



PRESENTATION OF MANUSCRIPTS

General considerations

- *Revue Gouvernance* does not accept manuscripts **already published or submitted** to other journals.
- The maximum size of articles is limited to **8,000** words including text, notes, bibliographic references and appendices, but not including abstracts in both languages. The number of words must appear at the end of the article.
- Manuscripts should include **two 250-word summary (in English and French)** and **3 to 6 key words** in both languages.
- Manuscripts should also include **short biographies** of each author of a **maximum of 15 to 20 words each**.
- **All references** cited in the text should appear bibliography.
- Formatting:
 - The paper must be in APA Style and the **font must be Palatino, 12-point size**.
 - The layout of the texts must respect the following criteria:
 - **double-spaced and 2.54 cm margins** on all sides
 - Titles and subtitles must be in **bold** and the text must be divided according to the following guidelines:
 - Introduction (Palatino 16)
 - 1. Title (Palatino 16)
 - 1.1. Subtitle (Palatino 12)
 - 1.2. Subtitle (Palatino 12)

2. Title (Palatino 16)
 - 2.1. Subtitle (Palatino 12)
 - 2.2. Subtitle (Palatino 12)

Conclusion (Palatino 16)

- Footnote references should :
 - be placed **after** the period of the sentence;
 - Footnotes (superscript number) must be in Palatino 12pts.
- Tables and figures should be presented as follows and also **sent as an attachment with the manuscript:**

Table X: Title

- Palatino 12pt - centred – underlined - bold
- Table source: Placed under table - Palatino 10pt – justified left - bold

Figure X: Title

- Palatino 12pt - centred – underlined - bold
- Figure source: Placed under table - Palatino 10pt – justified left - bold

- Bibliographic references should be organized in **alphabetical order** starting with the first author's surname or the title if there is no author. Use only the initials of the author's first name, not the first name in full, with a space between the initials.
- **Hanging indents** should be used for the reference list entries. The second line should be indented of at least 1.2 cm or one half inch from the left margin.
- If the reference list includes **two or more entries by the same author(s)**, list them in chronological order (oldest first). If two or more references come from the same author and the same year, list them in alphabetical order, and add a lower case letter (a, b, etc.) after the year in the parentheses.
- **Only** journal titles, volume numbers and even the comma following the journal title must be **italicized**.

Citations in Text

When using a direct quotation

- (Hobbs, 2001, p. 1617).

When paraphrasing an idea, the citation will include author(s) and date:

- Author’s name given in the body of your paper:
 - Hobbs (2001) reported...
- Author’s name not given in the body of your paper:
 - A study of the comparison process (Hobbs, 2001)

For electronic sources without page numbers, use the abbreviation para. If the paragraph number is not apparent, cite the section heading and the paragraph number following it.

- (Buechner, 1976, para. 5)
- (Buechner, 1976, Conclusion, para. 1)

Order two or more works within the same parentheses as they would appear in the reference list.

- Various authors (Buechner, 1976, 2005; Marchand et Jonas, 2002a, 2002b; Martin *et coll.*, 2008) have demonstrated...

JOURNAL ARTICLES	
Journal article	Autor(s). (year). Title. <i>Journal, Volume(Issue), Pages</i> . Retrieved from.
Journal article: Retrieved online with digital object identifier (DOI)	Shott, A. (2017). The composition of municipal associations and policy requests to provincial governments: selected cases. <i>Canadian Public Administration Journal</i> , (60),1, 111-134. DOI: 10.1111/capa.12204 Citations directes dans le texte : (Shott, 2017, p.115) If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number (p. 198).
Journal article: Retrieved online with DOI: Three to five authors	Atkinson, M.M., Mou, H., Bruce, P. (2016). Fiscal rules in the Canadian provinces: abject failure or qualified success?. <i>Canadian Public Administration Journal</i> , 54(4), 495-515. DOI: 10.1111/capa.12191

