AUTHOR GUIDELINES FOR PREPARING MANUSCRIPTS

HOW TO BE PUBLISHED IN THE *CLINIQUES…* JOURNAL

As soon as the synopsis is available, it is presented through calls for proposals along with the publishing date and the mandatory proposal deadline. The summaries are also available online on the APSPI's website (http://apspi.net/publications) or on the publisher's website : www.editions-eres.com

Articles must be submitted in a single Word file (.doc) to the associate editors by email : revue.cliniques@apspi.net

Manuscripts destined to be published in the *Cliniques…* journal must satisfy a certain number of requirements in style and in content.

CONTENT REQUIREMENTS

- The article must follow the **editorial line**. The *Cliniques…* journal, a publication of the French association for the development of psychic care in institutions (A.P.S.P.I), aims to explore various clinical themes from the **point of view of clinical psychotherapeutic practice in institutions.** The various workplaces and therapeutic methods feed into an implicit dialogue between practitioners from various fields. If the variety of their approaches is favoured, all are to be based on the ethical and humanist requirements that are present in the institutional reality of multidisciplinary care. Therefore, *Cliniques…* accepts submissions from psychologists, psychoanalysts and psychiatrists as well as other professionals who are part of the institutional care team, with an openness to other professions.

- The article must correspond to the **issue's theme**.

- The article must discuss the **clinical and institutional issues** brought up by the general questioning.

- The *Cliniques…* journal publishes different types of articles :
  - **Research Articles**: Research articles may include quantative and qualitative investigations, or single-case research.
  - **Review Articles**: Review articles must focus on the clinical implications of theoretical perspectives, diagnostic approaches, or innovative strategies for assessment or treatment.
  - **Research News**: The section offers a forum for brief descriptions of scientific research and their main results in association with the issue's theme.

- The article can also show the clinical interest of such issues for the other professionals of an institution or for other clinical fields.

- The article must be readable by practitioners from other fields as it concerns the institution. It must therefore be **accessible** and question its clinical interest in the institution as well as be **rigorous and ambitious in the theoretical notions** it discusses.

- The article must respect the ethics of professional secrecy (patient information non recognisable by a third party, no defamatory element...).

- The article submitted must never have been previously published in another journal, nor be scheduled to be published.

- The article must respect the publication ethics :
http://apspi.net/uploads/documents/ethiqueEn/201606200340Publication%20Ethics%20Cliniques%202016.pdf

- Upon acceptance of a manuscript for publication, the corresponding author will be required to sign an agreement transferring copyright to the publisher. Copies of the Copyright Transfer form are available from érès Editions and are directly transferred to the author.

INFORMATION ON THE VALIDATION SYSTEM FOR A MANUSCRIPT

Step 1 : The article is accepted by the Editorial Board for respecting the editorial line and the issue's theme. The first editorial modifications are indicated to the author (theoretical details, respect of the present guidelines and editorial line…).
Step 2 : Double-blind validation by two members of the Scientific Board (permanent members or professional experts in the field explored by the article). The Scientific Board members can ask for new modifications before the definite acceptance of the article.
Step 3 : The Editorial Board verifies that the author correctly acknowledged the modifications asked by the Scientific Board.
Step 4 : The author validates the preliminary page proofs sent by the Editor.

FORMATTING REQUIREMENTS

- **Length** : The **average length** required for articles to be published in the *Cliniques…* journal is 25.000 characters (**including spaces and footnotes**).

- **Title, abstract and keywords French / English** : **The title, abstract and keywords must be translated into English** and appear at the beginning of the manuscript, immediately following the French title. Following the title is to be mentioned the **name and surname** of author(s), their **workplace** as well as **email and postal address**.

  • **The abstract** must not exceed 800 signs (between 7 and 9 lines) and must clearly indicate the article's content: Research Objective and/or questions raised; Method and/or Theory on which the article is based; Main Results and Discussion / Conclusion.. It must be written in the third person: « The author demonstrates... » and not «I think ... », and without indentation.

- **Keywords** : Between 3 and 6. It is important to correctly choose them since they are used for indexing purpose and indicate the content of the article for readers doing research. You can look at Ascodocpsy's database in order to know if your keywords correspond with listed words :
  http://www.ascodocpsy.org/santepsy/Thesaurus

- **Editorial Style** : The authors must respect the rules of APA style®, detailed in the *Publication Manual of the American Psychological Association* which can be found on their website http://www.apastyle.org. The French version of the APA style (May 17, 2017) can be found on the website www.teluq.ca/~mcouture/apa/normes_apa_francais.pdf. The main elements are detailed below.

- **Quotes** : They must be mentioned as such with **commas** (but not in italics) and refer to the bibliography. The author of each citation must be indicated along with the page reference and the year, at the end of the quote, in brackets, as follows: (Name, Year, Page). For example, (Lacan, 1966, p.47).

Quotes can be presented in three different ways:
- Between brackets : author's name and publishing year, separated by a comma:
  … a clear tendency (Dupont, 2003)
- Author's name in the text and year of publishing in brackets :
  As Dupont (2003) demonstrates…
- Author's name and year of publishing directly in the text:
  In 2003, Dupont explains…

In the case of multiple authors, it is possible to find detailed explanations on how to present the quote on the website www.teluq.ca/~mcouture/apa/normes_apa_francais.pdf.

