presented as simply as possible, with justified text and no hyphenation. The following points provide general advice on formatting and style.

- **Spelling:** We use either UK or US spelling so long as spelling is consistent throughout an article.
- **Abbreviations:** In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially, use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- **Units of measurement:** In general, measurements should be given in SI or SI-derived units. Visit the Bureau International des Poids et Mesures (BIPM) website for more information about SI units. In case of relevance for the argument or methodology of the article, historical and/or local measurement units can be used. These units should be clearly explained in the text or in a footnote.
- **Numbers:** Numbers under 10 are spelt out, except for: measurements with a unit (8mmol/l), age (6 weeks old), or lists with other numbers (11 dogs, 9 cats, 4 gerbils) as well as Table and Figure numbers.
- **Headings:** Please use no more than two levels of headings. Do not number headings or paragraphs. Make sure that the two levels of headings are not used next to each other without text in between.
- **Capitalization:** Please use capital letters sparingly. Extraneous capitalization of common nouns (such as parliament, cabinet, president etc.) should be avoided.
- **Quotation marks:** Closing quotation marks always follow punctuation (comma, period, etc.). Example: I read Steve Shapin's article "Pump and Circumstance," but I preferred his "Of Gods and Kings."
- **Footnote numbers:** Footnote numbers in the text should follow punctuation, and

preferably be placed at the end of a sentence. Examples: I like footnotes very much.¹
They said: “this is a beautiful footnote.”²

How to quote text

All quotations in foreign languages will be translated, the original possibly given in a footnote. Translations must correspond exactly to the original text and the author is responsible for their accuracy. They should be given in Roman characters, between quotation marks: “example.”

If they are long (more than three lines of text), they will be taken out of the text, indicated by an indentation on the left, a space before and a space after, with quotation marks. The author’s interventions in the text of a quotation (deletions, additions or replacements of words or letters) will be indicated in square brackets []. Text breaks will be indicated by [...].

How to format references in footnotes

Footnotes contain short references to the literature. Such references should never be provided in the body of the text but only in a footnote. Explanatory footnotes are also allowed. They should be kept brief and should contain only short comments tangential to the main argument of the paper.

Please keep footnotes as succinct as possible, and minimize the number of footnotes by grouping together repeated references to a single source into one footnote. Footnotes should only be placed at the end of a sentence. The footnote superscript number should be placed outside the punctuation mark.

The references in the footnotes should consist of the author’s last name and the year of publication, possibly page numbers as well.

Examples of references, or text with references, in a footnote:

¹ Kevles, 1995, p. 106.

² For example, Kevles, 1995, p. 102-108; Varcoe, 1970.

³ Studies of reading in childhood have produced mixed results: Albright, Wayne & Fortinbras, 2004; Gibson, 2011; Smith & Wexwood, 2010.

The full reference to the literature should be provided in the reference list at the end of the manuscript. Archival materials should only be cited in the footnotes, however, not the reference list.

Referring to archival materials in footnotes

Basic Structure:

Author’s name (Date: Day Month Year), Title of material [Description of material], Locating information (Call number, Box number, File name, or number, etc.—List from most to least specific), Name of collection, Name of repository, City, Country.

Examples:

Archival Material with an “archive acronym” for later references

In this example, footnote 1 contains the full reference, footnote 2 refers to a different document in the same archive, using the “archive acronym.”

¹ Sage, Balthasar-Georges (1790), “Remarques de M. Sage, Directeur de l’École royale des Mines sur l’extrait raisonné du rapport du Comité des Finances de l’Assemblée nationale” [Pamphlet], Archives de la Monnaie, cote MM AA-0000001, p. 6, Ministère de l’Économie et des Finances, Services des Archives Économiques et Financières, Paris, France (hereafter MEF/SAEF).

² Antoine, Jacques-Denis (20 December 1784), “Hôtel des Monnoies, cabinet de

minéralogie, mémoire et quatre plans du bâtiment” [Report], Archives de la Monnaie, cote MM AA-0000001, MEF/SAEF.

If a single archival source is used frequently throughout the paper, it is permissible to create an abbreviation for that source. Explain the abbreviation in the first instance; e.g., Hereafter, this document will be referred to as Sage (1790), “Remarques.”

