
Guidelines for authors

Presentation of articles

HERMES Science Publications

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ABSTRACT: This document comprising guidelines for authors, is divided into three sections. The editor kindly requests that authors respect these guidelines. This abstract should be no longer than ten lines. An abstract in French should also be given. Both are written in Times New Roman 9pt on 11pt, italic, with a space of 3pt in between each subsection.

RÉSUMÉ: L'ensemble des consignes rassemblées ci-dessous s'organise en trois rubriques. La rédaction remercie les auteurs pour le strict respect qu'ils accorderont à ces dispositions. La taille de ce résumé ne doit pas dépasser une dizaine de lignes. Il est à composer en Times corps 9 italique, interligné 11 points. Un résumé en anglais doit l'accompagner.

KEY WORDS: a maximum of six significant words should be chosen in English and in French and presented as key words

MOTS-CLÉS: un maximum de six mots significatifs, en français et en anglais, doivent être isolés sous forme de mots-clés

1. Introduction

This document provides style guidelines which **must** be respected by authors in order to ensure the uniform appearance of articles published in Hermes Science journals. This document should be used as a model, particularly for the first page, the headers, sub-titles, headings, etc.

2. Appearance

The main body of the text is in Times Roman (Mac)/Times New Roman (PC), 10pt on 12pt, lower case, without breaks in the text, and with a 5mm indent at the beginning of each paragraph. A space of 6pt should be left between each paragraph (format > paragraph > spacing after > 6pt).

All titles and subtitles conform to the style outlined in 2.2. Authors wishing to emphasise a term may use **bold** or *italic* but never underscore. In titles capital letters should be avoided as far as possible.

2.1. Format

The page should be set up as follows:

- width of text (or justification): 120mm exactly
- height of text (including notes): 190mm maximum

The first page of the article has a specific layout. Details are given 2.2.1. Items to include on this page are: the title of the article, first and last names of the author(s), their affiliation(s), an abstract and key words in English and French. The article itself begins at the top of page 2. All text is justified.

2.1.1. Margins and format

If you are using Word on a PC or Mac, use the following settings to give a block of text 120mm x 190mm. In the menu go to:

File > page setup > margins >

| | |
|----------------|-----------------|
| top: | 5.35 cm exactly |
| Bottom: | 5.35 cm exactly |
| Left: | 4.5 cm |
| Right: | 4.5 cm |
| Header: 4.4 cm | |
| Footer: 4.4 cm | |

Format > Paragraph > Line and Page Breaks > check Widow/Orphan Control box

View > Header and Footer > On the Header and Footer toolbar click the Page Setup icon > Click the layout tab > check the Different odd and even and different first page boxes

2.1.2. *Headers*

All headers should be in Times New Roman 9pt, appearance normal.

View > header:

even page > page number followed by five blank spaces and then the journal title, volume – issue no. and year, (see headers of this document for an example)

odd page > (short) title of the article: 40 characters maximum, then 5 spaces and the page number, all flush right (see headers of this document for an example)

2.2. *Titles and subtitles*

2.2.1. *First page of the article*

The title of the article (in English, a title in French should be given in the appendix) must be informative and concise (3-8 significant words). Where the title exceeds 40 characters, the author should provide a shortened version for the header of odd-numbered pages.

The title is in Times New Roman, bold, 18pt on 20pt, aligned left. It is preceded by a carriage return and has an upper border 20pts away:

format > borders and shading > top > width: ¼ pt options > top: 20pt

It is followed by two blank lines (12pt). If there is a sub-title, it is in Times new Roman, bold, 12pt on 14 pt.

The author(s)'(s) names are next, in Times New Roman 12pt on 12pt, bold, preceded by two blank lines, and followed by one blank line.

The author(s)'(s) details (affiliation, professional address, e-mail address, no telephone number or fax) are in Times New Roman 10pt on 12pt, italic with a blank line before and after. The e-mail address is separated from the affiliation by 3pt.

A model of this first page, with the example of more than one author with different addresses is given in Appendix I.

The abstract and keywords must be given in English and French in the following order (when the article is in English): Abstract, résumé, key words, mots-clés.

All of this is in Times New Roman, italic, 9pt on 11pt, except the headings *ABSTRACT*, *KEY WORDS*, etc., which are in small capitals, 7pt, with 3pt between paragraphs.

The first paragraph has an upper border (¼ pt) 4pt away, and the final paragraph is followed by a lower border (also ¼ pt) also 4 pt away.

At the foot of the first page is the 'signature' of the article which comprises the title of the journal, volume number, year of issue and pagination of the article. It is in Times New Roman 9pt and will be created by the production department when the whole issue is put together.

