



## Instructions for Authors

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## *Contents*

With 2.5 million scientific articles per annum, neither information nor access to information is a limiting factor so much as critical analysis of scientific content. By providing readers with clear access to relevant advances of disciplines other than their own, **S.A.P.I.E.N.S** wishes to promote interdisciplinary dialogue and encourage thinking at a higher cognitive level.

**S.A.P.I.E.N.S** publishes critical state of the art (Surveys, Analyses, Introductions, Disambiguations) and evidenced-based opinions (Perspectives, Views, Book Reviews). Given the breadth of our readership, a particular attention should be devoted to present concepts, methods and their limits by featuring:

- *What is known*
- *What is not*
- *Methodological framework*
- *Uncertainties*

**Please Note that S.A.P.I.E.N.S does not publish original research articles.**

Prospective authors should send a short synopsis to the managing editor:

[editor@sapiens-journal.org](mailto:editor@sapiens-journal.org)



## *Type of Articles*

### **Peer Reviewed**

#### **Surveys**

*Peer-reviewed. 5,000-10,000 words excluding references; up to ten figures or tables;*

*Surveys* are in-depth reviews of the literature on a particular topic that present (i) major discoveries and recent advances (ii) significant gaps and uncertainties (iii) current debates (iv) future directions where research might go next. Cross disciplinary comparisons of concepts are eligible. *Surveys* must not only summarize advances in a field, but must do so in a way that is both accessible and relevant to those working in other disciplines. Overly long manuscripts are less likely to be read by people outside the particular field and brevity is strongly encouraged.

#### **Analyses**

*Peer-reviewed. 5,000-10,000 words excluding references; up to ten figures or tables;*

*Analyses* articles synthesise voluminous contribution such as reports or books and provide a critical analysis of content, methodology and conclusions. The *Analyses* section presents the key concepts, the points of consensus and the matters of disagreement within scientific communities. Articles must be accessible and relevant to those working in other disciplines. *Analyses* articles follow the format of *Surveys*.

#### **Perspectives**

*Peer-reviewed. Less than 5,000 words excluding references; up to three figures or tables;*

*Perspectives* articles intend to provide insight on the future of a particular scientific research area. These articles can typically present future groundbreaking

research, new hypothesis or speculative idea. Personal opinions are encouraged as long as the distinction from or convergence with generally accepted views is clearly articulated.

#### **Introductions**

*Peer-reviewed. Less than 5,000 words excluding references; up to three figures or tables;*

*Introductions* articles relate a pioneering intellectual trajectory and analyze the breadth of its influence on contemporary research. These articles can present the seminal work of an individual, a research team or a school of thought. Context and importance of insightful theories, operative concepts and/or crucial experiments should be exposed clearly.

#### **Methods**

*Peer-reviewed. Less than 5,000 words excluding references; up to eight figures or tables;*

These articles describe how recent technical and methodological developments profoundly modify the way research is conducted in a particular area of research and/or hold great potential for other disciplines.

Description of the method must be illustrated by its application(s) to an important scientific issue and its performance should be compared to other available approaches. Interest for other disciplines should be clearly presented.

#### **Disambiguation**

*Peer-reviewed. Less than 5,000 words excluding references; up to five figures or tables;*

A single word can refer to different phenomena depending on contexts or disciplines. *Disambiguation* articles define and illustrate the different meanings of these polysemantic words.



## Not Peer-Reviewed

### Book Reviews

*Not peer-reviewed. Less than 3500 words text; up to two figures or tables; up to 20 references. No abstract.*

*Book Reviews* articles give a presentation and analyse exceptional books. The book reviews should provide the readers with an informative and critical discussion of the work regardless of his/her discipline. The style should be clear, concise and entertaining, more similar to a science magazine article than a traditional scientific paper.

*Book Reviews* articles are edited in-house and are not peer-reviewed, although editors may ask colleagues for advice and guidance.

### Views

*Not peer-reviewed. Less than 2500 words text; up to two figures or tables; up to 10 references. No abstract.*

S.A.P.I.EN.S also publishes brief and visionary articles in its Views section.

*Views* articles present issues and/or approaches from a highly synthetic point of view. These articles could summarize a holistic approach, compare scenarios, synthesize foreseen benefits and impacts of new technologies, etc. *Views* articles should be accessible to the reader, regardless of his/her field of research. The style should be informative, clear, concise and entertaining, more similar to a science magazine article than a traditional scientific paper.

*Views* articles are edited in-house and are not peer-reviewed, although editors may ask colleagues for advice and guidance.