Citation spanning two pages:	Direct quotation in text (from a passage that spans two pages): First citation: (Dubois & Saunders, 2017, pp. 283-284) Subsequent citation to a different passage from the same source: (Paterson, Marier et Chu, 2016, p. 405)
Journal article: Retrieved online with DOI: Six or seven authors	<u>Bernstein, S., Coiquaud, U., Dupuis, M.-J., Fontaine, L ;L., Morissette, L., Paquet, E., Vallée, G. (2009). Les transformation du travail et de l'entreprise : qu'attendre des politiques publiques ?. <i>Canadian Public Administration Journal</i>, 52(2), 177-201. DOI: 10.1111/capa.12204</u> First and subsequent citations in text: (Bernstein et al., 2009)
Journal article: Retrieved online with DOI: Eight or more authors: Advance online publication	<u>Denis, J.-L, Lamothe, L., Langley, A., Breton, M., Gervais, J., Trottier, L.-H., ..., Dubois, C.A. (2009). The reciprocal dynamics of organizing and sense-making in the implementation of major public-sector reforms. <i>Canadian Public Administration Journal</i>. 52(2), 225-248. Advanced online publication. DOI: 10.1111/capa.12204</u> First and subsequent citations in text: (Denis et al., 2009) When authors number eight or more, include the first six authors' names in the reference, then insert three spaced dots.
Journal article: Retrieved online with no DOI: Give URL of the journal home page (even if retrieved from a database)	<u>Denis, J.-L, Lamothe, L., Langley, A., Breton, M., Gervais, J., Trottier, L.-H., ..., Dubois, C.A. (2009). The reciprocal dynamics of organizing and sense-making in the implementation of major public-sector reforms. <i>Canadian Public Administration Journal</i>. 52(2), 225-248. Retrieved from getoss.enap.ca/GETOSS/Publications/Lists/Publications/Attachment/18/The%20reciprocal%20dynamis%20of%20organizing%20and%20sense-making.pdf</u> Citation in text: (Mathieson, Bailey, & Gurevich, 2002)
Journal article: Retrieved online with no DOI: Posted to preprint archive: No pagination	Gabora, L. (2007). Self-other organization: Why early life did not evolve through natural selection. <i>Journal of Theoretical Biology</i> . Retrieved from http://cogprints.org/5583/01/soo.htm Direct quotation in text: (Gabora, 2007, para. 5) The exact URL is used because the article is “informally published” (p. 200).
Online magazine article	Geddes, J. (2017, 29 mars). A year after a tragedgy, a First Nations fire chief seeks solutions. <i>Maclean's</i> . Retrieved from http://www.macleans.ca/news/canada/a-year-after-a-tragedy-a-first-nations-fire-chief-seeks-solutions/ Citation in text: (Geddes, 2017)
Online newspaper article: Give	Turney, C. (2017, April 1). How the Safe Third Country Agreement is changing lives on both sides of the border. <i>CBC News</i> . Retrieved from

URL (even if retrieved)	http://www.cbc.ca/news/politics/roxham-road-safe-third-country-1.4049515 Citations in text: (Turney, 2017) “Give the URL of the home page when the online version of the article is available by search to avoid non-working URLs” (p. 201).
BOOKS AND BOOK SECTIONS	
Book: 1-2 authors	Barber, M. (1972). <i>Public Administration</i> . London: Macdonald & Evans. 252p. Citation in text: (Barber, 1972)
Book: 3-5 authors	Otenyo, E., Lind, E, Nancy, S. (2006). <i>Comparative Public Administration: The essential Readings</i> . Burlington Elsevier. 980p. Citations in text: First Citation: (Otenyo, Lind and Nancy, 2006) Subsequent: (Otenyo et al., 2006)
Book: Author as publisher: 2nd edition	École nationale d’administration publique. (2002). <i>Enseigner le management public expériences internationales</i> (2 ^e Ed.). Sainte-Foy, Québec : Presses de l’Université du Québec Citations in text: First citation: (École nationale d’administration publique [ENAP], 2002) Subsequent: (ENAP, 2002)
Edited book	Perry, J., Christensen, R.K. (Dirs.). (2015). <i>Handbook of public administration</i> . (3e Ed.). New York, NY: Wiley. 840p. Citation in text: (Perry et al., 2015)
Chapter in an edited book	Kettl, D.F. (2015). Governing in an Age of Transformations. <i>Handbook of public administration</i> . (3e Ed.). New York, NY: Wiley. 840p. Citation in text: (Kettl, 2015)
Encyclopedia article	Justice, J.B. (2015). Accountability. Dans Bearfield, D., Dubnick, M.L. (Eds). <i>Encyclopedia of Public Administration and Public Policy</i> . (2 ^{ème} Ed. pp. 1-7). New York, NY: Taylor Francis Citation in text: (Justice, 2015)
Book with no author or editor	<i>Mozley and Whiteley’s Law Dictionary</i> (1904). London; Toronto Butterworth & Co Citation in text: (Mozley & Whiteley, 1904)
Published conference proceedings: No DOI	Hart, D. K. (1984). The virtuous citizen, the honourable bureaucrat, and public administration. <i>National conference on Citizenship and Public Service: Vol. 44. Public Administration Review</i> . (pp. 111-120) Citation in text: (Hart, 1984) “If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location” (p. 187)

