
Instructions to authors

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Adress, ...

ABSTRACT. *The instructions below are structured in three parts. The editors request authors kindly follow these guidelines in detail. Abstract size should not exceed 10 lines. Font should be 10-point italicized Arial narrow with 11-point line spacing. An English language abstract should be included. The instructions below are structured in three parts. The editors request authors kindly follow these guidelines in detail. Abstract size should not exceed 10 lines. Font should be 10-point italicized Arial narrow with 11-point line spacing. An English language abstract should be included.*

KEYWORDS: *as maximum number of relevant keywords should be included, both in French and in English.*

1. Introduction

This text gives instructions to be followed in detail so as to guarantee quality and consistency in papers submitted for publication in IJODIR. Barring exceptions, a paper should not exceed 20 to 30 pages. This text may be used as a template for papers produced with Microsoft Word, especially as regards the title page, headers, line spacing and so on.

2. Formatting the main content

The main text should be written in 10-pt, justified Arial Narrow type, in lowercase roman letters, with a 12-pt line spacing and no hyphenation. The first-line indent should be 5mm (format >paragraph > indents and spacing > special > first line > 0,5cm). A space of 6pts should be added after each paragraph (format > paragraph > indents and spacing > space after: 6 pts). Please avoid single lines at the top or bottom of any page (format > paragraph > line and page breaks > widow/orphan control). Authors wishing to emphasize some terms may use italic or bold fonts but never underlined type. It is preferable to avoid capital letters in titles as well as in the body. Presentation of the first page is discussed in more detail on page 4. The text itself should always begin on page 2.

3. Page formatting

3.1. Margins

The pages should be formatted using the following guidelines:

- line width: exactly 120 mm
- height span, including footnotes: 190 mm maximum.

With Microsoft Word, obtaining a text block 120 mm wide by 190 high requires the following margins:

– File>Page layout>Margins:	Top	5,35 cm		
	Bottom	5,35 cm		
	Left	4,5 cm	Header	4,4 cm
	Right	4,5 cm	Footer	4,4 cm

3.2. Header

Page numbers and paper title are inserted in the header, using a 9-point Arial Narrow roman type.

Format > Layout > Header > Different odd and even.

Format > Layout > Header > Different first page.

View > Header and footer. In even page headers, insert the page number followed by 5 blank spaces, the journal name, volume, number and publication year. In odd numbered page headers, insert a short title for the paper (40 characters maximum) followed by 5 blank spaces and the page number.

4. Contents of the first page

– The English title of the paper should be informative and concise (2 to 8 significant words).The author presents a short version of this title (maximum 40 characters), to be inserted in the header of odd numbered pages, and a French version for the abstract. The title should be in bold, lowercase, 18-pt Arial Narrow type with a 20-pt line spacing, aligned left. It should be preceded by a blank line. Its upper border should bear a thin line at a distance of 20 pt. (Format > borders and shading > upper border > line width 1/4 pt; Options > Margin > Top: 20 pts, measure from text). It should be preceded by a blank line, with a line spacing of 12 pts. If there is a subtitle, it should be in bold, 14-pt type, with a line spacing of 16 pt, and should be preceded and followed by a blank line.

– Authors' first and last names should be in lowercase bold 12 point characters, with a 14-pt line spacing;

– Author references; (institution, professional address, email address. No telephone or fax numbers): italic, underlined, 10-pt characters,12-pt line spacing. These should be preceded and followed by a blank line.

A template for the first page, including several authors with different addresses is included at the end of this paper.

– The abstract and keywords must be written in both French and in English, in the following order: résumé, abstract, mots-clés, and keywords if the paper is written in French,

and Abstract, résumé, keywords and mots-clés if the paper is written in English. This part should be in lowercase, italicized, 9-pt type, (except for the terms: *RÉSUMÉ. ABSTRACT. MOTS-CLÉS. KEYWORDS*: which must be in 7-pt bold capitals) with an 11-pt line spacing and a 3 pt spacing between paragraphs. The first paragraph (Abstract) should be bordered with a thin upper line at a distance of 4 pts. The last paragraph (Keywords) should be bordered by a thin lower line, also distant of 4 pts.

– All the elements of even-page headers should also be displayed in the footer of this first page, as should page numbers. These should be in 9-point lowercase type. Page numbers will be adjusted during publication of the issue.

