

Submission Requirements for Authors

Founded in 2014, the journal *Nacelles. Past and Present of Aeronautics and Space* is a bilingual French-English history journal published bi-annually by the Presses Universitaires du Midi. The Editorial Board accepts submissions of all articles is related to its research themes and that falls within its editorial policy. Contributors may submit their articles to the email address: nacelles@univ-tlse2.fr

Goals and content

Peer-review process for research articles (Thematic Section and Varia)

Submissions shall be sent to the Editorial Assistant. They are then subjected to a double-blind review process, which means that both the reviewers' and author's identities are hidden from each other. First, an external expert and a member of the editorial board both evaluate the article in which all references to the author (or any elements likely to influence the evaluators) have been hidden, so that only scholarly criteria are taken into account: originality of the subject and relevance with the editorial policy, readability, quality of the logical development, etc. Second, anonymous completed evaluation forms are then sent to the authors in order for them to view the review results. Final, the Editorial Board makes final decisions on whether or not to publish the article. Four situations may occur:

1. Acceptance of the original text without any modifications
2. Acceptance of the original text with substantial changes
3. Acceptance of the original text with slight modifications
4. Refusal

Submission for the other sections in the journal (interviews, book reviews, news, source reviews, etc.) will be individually evaluated by the members of the Academic and Editorial Boards.

Manuscript preparation for all sections:

General requirements:

- In order to facilitate online editing on the platform, articles should be submitted in Word format (.doc), but the journal also accepts texts in Open office format (.odt) without style sheet or style editing.
- Font should be in normal type; no elements are to be underlined, bold or coloured. Italics are only used for foreign words, book titles or sources.
- The journal requires the use of Times New Roman (12-point font), with a line spacing of 1.50. Generally, every text will follow the typographic norms which are in use in France or in the United Kingdom.

Metadata:

Metadata (information about author, kind of document and contents) must be sent in a separate file. They will include in the following order:

- Author contact information (name and last name, status, academic affiliation, University and email address)
- Article title, and if necessary the subtitle; an abstract of the article (150 words); and keywords (which will be found in an official index).

Footnotes:

For articles in English, the review follows the guidelines of the Oxford Manual style (font size for footnotes Times new Roman 10), as summed up below. The number is superscripted and placed *just after* the punctuation mark.

- For book titles:

W. Easter, *The Elusive Quest for Growth* (Cambridge: MIT Press, 2002), 21.

P. Ashwin (ed.), *Changing higher education: The Development of Learning and Teaching* (edn: London, Routledge, 2006).

- For book sections:

L. A. Crosby, 'Building and Maintaining Quality in the Service Relationship', in Stephen W. Brown et al (eds.), *Service Quality: Multidisciplinary and Multinational Perspectives* (Lexington: Lexington Books, 1991), 185-240 at 199.

- For a journal article:

Author, 'Article Title', *Periodical Title*, volume/issue (year), page range.

- For electronic articles:

Treat as print journal but include the mention of [online database] or [online journal], web address and access date.

Author, 'Article Title', *Periodical Title* [online database], volume/issue (year), page range
<<http://search.epnet.com/login.aspx?direct=true&db=buh&an=12103682>>, accessed 22 Aug. 2009.

- For a website or other electronic resources:

Author or editor name, 'Title of article or section used', Title of complete work, [type of medium], (date created, published or posted) <address of electronic source> pagination or online equivalent, date accessed.

If the very next reference is to a different page in the same source, use:

Ibid., page number.

To refer to a work cited in a previous footnote that is not immediately preceding, use:

Author surname, *Op. Cit.* page number in work cited.

Bibliography:

The bibliography should be sorted alphabetically by the author's surname in capital letters:

Example:

MURPHY, Peter E., et al., *Tourism: A Community Approach*, (New York: Routledge, 1985).

Illustrations (figures, graphs, tables, videos, pictures, etc.)

- Only illustrations under free-license can be used. These illustrations must be highly related to the topic and will be indicated directly in the text itself, just after the appropriate paragraph, by using the following abbreviations: Insert Fig. 1; Table 1; Graph 1...
- Each illustration shall have a title, a caption and authors' credits. All of them will be submitted in a separate file and organized conveniently for the import process into the online platform.
- The title will be mentioned before the illustration, the caption will be placed after it, and authors' credits under the caption.

Other recommendations:

- The text may contain up to three heading levels. They will be clearly indicated following the numbering model: 1., 1.1, 1.1.1 etc.
- Short quotations (less than two lines) are inserted directly in the text between inverted commas. 'Quotation'
- Long quotations are inserted as a block citation, without quotation marks, and a font-size of 10 points. Their left margin will be doubled and their right indented, justified text.
- At their first occurrence, acronyms will be written in full text and then spelled in parenthesis. Ex: International Economic Association (IEA)
- Years will be written as following: 1981, the 1970s, years 1820-30, eighteenth century. Percentages will not use the % sign, but will be written in full text (ex: 25 per cent). Use digits

for numbers above 10 and for decimal numbers, except if the number begins the sentence: in that case use full letters. Use also letters for numbers lower than 10.

Ex:

5.2 million

€2,500

Twenty-five people work in this factory.

25 per cent.

- No non-breaking spaces before these punctuation marks: !, ?, ;, :, ". No non-breaking space after the quotation mark: ”.

Information about the copyright:

By accepting the publication of their articles, the authors assume to vest all publishing and distribution rights for their texts, abstracts included, to the HEPAS free of charge. This enables us to ensure full copyright protection for publishing and distributing the articles and making the journal available for the broadest readership.

The act of appropriating the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation is plagiarism. Courts recognize acts of plagiarism as violations of Copyright law, specifically as the theft of another person's Intellectual Property. In case of plagiarism, the plagiarist shall expose himself/herself to legal proceedings.

Berne Convention article 10 -1: “It shall be permissible to make quotations from a work which has already been lawfully made available to the public, provided that their making is compatible with fair practice, and their extent does not exceed that justified by the purpose, including quotations from newspaper articles and periodicals in the form of press summaries.”

For any other information about manuscript preparation, please contact the Editorial Board

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