Multi-volume work	Platon. (Ed.). (315-387). <i>La République</i> (vols. 1-10). Paris: Hatier Citation dans le texte (Platon, 315-387) Citation in text: (Platon, 315-387)
Entry in an online reference work: No author:	Globalization. (2005). In J. Scott & G. Marshall (Eds.), <i>A dictionary of sociology</i> . Retrieved from http://www.oxfordreference.com Citation in text: ("Globalization", 2005)
Electronic version of a print book	Roskin, M. (2000). <i>Political Science</i> . Retrieved from http://books.google.ca/books Citation in text: (Roskin, 2000)
Electronic version of chapter	Osha, S. (2012). Transitions of Political Culture. Dans M. Muchie, S. Osha et M. P. Matlou. <i>The Africana World: From fragmentation to unity and resonnance</i> (pp.65-95). South Africa: Africa Institute of South Africa Retrieved from http://books.google.ca/books (DOI or URL if available) Citation in text: (Osha, 2012)
Limited-circulation book or monograph: Retrieved from a database	Frederickson, H.G. (1997). <i>The spirit of public administration</i> [Monography]. Retrieved from Google Scholar database Citation in text: (Frederickson, 1997)
Book review: Retrieved from a journal online	Miller, H.T. (2002). Michael Spicer: Public administration and the State: A Postmodern perspective. [Book Review]. <i>Administration Theory and Praxis</i> , 21(2), 381-388. Citation in text: (Miller, 2002)
ERIC document: Retrieved online	Chandler, J.A. (2000). <i>Comparative public administration</i> . Retrieved from database ERIC. (ED3569756) Citation in text: (Chandler, 2000)
Dissertation: Retrieved from a database	Nerenz, T. (2006). <i>Federal government procurement policy analysis: Has extent and effect of contract building on small business been overstated</i> (Doctoral dissertation). Retrieved from database ProQuest. (3228659) Citation in text: (Nerenz, 2006)
Master's thesis: Retrieved from an institutional database	Gallant, S. (2007). <i>Pluralism, Immanence, Affect: William Connolly's political philosophy</i> (Master's thesis). Retrieved from https://ruaor.uottawa.ca Citation in text: (Gallant, 2007)
WEB DOCUMENTS	
Webpage	The institute of public administration of Canada (2011). Is your City healthy? Measuring Urban Fiscal Health. Retrieved from

	http://www.ipac.ca/Publications
Webpage	<p>Greenwood, M.. (2017). Canadian inspiration for US infrastructure plans. Retrieved from : http://policyoptions.irpp.org/magazines/march-2017/canadian-inspiration-for-us-infrastructure-plans/</p> <p>Citation in text: (Mulhauser, 2009)</p> <p>“Do not include retrieval dates unless the source material may change over time (e.g., Wikis)” (p. 192).</p>
Webpage: Corporate author	<p>Statistics Canada (2016). <i>Data products, 2016 Census</i>. Retrieved from http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/index-eng.cfm</p> <p>Citation in text: (Statistic Canada, 2016)</p>
Web report: Author different from the publisher so identify publisher as part of retrieval statement	<p>Longhurst, A (2017). <i>Privitization & declining access to BC Seniors’Care</i> (Numéro du rapport si disponible). Policy alternative</p> <p>Retrieved from the website of Policy Alternative http://policyalternatives.ca/sites/default/files/uploads/publications/eng.pdf</p> <p>Citation in text: (Shields & Wilkins, 2006)</p>
Web report: Author same as publisher	<p>Statistics Canada. (2016). <i>Labour Force Survey, June 2016</i> (Report No.). Retrieved from http://www.statcan.gc.ca/daily-quotidien/160708/dq160708a-eng.htm</p> <p>Citation in text: (Statistics Canada, 2016)</p>
Blog posting	<p>Marquez, X. (2017, February 13). Propaganda as Literature: A distant reading of the Korean Central news Agency’s headlines [Blog message]. Retrieved from http://abandonedfootnotes.blogspot.ca/</p> <p>Citation in text: (Marquez, 2017)</p>
Article (one single author)	<p>Aubin, D. (2011). Les facteurs humains : un enjeu d’aujourd’hui pour la sécurité de notre futur. <i>Toutes et transports</i>, 40(2), 16-18. Retrieved from http://reperer2.sdm.qc.ca/ipac20/ipac.jsp?session=1313AW55587W4</p>
Author (several authors)	<p>Baruch, J.-O. and Kiner, A. (2011). Mars: l’espoir d’une autre planète. <i>Sciences et avenir</i>, (166), 65-69. doi:10.1037/a0013790</p> <p>Citation in the text: (Baruch & Kiner, 2011)</p>
LEGAL DOCUMENTS	
Legislation: Revised Statutes of Canada: Retrieved from the internet	<p>Financial Administration Act, R.S.C., c. F-11 (1985). Retrieved from http://laws.justice.gc.ca/eng/acts/F-11/index.html</p> <p>Citation in text: (Financial Administration Act, 1985)</p>