2.2.2. Paragraph titles and headings

All titles and heading should all be aligned left, with no indent, numbered decimally.

– the first level of heading is in Times New Roman, 10pt, with the number and text in bold, e.g.:

1. Level one

– The second level is in Times New roman, 10pt, bold, italic, e.g.

1.1. *Level two*

– The third level is in Times New Roman, 10pt, italic, normal, e.g.

1.2.1. *Level three*

– The fourth level is in Times New Roman, 10pt, plain, e.g.

1.2.1.1. Level four

First and second level headings are preceded by two blank lines and followed by one blank line. Third and fourth level headings are preceded by one blank line and followed by half a blank line (6pt).

2.3. *Indents*

5mm at the beginning of each paragraph.

2.4. *Footnotes*

These are numbered 1 to n in the body of the article, in 8pt¹. At the foot of the page the text of the footnote is in Times New Roman, 9pt on 11pt, justified with no indent. The main body of text and the text of the footnotes are separated by a thin line (¼pt) 2.5cm long. (This is the default style in MS Word).

¹ Note in 9pt, no indent.

2.5. *Figures and tables*

Figures, illustrations and tables should be incorporated into the text. Figures and illustrations are numbered 1 to n in the articles, as are tables. The legends are in Times New Roman 10pt, bold, justified, with no indent as follows:

A frame/box is made with a thin (¼pt) line. The box is preceded and followed by one blank line. There are two blank lines between the figure or table and the legend, and two blank lines after the legend.

Figure 3. *Authors' guidelines*

2.6. *Formulae and equations*

Formulae referred to in the text are numbered from [1] to [n] in square brackets. The number is put on the first or last line of the formula, flush right. The formula is separated from the text by one blank line above and below. If the formula runs over one line, half a blank line should be left between each line.

2.7. *Enumerations*

Authors should use dashes. Different sizes of dash can be used at each level. **Bullet points and arrows should be avoided.** Example:

— Enumerations should be indented, but if the enumeration runs over one line, the text should return to the left hand margin, authors can use em dashes...

– and en dashes...

In these enumerations the paragraphs are space at only 3pt instead of 6pt. The first line of each point should be indented, subsequent lines of the enumeration should return to the left-hand margin so that the body of text still respects the 120mm width.

2.8. *Notes*

The term 'note' is in small capitals, followed by a full stop, a space and then an em dash:

NOTE. — ...

2.9. Punctuation and spelling

Authors are asked to observe the rules of either British English according to the Oxford English Dictionary, or American English according to Webster.

Please use a single space after a full stop, questions mark, ; , !, etc. Please also use double quotation marks, e.g. "quotation". French authors are asked to note that there are no spaces *before* colons, semi-colons, question marks, etc.

2.10. Acknowledgements

Acknowledgements are placed between the conclusion and the bibliography, preceded by two blank lines. Here is a model:

Acknowledgements

The authors would like to thank...

2.11. Bibliography/References

These should be in Times New Roman, 9pt on 11pt. The references are listed at the end of the article in alphabetical order, separated from each other by 6pt. In the main body of the article they are presented as follows: [KOL 97].

In the bibliography the name of the author(s) is in small capitals. They are justified with a negative indent of 5mm.

Here are a few examples of the most common types:

[KOL 97] KOLSKI C., *Interfaces homme machine*, Paris, Editions Hermès, 1997.

[DEM 94] DEMEURE I., FARHAT J., "Systèmes de processus légers: concepts et exemples", *Technique et Science Informatiques*, vol. 13 no. 6, 1994, p. 765-795.

[LAL 97] LALLOUET A., "DP-LOG: un langage logique data-parallèle", *Actes des 6 journées francophones de programmation logique et programmation par contraintes JFPLC'97*, Orléans, 26-28 mai 1997, Paris, Editions Hermes, p. 53-68.

[BRA 95] BRAUN T., DIOT C., HOGLANDER A., ROCA V., An experimental user level of implementation of TCP, rapport de recherche no. 265. septembre 1995, INRIA.

3. Submitting articles

Please consult individual journal editors and their websites and/or the Hermes Science website for information about submitting articles. For all further information, do not hesitate to contact Hermes Science Publishing Ltd, The Old Malthouse, 19a Paradise Street, Oxford, OX1 1LD, UK. Tel: +441-865-245508, Fax: +44-1865-721602, e-mail: hermes_science @BTinternet.com.

Appendix I: Model of the first page of an article

Author 1* — Author 2 — Author 3***

**Address of Author 1 & Author 3*

Times New Roman

10pt text, line spacing: exactly 12pt

author1@e-mail.address

author3@e-mail.address

*** Address of author 2*

Etc

Etc

author2@e-mail.address

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