Section	Lenght	Figures	References	Abstract	Peer Reviewed
Analyses	5000- 10000	≤10	≤100	Y	Y
Disambiguation	≤5000	≤5	≤50	Y	Y
Introductions	≤5000	≤5	≤50	Y	Y
Perspectives	≤5000	≤5	≤50	Y	Y
Methods	≤5000	≤8	≤50	Y	Y
Surveys	5000- 10000	≤10	≤100	Y	Y
Book Reviews	≤3500	≤2	≤20	N	N
Views	≤2500	≤2	≤10	N	N



## ***General Guidelines***

**S.A.P.I.EN.S articles substantially differ from standard research articles. Authors are encouraged to browse published articles on S.A.P.I.EN.S website (<http://sapiens.revues.org/>) to prepare their manuscript, and to get feedback from colleagues working in a distant field of research prior to submission.**

Manuscripts must be written in clear and concise English and be intelligible to a broad readership. Jargon should be avoided as much as possible and authors are encouraged to propose schemes and figures to convey their views.

To create an environment conducive to interdisciplinary dialogue, technical development specific to a particular field such as equation, software description and alike should be avoided as much as possible.

Articles should strive to represent fairly all significant views that have been published by reliable sources. Hypotheses, research designs, data, uncertainties and interpretations should be clearly stated and separated from each other. We encourage authors to discuss biases, study limitations and potential confounding factors.

### ***Manuscript composition***

The pages of a manuscript should be placed in the following order: title page, abstract, table of contents, text, acknowledgements, references and annexes. All pages should be numbered consecutively. Tables and figures with their respective title and legends should appear in the text at the appropriate location.

Please make sure that style diversity is kept minimal and properly labelled: (“Title1”, “Title2”, “Title3” for headings, “Normal” for paragraphs). A tutorial on how to use style in Word is available here:

<http://office.microsoft.com/en-us/word/HA011876141033.aspx>

### ***Title page***

The first page should bear:

The title: Short, informative and without abbreviations, the title should convey the conceptual significance of the paper to a broad readership.

The initial(s) and name(s) of the author(s).

The full institutional addresses of all authors.

The address and e-mail for correspondence.

A list of appropriate key words

A running title of no more than 50 characters including spaces.

For anonymous review, the title page should be duplicated without names and affiliations and the rest of the manuscript should be duly stripped of any information that could reveal the identity of the authors.



## **Abstract**

The abstract (150-300 words) should be intelligible to the general reader without reference to the text. After a brief introduction of the topic, the summary presents the key points of the article and the potential interest for other disciplines when possible. Reference citations and non-standard abbreviations should not be included in this section.

## **Table of contents**

The headings of all sections are numbered and the table of contents present the headings and subheadings in the body of the manuscript up to three levels of sectioning, (e.g. 1.2.2.). Table of contents should be generated directly in Microsoft Word and not edited manually: Please make sure that headings are properly labelled in the text: (“Title1”, “Title2”, “Title3” for subheadings, “Normal” for paragraphs) and use the “Insert a Table of Content” function.

## **Figures**

**Preparing figures and tables properly limit unpleasant surprises and speed up the publication process considerably. Tables and Figures not following the guidelines will need to be revised by the author.**

### **Format**

Figures must be designed with great care and presented in the best possible quality. They should not take up excessive space, but must nonetheless remain clear and uncluttered. Each illustration should have a title that describes the figure without citing specific panels and a legend that present the different panels (labelled A, B, C...). All symbols and abbreviations used in the figure must be defined, unless they are common abbreviations or have already been defined in the text. Figure legends should be included in the text file and not in the figure files. Scale bars are preferred to magnification factors and the length of the bar should be defined in the legend. The source of each illustration should be provided in the figure legend.

### **Submission**

New submissions and revisions should be uploaded or sent as one file (preferably pdf format) containing the complete text, tables, and figures. Figures are labelled in consecutive numerals (Figure 1, Figure 2...) and should be included as a JPG image in the text file (WORD or PDF).

### **Publication**

Upon acceptance of the manuscript, all figures should be sent as separate files with a resolution of **at least 300 dpi**. We accept PDF, JPG, PNG, GIF, or TIFF formats. **Please note that we cannot accept PowerPoint, Adobe Photoshop, or Adobe Illustrator files.** Colour files should be in RGB. Composite figures containing multiple panels must be collected into one file before submission. Photographs and images must be provided with a resolution of at least 300 dpi to generate the PDF.

### **Copyrights**

Upon acceptance of their work, authors should state that they have the appropriate rights to use all of the material in their publication.

## **Tables**

To create a table, please use the Microsoft Word table function and do not place an Excel table in a Word document. Tables should be self-explanatory and include a brief



descriptive title. Horizontal lines should normally only appear above and below the table, and as a separator between the head and the main body of the table. Vertical lines must be avoided.