Legislation: Revised Statutes of province X: Retrieved from a database	Name, Act code (year). Retrieved from Name of database Citation in text : (Nom de l'acte, année)
Case law/judgments: Supreme Court of Canada Reports: Retrieved from the internet	Canada (Attorney General) v. Fairmount Hotel Inc. S.C.C 56 2 S.C.R. 720 (2016). Retrieved from https://scc-csc.lexum.com/scc-csc/scc-csc/en/item/16281/index.do Citation in text: (C. v. Fairmount Hotel Inc., 2016)
MEDIA	
Video clip, e.g. YouTube: Retrieved from the internet	Meredith, J. (2009, February 17). What is public policy [video clip]. Retrieved from : https://www.youtube.com/watch?v=IoNNIPC0Euc Citation in text: (Meredith, 2009)
Audio clip [podcast]: Retrieved from the internet	Rothkopf, D. (Name of the producer if available). (2017, March 30). Thomas Nice doing Business with you, Moscow [Postcast audio]. Retrieved from: http://foreignpolicy.com/author/david-rothkopf/ Citation in text: (Rothkopf, 2017)
Motion picture	Rossi, A, (Directeur). (2017). <i>Page One: Inside the New York Times</i> [Film cinématographique]. United States: Magnolia pictures Citation in text: (Rossi, 2017)
Single episode from a television series	Angelides, S.& Tondorf, K. (Directeurs). (2017). Death of the Ice Cream Blonde, Finding Nessie, World's worst opera singer [Episode television series]. In S. Angelides et K. Tondorf (Directeurs), <i>Mysteries at the museum</i> . Citation in text: (Angelides & Tondorf, 2017)
NOTES, HANDOUT, ESSAYS	
Personal communication	Includes letters, phone calls, email messages, and interviews. Because they include "unrecoverable data," they are NOT included in the reference list. Citation in text: M. Burton (personal communication, full date)...
Class notes	Cite information from your own personal notes from a lecture as a personal communication and refer to it only in the body of your article. Citation in text: In a lecture on full date, name of the class and class code, Professor Name said...
Class handout: Has title	Name (date). <i>Title</i> [Class handout]. Name of department, Name of University, City, Country. Citation in text: (Name, date)

Lecture notes posted to portal	Name (date). <i>Title</i> [Lecture notes]. Retrieved from website Citation in text: (Name, date)
PowerPoint presentation posted to portal	Name (date). <i>title</i> [PowerPoint slides]. Retrieved from website Citation in text: (Name, date)
Essay: Self-citation	Name (date). <i>Title</i> (Unpublished graduate essay). Name of university, City, Country Citation in text: (name, date)

Translated elements for French publications only

It is requested that French publications translated the following elements in their referencing.

English elements	French elements
In	Dans (selon les experts de l'APA, le "In" provient de l'anglais et non du latin)
Ed(s)	Dir. (ici compris au sens de "directeur scientifique d'un ouvrage", et non de "maison d'édition")
&	et
no.	No
pp.	p. (selon l' <u>OOLE</u> , l'abréviation <i>pp.</i> est vieillie en français)
2 nd	2 ^e ed.
Vol.	vol.
n. d.	s. d. (sans date)
n. l.	s. l. (sans lieu)
Retrieved from	Repéré à
Paper presented	Communication présentée à, au
Poster session	Affiche présentée à, au
Manuscript submitted	Manuscrit soumis
Advanced online publication	Prépublication
Unpublished	Inédit(e)
Abstract retrieved from	Résumé repéré à
In press	Sous presse
As cited	Cité dans
et al.	et coll.