

# Recommendations for authors



Revue des politiques  
sociales et familiales

## Editorial line

Founded in 1985, the *Social and Family Affairs Journal* (*Research and Projections* from 1985 to 2009, then *Social and Family Affairs* until March 2015) is a **quarterly peer-reviewed and multidisciplinary scientific journal**. It publishes **original research studies in the field of family and social affairs** (public policies, benefits, service offerings, actors of these policies, targeted audiences, etc.), **as well as assessments relating to family, childhood, youth and parenthood**. The journal welcomes articles in all areas of human and social sciences. Its multidisciplinary approach invites authors to choose a clear language and to explain what does not come under common language (presentation of measures, theoretical concepts, specific survey methodology, etc.). The *RPSF* is developed based upon issues or themed editions, or presented in the form of a collection of contributions (mixed issues).

## Submit an article to the journal

Articles can be spontaneously submitted all year long. They must be sent electronically to the editor-in-chief, Anne Unterreiner: [rpsf@cnafr.fr](mailto:rpsf@cnafr.fr)

### ➤ To submit a scientific article

Scientific articles are **original contributions based upon empirical subject matters**. The article should neither have been previously published, nor should it be under review with another journal. They must be based upon a **solid research question**, developed from a **state-of-the art research problem**. The survey method should also be clearly stated.

- Maximum length: 60.000 signs with spaces (footnotes, annexes and references included).
- Expected presentation (non-anonymous version):
  - Page 1: Last name, first name, home organisation, author(s) email(s),
  - Page 2: title, abstract of 1.200 signs with spaces maximum, short list of keywords (4 to 7 maximum) in French and in English (British English),
  - Page 3 and following pages: main text, that can include a methodological inset as well as insets detailing necessary information for the clear understanding of the article (for instance, presentation of public policies or specific measures).

*NB: An additional anonymous version of the document is also expected (see the Journal's Article style sheet).*

- Journal assessment method: Articles submitted to special issues or dossiers will be subjected to **preliminary circulation between coordinators** of the journal. Articles directly submitted to the journal are sent to **preliminary assessment**. Once these first steps are over, the article is sent to **double-blind assessment** before being presented to the editorial board. This phase is then followed by a second assessment if substantial modifications are requested, or by a new editorial board decision in case of resubmission.

### ➤ To submit an overview and perspective, study and methodology article

Overview and perspective, study and methodology articles present **problematized analysis of grey literature, research, quantitative, qualitative or methodology overviews**, which are included in the field covered by the *RPSF*. Authors must **clearly present their demonstration**, including **by relating their contribution to previous research** on the same subject matter, by introducing and concluding their comments.

- Maximum length: 30.000 signs with spaces (footnotes, annexes and references included).
- Expected presentation (non-anonymous version):
  - Page 1: Last name, first name, home organisation, author(s) email(s)
  - Page 2: Title, abstract of 800 signs with spaces maximum, short list of keywords (3 to 5 maximum) in French and in English (British English),
  - Page 3 and following pages: Main text, that can include a methodological inset as well as insets detailing necessary information for the clear understanding of the article (for instance, presentation of statistical data, public policies or specific measures).

*NB: An additional anonymous version of the document is also expected (see the Journal's Article style sheet).*

- Journal assessment method: Articles submitted to special issues or dossiers will be subjected to **preliminary circulation between coordinators** of the journal. Articles directly submitted to the journal are sent to **preliminary assessment**. Once these first steps are over, the article will be submitted to at least one anonymous assessment.

### ➤ To submit a review

Reviews are **book or seminar reviews** related to the journal areas of interest. After shortly presenting the overall book or seminar, the author of the review is expected to present a **transversal analysis** of the book or seminar presentations, by placing them in their area of research, by discussing their content against other scientific contributions, and/or by opening new study and research perspectives for the future. Reviews can be carried out by the book authors or by the organisers of identified seminars.

#### **Book review**

- Maximum length: 8.000 signs with spaces (footnotes, annexes and references included)
- Expected presentation (non-anonymous version):
  - Page 1: Last name, first names, home organisation, author email
  - Page 2: Title of the book, last name and first name of the book authors, title, publisher, year of publication, number of pages
  - Page 3 and following pages: main text.

*NB: An additional anonymous version of the document is also expected (see the Journal's Article style sheet).*

- Journal assessment method: The review will be submitted to at least one anonymous assessment.

#### **Seminar review**

- Maximum length: 20.000 signs with spaces (footnotes, annexes and references included)
- Expected presentation (non-anonymous version):
  - Page 1: last name, first names, home organisation, author email (non-anonymous version)
  - Page 2: Title of the seminar, date, location, identity and home organisations of the organisers, as well as organisation(s) supporting the event
  - Page 3 and following pages: main text.

*NB: An additional anonymous version of the document is also expected (see the Journal's Article style sheet).*

- Journal assessment method: The report will be submitted to at least one anonymous assessment.

## To submit a special issue or themed dossier to the journal

It is also possible to submit themed issues or dossiers to *RPSF*. Each submission project must be **first sent** to the editor-in-chief ([rpsf@cnafr.fr](mailto:rpsf@cnafr.fr)). Subsequently, a detailed note clarifying the proposal, the role of the coordinator and the publication timetable of the journal will be passed on.

An *RPSF* issue is composed of at least 5 scientific articles, 4 synthesis and perspective, study and methodology articles, and 3 reviews:

- For a special issue: the entire issue is dedicated to the chosen theme. The coordinator will select, after having issued a call for papers, at least 10 abstracts of scientific articles, as well as 5 abstracts of synthesis and perspective, study and methodology articles, and 3 reviews.
- For a themed dossier: the issue also includes a collection of articles in the “scientific articles” section dedicated to other subject matters, as well as in the “synthesis and perspectives”, “studies”, “methodology” and “reviews” sections. The dossier coordinator will select, after having issued a call for papers, at least 6 abstracts of scientific articles, as well as 3 abstracts of synthesis and perspective, study and methodology articles, and 2 reviews.

The special issue or themed dossier proposal will be **studied by the Editorial Board of the Journal**.

## Typography rules

The submitted article must respect typography rules presented in the journal style sheets, which authors can access on the journal website.

- Submission format for articles and reviews: doc, docx.
- Associated documents: documents associated with the article must include a title and a source, including for tables, graphs and maps, a caption, a field and a note to readers in case of complexity. These documents are included in the main text, numbered and associated with the article through hyperlinks. A copy is submitted using the following formats:
  - For tables and graphs made with excel: xls or xlsx,
  - For graphs that are not made with excel: eps, ai (or emf) native file,
  - For maps: eps, ai (or emf and wmf);
  - For images and photographs: jpg, 300 dpi, CMYK printing process.