Politique et Sociétés

Guide for Coordinators of Thematic Issues

Presentation of the Journal

Politique et Sociétés is a journal covering all fields of political sciences and dedicated to the dissemination of French-language thinking and research either from, or outside Québec. If the journal shows no hesitation in asserting its unicity by paying special attention to the Québec society, it also acknowledges events and phenomena occurring in other societies. *Politique et Sociétés* plays a significant role in putting into perspective the highlights of current events and in analyzing the diverse challenges involved in the organization of politics.

Since 2002, *Politique et Sociétés* is freely available (after a 12-month embargo period) on the Érudit platform. Furthermore, the journal is indexed on Documentation politique internationale / International Political Science Abstracts, International Bibliography of the Social Sciences, Worldwide Political Science Abstracts, Repère, Public Affairs Information Service (PAIS), Sociological Abstracts, Isidore, and Persée.

Submission and peer review policy

Politique et Sociétés publishes, three times a year, original and previously unpublished texts covering all the fields of political sciences. These may take the form of a scientific paper, reflect a critical synthesis, or constitute a research note. They are subject to an anonymous evaluation by at least two external reviewers on the basis of their contribution to the advancement of knowledge and scientific requirements of the discipline.

Authors are invited to consult the journal's Editorial Style Guide before submitting a version of their manuscript that complies with that guide, via the Open Journal System's (OJS) application for managing scholarly journals: https://retro.erudit.org/ojs/index.php/ps/about/submissions#onlineSubmissions.

Respect of the copyright policy

The editorial board only accepts exclusive manuscripts, that is, they should not have previously been submitted, published, or accepted for publication in any other journal.

By publishing in *Politique et Société*s, authors assign all copyright to their text. They must complete and sign the required copyright transfer form they have received from the assistant and return it either by email (ps@umontreal.ca) or regular mail to the following address:

<div align="center">

Revue *Politique et Sociétés*
Attn.: Editorial assistant
Département de science politique
Université de Montréal
C.P. 6128 — Succ. Centre-Ville
Montréal (Québec)
Canada H3C 3J7

</div>

The purpose of that formality is, among other things, to allow *Politique et Sociétés* to publish and disseminate the articles in various electronic databases, in compliance with current legislation. Long-term preservation of the journal is entrusted to *Portico*.

Anti-plagiarism policy

Authors are allowed to archive the official version produced by *Politique et Sociétés* in an institutional repository provided the reference to the journal as well as a link to its initial publication site (Érudit platform) are specified.

The journal is against all forms of plagiarism. The following are considered as such:

- Copying someone else's work, in whole or in part, and pass it off as one's own;
- Copying, in whole or in part, one's own previously published work without including any reference to the original publication (self-plagiarism).

Depending on the presence and importance of said plagiarism detected at any stage of the process, manuscripts may be rejected.

Inclusive policy

The journal encourages the use of inclusive writing, particularly with regard to the feminization of texts (in French), as well as the inclusive application of quotation practices. Whenever possible, it seeks parity among authors of both sexes who publish in a thematic issue.

For additional information, see the relevant tab on our website: https://sqsp.uqam.ca/wp-content/uploads/PetS-Politique-concernant-l'écriture-inclusive-et-les-citations-2018.pdf.

Role and responsibilities of editorial board

The editorial board is responsible for accepting thematic issue proposals and requesting adjustments when necessary.

Role of the journal's editor

The editor is responsible for accepting or rejecting the manuscripts submitted, after the evaluation process is completed. If necessary, she may also decide to request a third, external evaluation. The editor notifies the author(s) in writing of the final decision concerning their manuscript (at that stage decisions are not communicated to the authors by the coordinators of the thematic issue).

Role and responsibilities of the publication's assistant

The publication's assistant communicates with authors via the OJS platform at each stage of the evaluation process. She is in charge of the communications with the thematic issue coordinators. She is also responsible of follow-ups and communications with the linguistic revisor and she ensures compliance of all the elements composing the issue (images, table of contents, compliance with instructions related to the manuscripts' bibliographic references). In case of non-compliance, she communicates with the coordinator(s) of the thematic issue who will then have to solve the incorrect of missing parts.

Role and responsibilities of coordinators of thematic Issues

1. Submission of a thematic issue proposal
- A five- to seven-page formal proposal must be submitted to: ps@umontreal.ca. This proposal must include:
    - The names and coordinates of the issue coordinators.
    - A descriptive summary of the proposed issue (about 3 pages). The summary should mention why the publication of this specific issue would be useful, and emphasize its contribution to scientific knowledge.
    - The thematic issue proposal should include, except in exceptional and justified circumstances, at least two original contributions from authors affiliated to Québec or Canadian universities.
    - A list of the manuscripts with the names of the authors, their coordinates, the title of their manuscript, and a 300-word abstract for each article; note that a minimum of five is required. The editorial board reserves the right to issue a call for manuscripts.
    - A precise timeline with regard to the delivery of the first version of the manuscripts forming the thematic issue and the various stages of the publication process.
    - At least one book review that relates to the specific theme (with the author's name) is encouraged, but not mandatory.

