
GUIDE FOR AUTHORS

(Version April 2018)

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Each submitted manuscript has to fulfill all the criteria ([see Aims and Scope](#)) 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 ([Reviewers list](#)), . After the reviewers reports of the manuscript, the Editorial Board decides the final decision: (i) acceptance (ii) minor revision, (iii) major revision, (iv) rejection of manuscript. Later, a letter (i.e., e mail) of the final decision will be sent to the authors (first or corresponding author). It should be noted that all the review process is treated confidentially prior publication.

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PRACTICAL INSTRUCTIONS

(Especially for "*Bulletins 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.

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 (preferably) 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.