All of the article's author's insertions within a quote must be indicated as such with square brackets, as in the following example : « According to him [D.W. Winnicott], the capacity to be alone (...) ».
Also, **quotes must always be fairly short** (law article L.122-5 of the French Intellectual Property Code and article 10.1 of the Berne Convention for the Protection of Literary and Artistic Works). **The quote helps support the discussion, sustains the main statement of the article, but must never constitute the main argumentation**. Commonly, **the usage is that a quote does not exceed 6 to 8 lines**.

- **Footnotes** : The general rule is to avoid all footnotes. They must be limited in number and in length. The author must limit himself to those that are mandatory and that cannot be integrated into the text. The numbering of the footnotes starts at the beginning of the text (and not at the top of each page).

- **Publication titles quoted in the text** : All references must be in **italic** with a capital at the first word (no commas unless if it's an article).
  Example for a book title : *Névrose, psychose et perversion*
  Example for an article's title : « Travail et société » dans *Revue économique*

- **Madam, Mister or Miss** : Mme, M. or Mlle

-       **<u>Translations</u>** : For a text translated and mentioned in the article, the author, the initial publication year as well as the translation must be mentioned : S.Freud (1894/2010)

-       **<u>Author's name in the text</u>** : The general rule is to only mention the author's surname. In the case of several authors with the same surname the forename's initial must be added to all quotes.

-       **<u>Author's idea in the text (without a specific quote)</u>** : After describing the general idea, mention in parenthesis the author's name and date (e.g.: Alpha function (Bion, 1963)).

-       **<u>Referring to an oral communication</u>**: Mention the author and date in brackets. Details can be found on the website www.teluq.ca/~mcouture/apa/normes_apa_francais.pdf.

-       **<u>Web references</u>** : The full URL should be given along with the date when the reference was last accessed (e.g.: http://www.orpea.net, consulté le 12 Octobre 2012).

-       **All words that are not in French** in the text must be in **italic** (e.g.: *a priori*, *burn out*...)

-       **<u>Numbers</u>** : All numbers under 9 must be written in letters and above 10 in numbers.

-       **<u>Bibliography</u>** : **A complete list of all references from the text must appear at the end of the article under the section « *Bibliographie* ». The list must match all quoted references.** References should be arranged first alphabetically (no numbers) and then chronologically if necessary, according to the **APA standards**. If several references were published the same year by the same author, it is necessary to add a letter (a, b, c…) after each identical date. Up to seven authors, all must be named. If there are 8 or more authors for a reference, the first six must be mentioned, followed by 3 points and the last one.

        <u>Reference to a book</u>: The author's name in lower case followed by the initial of his firstname. (Original publication date in brackets). *Book Title in Italics.* (If necessary, the translators firstname initial and name). Place of publication : editor, and if necessary the year of the translation or the edition used for reference.
Balandier, G. (1969). *Anthropologie politique*. Paris : PUF.
Moscovici, S. (dir.). (1984). *Psychologie sociale*. Paris : PUF, 3ᵉ édition, 2014.
Bettelheim, B. (1976). *Psychanalyse des contes de fées*. (T. Carlier, trad.). Paris : Robert Laffont, 1999.

        <u>Reference to a chapter in an edited book</u> : The author's name in lower case followed by the initial of his firstname. (Original publication date in brackets). Title of the chapter. In initial of the firstname and full name of the book coordinator (dir.), *Title of the collective book in italics* (pp. first and last page number of the chapter). Place of publication : editor.
Freud, S. (1894). Psychonévroses de défense. In *Névrose, psychose et perversion* (pp.1-14). (J. Laplanche, trad.). Paris : PUF, 13ᵉ édition, 2010.
Emmanuelli, M. (2011). Un cas de névrose obsessionnelle à l'adolescence. In C. Chabert et C. Azoulay (dir.), *12 Etudes en clinique projective. Approche psychanalytique* (pp. 95-111). Paris : Dunod.

        <u>Reference to a journal publication</u>: The author's name in lower case followed by the initial of his firstname. Article Title. *Journal's Name in Italics*, issue number (volume if necessary), first and last page number of the article

Jeammet, P. (2006). Du bébé à l'adolescence : les chemins de la destructivité. *Le Carnet Psy,* 8, (112), 21-29.

Marty, F. (2002) L'adolescent face à ses institutions. *Adolescence*, 20, 465-469.

<u>A</u>RTICLE <u>T</u>EMPLATE

<u>ARTICLE TITLE IN FRENCH</u> *(Palatino linotype, Size 16, capital letters, in bold, italic, underlined)*

<u>ARTICLE TITLE IN ENGLISH</u> *(Palatino linotype, Size 16, capital letters, bold, italic, underlined)*

Author's forename and name, position,
Workplace
(Palatino linotype, Size 12, small letters, italic)

Résumé : Palatino linotype, Size 10, small letters.

Mots Clés : Palatino linotype, Size 10, small letters.

Abstract : Palatino linotype, Size 10, Small letters.

.**Keywords :** Palatino linotype, Size 10, small letters.

Body text (Palatino linotype, Size 12, small letters, no spacing.)

BIBLIOGRAPHIE