2. When a proposal is accepted by the editorial board,
- The coordinators collect the manuscripts.

- o Should the editorial board decide to issue a call for manuscripts, the coordinators will be responsible for selecting proposals relevant to the theme.
  - o It is essential to obtain a sufficient number of proposals to achieve the objective of publishing five or six manuscripts.

- The coordinators ensure that the accepted proposals comply with the stylistic and bibliographic requirements described in the [Editorial Style Guide](#).
  - o Manuscripts are written using a word processing program. These cannot be longer than 30 double-spaced pages, including notes, references, and tables.
  - o Authors must include two 100-word maximum abstracts, in French and English, as well as keywords in both languages (about 5).
  - o A biographical note (6 lines maximum) is also required. Examples of what this may include are: the author's status, the name of his/her institution or organization, his/her fields of research, most recent publication(s)…
  - o References follow the in-text author-date model, and the bibliography is placed at the end of the article (see [Editorial Style Guide](#)).
  - o Tables, figures, and graphs appear on separate pages, in numerical order.
  - o The journal uses a double-blind peer review process. Consequently, authors should avoid all references to their own works as well as footnotes that could identify them.

- The coordinators transmit to the authors all instructions needed to submit their manuscripts via the Open Journal System (OJS) platform used by *Politique et Sociétés*.
  - o Authors must register on the journal's OJS platform and connect to their account (at: http://www.erudit.org/ojs/index.php/ps/index) or create an account (https://retro.erudit.org/ojs/index.php/ps/user/register) and complete the five-step submission process from their user account.
  - o Authors already registered on the journal's OJS platform and who forgot the password associated with their user account can reset their password via the following link: https://retro.erudit.org/ojs/index.php/ps/login/lostPassword.
  - o Authors who encounter problems are invited to communicate with the publication's assistant for help.

- The coordinators propose a list of potential reviewers (2 or 3) for each manuscript. Furthermore, they must
  - o confirm beforehand that these persons are able and willing to complete the review;
  - o as the journal uses a double-blind peer review process, make sure that the selected reviewers are not in conflict of interest with the author(s) of the manuscript they will be reviewing.

3. Manuscript reviews

- After receiving the authorization from the editor, the journal's assistant transmits to the reviewers, via the OJS platform, the text they have been assigned along with the journal's list of evaluation criteria.
    - o Reviewers have a six-week period to complete their review with recommendations and comments to help authors edit their text, if needed.
    - o The possible recommendations are: Accepted as submitted; Accepted after minor corrections; Accepted after major changes; Accepted as a research note; Rejected.

- The coordinators are notified of the reviewers' recommendations at the same as the author(s). The publication's assistant will transmit the reviewers' comments with the editor's electronically signed report via the OJS platform.
    - o Manuscripts accepted with minor corrections are returned to author(s) with the editor's report so they can submit a corrected version. Coordinators must ensure compliance with the modifications asked before the authors transmit their corrected version via the OJS platform (under same tab as original paper submitted) for a final evaluation by the editor.
    - o Manuscripts that require major changes are returned to the author(s) with the editor's report so they can edit their text substantially, as requested. Coordinators must ensure compliance with the modifications asked before the authors transmit their corrected version via the OJS platform (under same tab as original paper submitted) for a final peer evaluation. The result of this review must be positive for the editor to accept it for publication. Note that all modification requests are subject to a second peer review.
    - o Rejected manuscripts are archived. The editor notifies the author(s) in writing with regard to a refusal.

4. Final acceptance of manuscripts

- Please ensure that the final versions comply with the stylistic and bibliographic requirements described in the [Editorial Style Guide](). This is a sine qua non requirement for the publication of manuscripts in the journal and this responsibility rests on the coordinators.

- Please send to the publication's assistant the final versions of the manuscripts, abstracts, and biographical notes as soon as they are ready in order not to delay the linguistic revision process.

5. Finalization

- Please send an introduction of about ten pages presenting the issue's theme and the different texts that will compose it.

- o A biographical note (6 lines maximum) is also required for each coordinator. It may include, for example, status, name of institution or organization, fields of research, most recent publication(s)…

- Please suggest an illustration for the cover page of the issue.
  - o Make sure it is a rights-free illustration. Copyright generally lasts for the life of the author, plus 50 years following the end of the calendar year of his/her death. There are however a few exceptions stated in the *Copyright Act*: https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html.
  - o Should the image selected still be protected by copyright, a written authorization to reproduce it must be obtained from the author/creator.
  - o The image must be at least 5 x 8 inches with a minimal resolution of 300 dpi. In case of doubt, please send the image to the publication's assistant for verification.
  - o The following is a link to a freely usable and rights-free image bank: https://unsplash.com.

6. Revision of issue's first blueprints
- Upon reception of the first blueprints of the issue, each author must:
  - o Return to the publication's assistant a duly completed assignment of copyrights form.
  - o Verify his/her text's first blueprints.
  - o Confirm the address where he/she wishes to receive his/her copy.
  - o Each author has one week to transmit the above to the publication's assistant, as well as the modification requests.

7. Thematic issue's promotion event
- Thematic issues are launched at an event organized by the coordinators of the thematic issue, in the manner that best suits them.
  - o The person responsible for events and communications will contact the coordinators and support them in the organization and various steps.
  - o A maximum of $500 (travel costs, food/beverages, room rental, etc.) will be allocated upon presentation of the event's estimated budget.