5. Section titles

These are all aligned on the left, with no indent, with decimal numbering (the numbering is always in basic type, although the title that follows is italicized). Areas defined as being « before » and « after » these section titles find their location according to their place in the text layout (top of page, immediately followed by another section title, etc.). They are formatted as follows:

2. Level 1 title (24 pts before, 12 after)

2.1. level 2 title (24 pts before, 12 after)

2.1.1. level 3 title (3-pt line spacing) (12 pts before, 6 after)

2.1.1.1. level 4 title (4-pt line spacing) (12 pts before, 6 after)

Section titles should never be isolated at the bottom of the page, and always be followed by a paragraph (format > paragraph > line and page breaks> Keep with next).

6. Footnotes

These should be in 9-pt type, with an 11-point line spacing, justified with no indent, numbered from 1 to n within the paper, and with a thin upper line 2,5 cm above the text (format paragraph, right indent 9,5 cm). The note marker inside the text should be size 8.1, but not in superscript, (format > font > character spacing > raised 3 pts).

7. Figures and tables

Figures, illustrations and tables should be included inside the text. These should be numbered 1 to n, as should tables. Explicit captions should be typed in narrow 10 justified Arial, with no indent, Figure x in bold type followed by a bold stop, thin italicized text, followed by a spacing of 24 points.

1. Notes should be in type size 9, without no indents.

Borders should be in fine line. A blank space should be included above, a blank line between the figure or table and its caption. Two blank lines should be included under the legend.

Figure 3. Insert caption

8. Formulas

Formulas included in the text should be numbered [1] to [n] between square brackets. The number, located on the first (or last) line of the formula, should be aligned on the right margin. The formula should be preceded or followed by a blank line. Should the formula span several lines because of its length, please include a ½ blank line between lines.

9. Lists

Authors should only use dashes of various sizes if there are several levels to the list. Bullets or arrows should never be used.

For example:

- Level 1 list
- Level 2 list

For such lists, paragraphs should have a spacing of only 3 pts (instead of the usual 6 pts). The text should always return to the baseline.

10. Comments or notes

The terms « Comments » or « Notes » are typed in lowercase capitals followed by a full stop, a space, then an em-dash (–), and should not have any indent.

NOTE. — ...

REMARQUE. — ...

11. Typography

— For papers written in French, the following rules apply:

Square brackets, colons, semicolons, question marks, and percent signs are preceded by a non-breaking space and followed by a space.

Quotation marks are followed by a non-breaking space

Brackets do not have inside spaces.

Ellipses are not preceded by a space.

Equal, plus and minus signs are preceded and followed by a space.

— For papers written in English typographical rules are as follows: no spaces before colons, semicolons, question marks, percent signs. Quotation marks have no spaces.

Acknowledgements should not be in bold, italicized, numbered or indented type. They are written just after the conclusion, and separated from it by two blank lines, just before the bibliography, in the usual type:

The authors thank the laboratory staff for its support.....

12. Bibliography

References should be typed in Arial Narrow 9, with an 11-pt line spacing. They are presented at the end of the paper, with a space of 6 points between one another. Their references are presented as follows [Duchamp, 2004] in case of a single author, or [Duchamp et al., 2005] in the case of several authors. They are justified with a negative indent of 5 mm (Format > Paragraph > First-line indent of -0,5 cm).

– For books: the title in italic, the other data in roman type.

– In case of journal and lecture papers: the journal or lecture title should be in italic, and all other data in roman type.

– Work reports and theses: the whole text should be in roman type.

Some examples of bibliographical data publications can be found below:

Braun T., Diot C., Hoglander A., Roca V., An experimental user level implementation of TCP, rapport de recherche n° 265, septembre 1995, INRIA.

Demeure I., Farhat J., « Systèmes de processus légers : concepts et exemples », *Technique et Science Informatiques*, vol. 13, n° 6, 1994, p. 765-795.

Kolski C., *Interfaces homme-machine*, Paris, Editions Hermès, 1997.

Lallouet A., « DP-LOG : un langage logique data-parallèle », *Actes des 6e journées francophones de programmation logique et programmation par contraintes JFPLC'97*, Orléans, 26-28 mai 1997, Paris, Editions Hermès, p. 53-68.

Nawrocki A., Contribution à la modélisation des câbles monotorons par éléments finis, Thèse de doctorat, Université de Nantes, 1997.