***THE CHOSEN CATEGORY GOES HERE***

***Short title: MANUSCRIPT-FILE***

**LONG TITLE: RULES FOR FORMATTING YOUR MANUSCRIPT FOR SUBMISSION   
TO HUMAN WORK**

by Anonymous author[[1]](#footnote-2)•

# Abstract in English

A 200-300-word abstract is placed here.

*Keywords*: six, keywords, in, English, go, here

# Abstract in French the title (in French) of your article goes here

Prepare a 400-word abstract in French and place it here. This abstract should enable an French-speaking reader to understand the main points of your study (with the help of figures, whose captions must also be translated). It is your responsibility to ensure the editorial, grammatical and syntactical quality of this abstract. The journal will check the quality of the translation.

*Keywords*: six, keywords, in, English, go, heres

# SUBMIssion

## Send your submission to:

**letravailhumain-humanwork@orange.fr**

## Send 3 separate files (in doc format – pdf format is not accepted)

Send the following 3 files in doc format (pdf format is not accepted):

* MANUSCRIPT file
* AUTHORS file
* ETHICS file

# The AUThors file

This file can be downloaded from the journal’s website. The form must be completed and included in the submission.

**The authors’ names must not be given** in the manuscript to preserve anonymity during the review process.

# the ethics File

This file can be downloaded from the journal’s website. The form must be completed and included in the submission together with the Manuscript file and the Authors file.

# The MANUSCRIPT FILE

## Anonymization

The manuscript must not include any of the authors’ names or any other information that could easily identify them.

## Language and Verification of English translations

Manuscripts can be submitted in French, and subsequently translated into English (this is for you to arrange) for the final accepted version.

For French speakers: abstracts in English (and figure captions) must be checked by a translator.

## Formatting (margins, font, spacing, indentation, etc.)

The manuscript must be formatted as follows. The template can be obtained by importing the present document and inserting the content of your manuscript.

Hence, the margins of the present document must not be modified (top 4cm, bottom 4cm, right 3.2cm, left 3.2cm).

The body of the text should be written in single-spaced Times Roman 12-point font, as in the paragraph you are reading. The first line of each paragraph is indented by 0.75 cm, as formatted here. Paragraphs should not be separated by a space or line break. Paragraphs and headings should not be separated by line breaks. The template given in this file must be adhered to.

A full page (see the example at the end of this document) cannot contain more than 3,500 characters (including spaces). It is imperative that you count the number of characters on one of your ‘full’ pages (in other words, a page that contains the maximum number of ‘visible’ typographical characters). If you follow this imported template to the letter, your pages will meet this format requirement.

## Specific requirements

Please observe the following points:

* italicize (rather than bold or underline) words to be emphasized, and Latin expressions (for example, *ad hoc*, *in extenso*) and foreign words (for example, *en route*);
* do not use ‘i.e.’ but ‘in other words’;
* do not use ‘e.g.’, but ‘for example’;
* do not use gendered expressions (for example, ‘man-machine’); instead use neutral expressions (for example, ‘human-machine’) and gender-neutral language;
* use neutral or diverse forms as far as possible, as inclusive writing is encouraged;
* when French words are capitalized (for example, in titles), they must be accented. For example, use ENCYCLOP**É**DIE (and not ENCYCLOP**E**DIE).

## figures and tables: included in the text

Figures and tables should be included directly in the text (and not in a separate appendix).

## Format of figures and tables

### Caption your figures and tables in French AND English

The captions of your tables and figures must be detailed enough for a reader to understand what is being presented without having to consult the text. All captions must be translated. Ensure that captions are linked to the corresponding tables and figures, and not separated by a page break.

Figure 1: Captions for your tables and figures should be detailed enough for a reader to understand the contents.   
*The translation of the caption should be italicized and placed here.*

### Location of figures and tables – black & white or in color?

Figures and tables must be **legible** (pay attention to the font size).

