***Revue des politiques sociales et familiales***

***(Journal of Social and Family Policies)***

**Reviews' style sheet[[1]](#footnote-1) detailing formatting rules**

When submitting your review, you are advised to send:

* A **non-anonymous** version of your review;
* An **anonymous** version of your review: All information allowing the identification of the author should be deleted (your first and last names, etc.). Please also delete your identity in the document properties.

[PAGE 1] First name, last name, position[[2]](#footnote-2), home institution[[3]](#footnote-3), author's email[[4]](#footnote-4)

[PAGE 2]

# Title of the Book or Symposium (Arial 16 bold)

Subtitle of the Book or Symposium (Arial 14 non-bold)

Book review: First and last names of the book author(s), publisher, year of publication, number of pages (Arial 11 bold)

Seminar review: First and last names, home institution(s) of the organisers, date and place of the event, organisation(s) supporting the event (Arial 11 bold)

[FOLLOWING PAGES]

**[Main text,** Arial 11 non-bold, double-spaced and left-aligned]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras rhoncus, tellus id efficitur ornare, neque nisi commodo velit, ac molestie neque dui scelerisque quam. Nulla maximus metus risus, sit amet gravida risus suscipit nec…

**Reviews do not include intertitles or subtitles.**

**Writing rules**

1. **Typography**
* Fully spell out acronyms and abbreviations in the first reference, then use the abbreviation between brackets.

Examples: [acronym] the Child support agency (Csa), [abbreviation] the United Nations (UN).

The acronym/abbreviation will then be used in the rest of the text.

* Add accents on the first letter of capital letters or accented uppercase letters, when needed. Example: in case of reference to the French region Île-de-France.
* Include the first uppercase letter of the first name, followed by a full point, when authors are cited in the main text. Example: According to J. Smith...
* Words in foreign languages are in italics, and when they are not common in French or in English, add a translation or explanation (in the main text, between brackets, or in a footnote).
* The use of the pronoun "I" is not allowed, while the pronoun "we" is to be used sparingly.
1. **Citations**
* Citations are in italics and their sources should be included.

* Indent citations when they are above 250 characters (with spaces), start a new paragraph with an indent.

[Short citations in the main text] *"*Maecenas eu sagittis risus*"*

[Indent long citations]

"Maecenas eu sagittis risus, ut pellentesque erat. Proin suscipit luctus turpis vitae vestibulum. Duis feugiat erat libero, in consectetur tellus placerat ut. Vestibulum sit amet congue nulla, in molestie elit. Donec convallis aliquet pellentesque. Integer molestie lectus sed molestie rutrum."

* In case of double citation (or citation within a citation), the first citation should be in italics using double brackets, while the second should be in Roman, using single brackets.

Example: "Maecenas eu sagittis risus*. '*Duis feugiat erat libero*'*".

* Information in square brackets is in Roman.

Example: "Maecenas eu sagittis risus*.* [...] Duis feugiat erat libero" [Woman, 77 years old, city centre, lives alone, 12 June]

* References must be included in the main text (Smith, 1996). For citations, add the page of the corresponding book (Smith, 1996, p. 22).
* In case of bibliographic references of three or more authors, use the Latin locution "*et al.*" within the text, and mention all the authors in the references section.

Example: [in the main text] (Fargas-Malet *et al*., 2010); [references] Fargas-Malet M., McSherry D., Larkin E., Robinson C., 2010, Research with Children: Methodological Issues and Innovative Techniques, *Journal of Early Childhood Research,* vol. 8, n° 2, p. 175-192.

##### References (title in Arial 11 bold)

Include references at the end of the article, by alphabetical order as follows:

[Book]

Esping-Andersen G., 1993, *The Three Worlds of Welfare Capitalism*, Princeton, Princeton University Press.

[Chapter of a collective book]

Garriga A., Berta P., 2018, Single-Mother Families, Mother’s Educational Level, Children’s school outcomes: A Study of Twenty-One Countries, *in* Cahn N., Carbone J., DeRose L., Wilcox W. (eds), *Unequal Family Lives*, Cambridge, Cambridge University Press, p. 143-164.

[Article]

Kielty S., 2008, Working Hard to Resist a ‘Bad Mother’ Label. Narratives of Non-resident Motherhood, *Qualitative Social Work*, vol. 7, n° 3, p. 363-379.

[Thesis or dissertation]

Eisenberg Z., 2013, *The Whole Nine Months: Women, Men, and the Making of Modern Pregnancy in America*, Ph.D. thesis under the supervision of John Smith, Social Sciences Department, Yale University, United States.

[Report]

Rees G., Pople L., 2017, *The Good Childhood Report 2017*, The Children’s Society and University of York, <https://www.childrenssociety.org.uk/sites/default/files/the-good-childhood-report-2017_full-report_0.pdf> (accessed on 25 August 2018).

**For all online publications, add the hyperlink and the consultation date (between brackets).**

1. **Footnotes**(Arial 10)
* Use the automatic footnote creation application.
* Limit the number and length of footnotes.
* Mention them in the main text using a non-breaking space adjacent to the previous word.
1. The underlined elements include an associated style. [↑](#footnote-ref-1)
2. Include the position corresponding to the mentioned home institution. [↑](#footnote-ref-2)
3. Spell out abbreviations and acronyms. Example: Institute for social and economic research and policy (Iserp). [↑](#footnote-ref-3)
4. Information to be deleted in the anonymous version. [↑](#footnote-ref-4)