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### GUIDE FOR AUTHORS

(Version June 2015)

The "**Institut Scientifique**" publishes three series:

- **Bulletin de l'Institut Scientifique** (Continuation of the "*Bulletin de la Société des Sciences Naturelles et Physiques du Maroc*"): original articles, brief notes ... multidisciplinary series (1976-2000), split up since 2001 into 2 sections, Earth Sciences and Life Sciences. One issue per year. Worldwide distribution. (No submission, neither processing charges).
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These series are open to all scientific products linked to nature in Morocco, in the Mediterranean region and eventually elsewhere in the world. After reviewer reports, the Editorial Board decides the final acceptance of manuscripts and the publication series (*Bulletin*, *Travaux* or *Documents*). The admitted languages up to now are French, English, Arabic and Spanish.

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### PRACTICAL INSTRUCTIONS

(Especially for "*Bulletin de l'Institut Scientifique*")

Except for special reason, the manuscript should consist of the classic chapters in scientific publications, namely: Introduction, Materials and Methods, Results, Discussion and Conclusion. Opt for a simple style, with short and relevant sentences.

For the presentation, the following standards must be met.

#### **A4 format**

**Title** of reasonable length; Times 14, centered, lowercase.

**Author(s)**: first name (lowercase) and name (small cap); postal and email addresses of all authors; mark with an asterisk the name of the corresponding author.

**Abstract:** in the language of the manuscript; maximum ½ page.

**English abstract;** translate the title as well.

**ملخص :** Arabic abstract; recommended but not mandatory; translate the title as well.

**Keywords:** 4 to 6, after each abstract in the same language.

**Abridged English version** (2 to 3 pages): if the article is in another language. This version must briefly present the methodology and the main results, with the possibility to references to the figures and the references list; paragraph titles, but only one order (no subtitle).

**Text:** 20-25 pages maximum, Times 10, 1.5 spaced.

**Important details:**

- Latin scientific names in italics;
- Avoid as much as possible the footnotes;
- Decimals use "," in French (e.g. 1,25) and "." English (e.g. 1.25.);
- Insert non-breaking space before ":" and ";"
- For bibliographic quotes, follow the following examples: ... According to Sabhaoui (1988), these species ...; .... This section is incomplete (Ghardid 1957) ...; ... This is a continental climate (Karbid & Bouachouch 1994) ...; ... This assumption is not valid (Chekrouni *et al.* 1998).

**1<sup>st</sup> order title:** Times 10, **BOLD CAPITAL**, centered.

**2<sup>nd</sup> order title:** Times 10, **bold lowercase**, left justified.

**3<sup>rd</sup> order title:** Times 10, **bold italic lowercase**, left justified.

**4<sup>th</sup> order title:** Times 10, lean lowercase, preceded by a digit (e.g. 1.).

**Illustrations:** good quality required. Figures (graphs, drawings, photographs, maps, etc., with graphic scale) and Tables separately numbered; think about readability in case of reduction. Provide a caption of all the illustrations with titles translated into English. References in the text: (Fig. 1), (Fig. 3–5), (Tab. 1), (Tab. 2–4).

Figures in jpeg format for photos; jpeg and excel formats for graphics. Tables in Word or Excel.

**Acknowledgements:** at the end of text just before the references.

**References:** strictly limited to those noted in the text; respect alphabetical order and chronological order in case of same author(s); full titles and names of periodicals (without abbreviations); if more than 3 authors, be limited to the first three names followed by *et al.*; follow the following models.

- Boushaba A. 1990. Evolution géochimique et contexte en place du complexe granitique du Ment (Massif central marocain). *Bulletin de l'Institut Scientifique, Rabat*, 14, 1–17.
- Cherkaoui T.E. 1991. *Contribution à l'étude de l'aléa sismique au Maroc*. Thèse Doctorat de 3<sup>ème</sup> cycle, Université de Grenoble, 246 p., 4 tab., 1 carte.
- Fekhaoui M., El Agbani M.A. & Bayed A. 1988. The Khnifiss Lagoon and adjacent waters : chemistry of the surface waters. *In* : Dakki & De Ligny (eds). The Khnifiss Lagoon and its surrounding environment (Province of Layoune, Morocco). *Travaux de l' Institut Scientifique, Rabat, Mémoire hors série*, 27–35.
- Nespoulet R., El Hajraoui M.A., Amani F. *et al.* 2008. Paleolithic and Neolithic occupations in the Témara region (Morocco) : recent data on hominin contexts and behavior. *African Archaeological Review*, 25, 21–39.