Regarding colors:

* the print version of the journal is in black and white. Your figures must therefore be formatted in black and white.
* the digital version (published by Cairn) is in color. Once your article has been accepted, you will be able to add and colored figures.

### Figures must be a minimum of 300dpi for publication

If your article is accepted, you will be asked to submit separate files containing your figures. This file must be in the following format:

* *FILE [NAME-FigN]*: each figure must be supplied separately in jpeg format (300 dpi minimum). This is to ensure high-quality reproduction.
* Note that this does not apply to tables, as they are considered to be part of the text.

## Length of your manuscript

The **journal accepts articles that are 16–24 pages long** (**including the title page and references**). Each page can contain a maximum of 3500 characters (including spaces). If you use the template given here, you will meet this requirement. If you do not use the template that is provided, you must carry out a ‘manual’ count on one of your ‘full’ pages (in other words, a page that contains the maximum number of ‘visible’ characters).

**The number of references must be proportionate to the length of the text. The space given to references must not exceed 1/5 of the total length of the manuscript.**

In certain cases, the journal may accept longer articles. Such submissions will be evaluated on a case-by-case basis by the editorial team, in conjunction with the reviewers of the manuscript.

## references

**APA (7th edition) format** must be used. This format is described in detail in the Publication Manual of the American Psychological Association. The APA website also gives details: http://webster.commnet.edu/apa/index.htm. Ensure that you include the DOI.

The **number of references should be proportional** to the length of the body of the text (and not exceed about 20%).

You should carefully check that all references cited in the body of the text are listed in the ‘References’ section, and *vice versa*.

**The journal is oriented to an international audience. Manuscripts that only cite French-language references will be rejected**,except in special cases.

## have you chosen the correct CATEGORY?

The evaluation of your manuscript depends, notably, on whether it is within the scope of the selected category. These are described below.

# TITLES: Level 1 titles are formatted like this

For titles: when writing in French, capital letters must include accents. For example: ENCYCLOP**É**DIE (and not ENCYCLOP**E**DIE).

## level 2 titles are formatted like this

### Level 3 titles are formatted like this

### Level 4 titles are not allowed

## Footnotes

Footnotes[[2]](#footnote-3) are formatted in Times Roman, 10-point font. They should not be too numerous, nor too long (10 lines maximum).

## Lists and enumeration

* Use this bullet point format
* There should be no line breaks between bullet points

# FOR ACCEPTED MANUSCRIPTS only: TO BE ADDED to THE FINALIZED VERSION

## Self-plagiarism

If some (<30%) of the content of the article has been published elsewhere (another journal article, conference proceedings, report, etc.), this re-use must be noted in a footnote on the first page of the accepted manuscript. See detailed instructions in the **ETHICS FILE**.

## Author names and affiliations

The final version of manuscripts accepted for publication must include the authors’ names and affiliations. These must be noted in the footnote on page 1.

The corresponding author is responsible for the submission, and this person should be indicated.

## Acknowledgements, Funding, Grants, etc.

If relevant, this section, titled ‘Acknowledgements and Funding’ is not included at the time of submission but at the time of publication. It must be placed ***before*** the section “References”. Leave this section blank in submitted or revised manuscripts.

## Ethics

This section, titled ‘Ethics’, must be placed before the section “References”. Here, the authors must provide any approval numbers given by scientific ethics bodies (a research ethics committee, an institutional review board, etc.). See the **ETHICS FILE** for detailed instructions.

## Declaration of Competing Interest

If so, please, write down the following sentence. If no, please give details.

“The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper.”

## Authors’ roles

This section, titled ‘Authors’ roles”, is not included at the time of submission, but at the time of publication. It appears at the end of the article, ***after*** the section “References”. It lists the authors’ respective contributions to the study. It must follow the instructions described in the **AUTHORS FILE**.

1. [↑](#footnote-ref-2)
2. Described in different ways depending on the selected organizational structure and the size of the company – matrix design, concurrent engineering, integrated design, etc. [↑](#footnote-ref-3)