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GUIDE FOR AUTHORS (Version July 2016)

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The admitted languages are English (**first priority**) and French. For French written articles, an "Abridged English version" (2 to 3 pages) has to be included after abstracts in the manuscript.

Each submitted manuscript has to fulfill all the criteria required by the Editorial Committee to be accepted, and it will be peer reviewed by experts in the relevant field of research appointed by the Editorial Committee. The authors are required to suggest at least three (two international and one national) reviewers. After the reviewers reports of the manuscript, the Editorial Board decides the final acceptance or rejection of manuscript. Later, a letter of the final decision of will be sent to the authors.

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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).

1st order title: Times 10, **BOLD CAPITAL**, centered.

2nd order title: Times 10, **bold lowercase**, left justified.

3rd order title: Times 10, **bold italic lowercase**, left justified.

4th 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.

Mridekh, A. 2011. Apport des diagraphies et des profils sismiques à l'étude de la géométrie des plis du domaine de Cap Rhir (Maroc sud-occidental) : Implications sur le risque sismique de la région d'Agadir. *Bulletin de l'Institut Scientifique, Rabat, section Sciences de la Terre*, n° 33, 25-35.

Cherkaoui T.E. 1991. *Contribution à l'étude de l'aléa sismique au Maroc*. Thèse Doctorat de 3^{ème} 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.