Archival Material without an Author

3 Minutes of the Proceedings (18 June 1802), p. 235, Archives 1743-1934, American Philosophical Society, Philadelphia.

Archival Material without an Author, Date, or Title

4 Manuscript (n.d.), fol. 33r, Cod CXVI 2-18, Biblioteca Pública de Évora, Évora, Portugal.

Archive Acronyms that appear in the Locating Information do not need to be repeated

5 “Private income of Mrs. Gero” (7 September 1951), Item 44/8884, Hungary, HU OSA 300-1-2, Information Items, General Records, Records of Radio Free Europe/Radio Liberty Research Institute (hereafter RFE/RL RI), Vera and Donald Blinken Open Society Archives at Central European University, Budapest (hereafter HU OSA).

6 “Audience Analysis” (26 July 1955), pp. 3, 6, HU OSA 300-1-2-60, 401, Information Items, General Records, Records of RFE/RL RI.

Particular style for letter (and telegrams, etc.):

7 Charles Blagden to Erasmus Darwin [Letter] (14 September 1786), CB/2/35, Papers of Sir Charles Blagden, Royal Society, London, England (hereafter RS CB).

Letters in a published collection should use a hybrid style

8 Joseph Banks to Charles Blagden [Letter] (17 August 1782), in Banks, 2007, vol. 2, p. 7.

How to format the Reference List or Bibliography

The Reference List or Bibliography should preferably be divided into two parts: 1) Sources; 2) Secondary literature. It should be organized alphabetically by author’s name, and by year (most recent first). Please list all authors/editors in a work, up to a total of 8. If there are more: list the first 7, followed by ellipses, followed by the final author.

If a work has no listed author, the title should be used in place of the author, including in the footnotes. “Anon.” should only be used if the work is signed as such.

Reference examples follow:

Journal article

PUETZ Anne, “Design instruction for artisans in eighteenth-century Britain,” *Journal of Design History*, vol. 12, no 3, 1999, p. 217-239.

Entire special issue of a journal

BENTZ BRUNO, FROMMEL Sabine (eds.), “Les grottes artificielles en Europe à la Renaissance” [Special issue], *Artefact*, no 12, 2020.

Book

HUGHES Anthony, RANFFT Erich, *Sculpture and Its Reproductions*, London, Reaktion Books, 1997.

Chapter or article in an edited book

JOLY Hervé, “L’ingénieur civil des mines polytechnicien ou les apparences du corpsard,” in BARTILORENZI Marco, PASSAQUI Jean-Philippe, GARÇON Anne-Françoise (eds.), *Entre technique et gestion. Une histoire des ingénieurs civils des mines (XIXe-XXe siècles)*, Paris, Presses des Mines, 2016, p. 87-97.

Website

SCERRI Eric, “How exactly did Mendeleev discover his periodic table of 1869?,” *OUPblog*, 8 August 2012. Retrieved from: <https://blog.oup.com/2012/08/how-exactly-did-mendeleev-discover-his-periodic-table-of-1869/>.

Print newspaper article

DEL AMO André, “US said to hunt lost atom device,” *The New York Times*, 6 January 1966, p. 1.

Archival references

Artefact does **not** cite archival references in the reference list. Please include archival references only in the footnotes and figure captions.

How to prepare the illustrations

Authors must provide a list of illustrations with their order number and documents attesting to the fact that they are in compliance with reproduction rights and copyrights. They must also provide the compulsory information requested by the rights holders and a clear indication of the reproduction rights to be included on the work. In case of free use, a certificate is also necessary.

Indicate in the text the location of the documents.

Provide the files of the illustrations (.tif) with a resolution of 300 dpi and in the adequate colorimetric mode:

- B&W illustrations: grayscale or bitmap;
- color illustrations: CMYK.

If you provide an .ai, .eps or .pdf version of the maps, diagrams and graphs:

- do not insert an outer frame (importing documents of different sizes would induce random frame thicknesses);
- fonts must be included in the file;
- the chosen colorimetric mode must be CMYK in all cases;
- B&W illustrations: 100% black lines;
- color illustrations: traced in CMYK.