**E.G. Table 1: Synopsis of the various intergenerational theories of justice**

	Savings	Dissavings
Indirect reciprocity	Authorised	Prohibited
Utilitarianism	Mandatory	Prohibited
Lockean proviso	Authorised	Prohibited, unless...
Rawlsian Egalitarianism	Phase 1: Mandatory Phase 2: Authorised	Prohibited
Egalitarianism revisited	Phase 1: Mandatory Phase 2: Prohibited, unless...	Phase 1: Prohibited Phase 2: Prohibited, unless...
Brundtland's Sufficiency	Authorised, unless...	Authorised, unless...

Source: <http://sapiens.revues.org/index166.html>

## Methodology

1.4.1 Descriptions of methodology is encouraged, all the more so in technical disciplines. However, when applicable, this section should reach the right level of detail so that non-specialist readers can safely get a sense of how conclusion are drawn without risking drowning by numbers. A typical methodology section should provide answers to: What is measured? How? With what precision? In accordance to which model(s)?

## Verbosity

Please eliminate verbiage; examples (*verbiage italicized*) with improved versions:

*Numerous studies in recent years, such as those by Smith (1994) and Wesson and colleagues (2001), have shown that the concept of intentional injury perpetuates an oversimplified view of both injurer and injured*

The concept of intentional injury perpetuates an oversimplified view of both injurer and injured (Smith 1994, Wesson et al, 2001)'.  
'This frequency of tomatic stimulation was chosen because past studies have shown this to slightly enhance the response of the yelling Prima Dona (*Cantatrix Baldus*) (Chou & Lai, 1927, Percec, 1984).

'This frequency of tomatic stimulation slightly enhances the response of the yelling Prima Dona (*Cantatrix Baldus*) (Chou & Lai, 1927, Percec, 1984).

## References

### Articles and Books:

Works published or accepted for publication are listed alphabetically at the end of the paper under the first author's name. Works "submitted to" or "in preparation" or "in review" must be referred to as "Private communication" in the text.

Please use the following style for references:



### Articles:

Sinon E., Evero I & A. Ben Trovato (1948). 45-years tomato throwing on amateur Singers. *New Records Ass. J.* 27(1): 37-38.

La Couche S. *et al.* (1998). The case for data-less marine resource management: examples from tropical nearshore alpine swift nurseries. *Trends in Ecology and Evolution* 13(6): 243-246.

Dendritt A. & B. Haxon (2009). "Synaptic contacts: From the Lily Pons to the Helles Pont". *Brain Res.* (in press).

### Book sections:

Dewey J. (1927). *The Public and its Problems.* in: *The Collected Works of John Dewey: The Later Works, 1925 1953, Vol. 2,* edited by: Boydston, J. A., Carbondale, Southern Illinois, 1984.

### Books:

Gaspar D. (2004). *Ethics of development or development of the ticks?*, Edinburgh University Press, Edinburgh.

Note: "et al." should only be used after 4 authors.

### Websites:

To ensure that cited material will remain available to readers in the future, we recommend webpages to be permanently archived using [webcitation.org](http://www.webcitation.org).

Ex: [http://en.Wikipedia.org/wiki/Wikipedia:Why\\_stable\\_versions](http://en.Wikipedia.org/wiki/Wikipedia:Why_stable_versions)

Please see <http://www.webcitation.org/5JYNWhHaZ>

### Highlighting references

Up to ten key papers can be highlighted from the references. These should appear in red and their importance should be introduced by a short comment.

### Glossary

To avoid ambiguity and insure an interdisciplinary understanding, a precise and duly referenced definition may be given for concepts central to the paper. The glossary may be fleshed out upon reviewers and editors request. e.g: **Quality of Life:** the extent to which objective human needs are fulfilled in relation to personal or group perceptions of subjective well-being (Costanza et al, 08).

### Annexes

Annexes should be labelled with capital letters: Annex A, Annex B etc...

### Footnotes

Footnotes should be numbered consecutively. Footnotes to tables should be marked by lowercase letters.



## *Legal issues*

### **Authorship**

The corresponding author is responsible for ensuring that all appropriate contributors are listed as authors and that all authors have agreed to the manuscript's content and its submission to S.A.P.I.EN.S

### **Conflict of Interest**

S.A.P.I.EN.S requires all authors to disclose any financial conflict of interest that might be construed to influence the results or interpretation of their manuscript. Authors must declare any such conflict in the cover letter accompanying the manuscript and in the Acknowledgments section of the manuscript itself. As a guideline, any affiliation associated with a payment or financial benefit exceeding \$10,000 p.a. or 5% ownership of a company or research funding by a company with related interests would constitute a conflict that must be declared. This policy applies to all submitted research manuscripts and review material.

Examples of statement language include:

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