



Submission guidelines for the journal *Revue Paralia*

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Abstract:

The electronic journal *Revue Paralia* was created in November 6th, 2007 by the *Centre Français du Littoral* (CFL), which is a registered non-profit organization located in Nantes, France. The objective of this journal is to allow a broad international disclosure of scientific knowledge resulting from fundamental and applied research. The focused field is coastal engineering.

The official language of the journal is French. However, the authors can also submit their written contribution either in English or in Spanish.

This present paper (relative to the recommendations to the authors) is an example of what is expected by the publishers, with the text form to be respected in order to obtain homogeneously published papers series of papers.

The first page of the paper must exclusively include the title of the contribution, the name, surname and affiliations of the authors, the abstract in the language chosen for reviewing, and keywords. The full development of the written paper starts from the top of the second page.

Keywords:

Coastal engineering – Maritime hydraulics – Sedimentary transport – Maritime works – Coastal environment – ... (two lines maximum)

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1. Introduction

Table 1 summarizes some specific data relative to the electronic journal *Revue Paralia*. This table is an example to follow for the preparation of the different tables contained in a submitted paper. Note that for every paper, two versions are needed, and specially one written in the French language, *i.e.*:

a) a first version written in the original language for reviewing by the editorial board.

b) a second translated version (figures, tables, equations, etc) given by the authors under their authority as a full translation of the reviewed paper version. This translated version must be written in one of the following languages: Danish, Dutch, English, French, German, Italian, Portuguese or Spanish.

Eventually, other additional translated versions of the paper in any official language of a country can be supplied to the editorial board. This or these additional versions are published under the full responsibility of the authors.

Table 1. Information relative to this journal.

Heading 1	Heading 2
<i>Name of the journal</i>	<i>Revue Paralia</i>
<i>Editors</i>	<i>Martin Sanchez</i> <i>Daniel Levacher</i>
<i>Assistant editors</i>	<i>Agnès Baltzer</i> <i>Pierre Conil</i> <i>Louis Doubriez</i>
<i>Scientific manager</i>	<i>Alain Grovel</i>
<i>President of the supervising board</i>	<i>Philippe Sergent</i>
<i>Director of the publication</i>	<i>Yann Delanoë</i>
<i>Corrector of the journal</i>	<i>Jean Jacques Guillou</i>
<i>Publisher</i>	<i>Centre Français du Littoral (CFL)</i>
<i>President of the publishing board</i>	<i>Jean Crépey</i>
<i>Treasurer of the publishing board</i>	<i>Jean Mailliard</i>
<i>Official language of the journal</i>	<i>French</i>
<i>Languages examined by the journal</i>	<i>English, French, Spanish</i>
<i>Type of support of the journal</i>	<i>Electronic</i>
<i>Format of the published papers</i>	<i>pdf</i>
<i>Periodicity</i>	<i>Annual, weekly updated</i>
<i>Policy of edition</i>	<i>Free access to the complete text</i>
<i>Policy of publication</i>	<i>With a cost supported by authors</i>
<i>URL of the journal</i>	<i>http://www.paralia.fr</i>
<i>ISSN</i>	<i>In progress</i>

2. Formatting the text

2.1 Composition of the manuscript

The manuscript must be compatible with *Microsoft Office Word*. The whole document must be interlined 16 points exactly, except the figures and the formulas which must be placed on simple spacing. The text must be composed in Times New Roman body 12, except the title which is in body 16.

2.2 Margins

With *Microsoft Office Word* the margins to be defined on a sheet of A4 paper (210 mm in width and 297 mm in height) are as follows:

- a) Top = 4,2 cm.
- b) Bottom = 3,5 cm.
- c) Left = 3,5 cm.
- d) Right = 3,5 cm.

The zone of text will then have following dimensions: 140 mm in width and 220 mm in height. The header and footer are reserved for the use of the publisher to number the pages of the manuscript and to write remarks from the editorial board. Footnotes are not allowed.

2.3 Tables and figures

The tables are incorporated in the text. Inside tables, the 16 points interline space must be preserved and font bodies ranging between 9 and 12 must be used. The tables must be preceded by a table number and by an explicit legend, which are written in 12-point italic Times New Roman fonts (see table 1).

Figures are incorporated in the text on simple interline spacing. Ideally, they must be imported as jpg files (with a resolution of approximately 400 ppp) or *Excel* images pasted as metafiles. The figures must be followed by a figure number and by an explicit legend, which are written in 12-point italic Times New Roman fonts (see figure 1).



*Figure 1. Example of a figure incorporated in the text
(revue = journal ; paralia = the coast).*

2.4 Formulas

All the formulas must be numbered inside parentheses. This number is placed on the right-hand margin whereas the formula is placed on the left margin. The equation (1) below, on simple spacing interline, is shown as an example:

$$NT = \sum_{i=1}^n N_i \quad (1)$$

where:

NT = total number of pages of the manuscript

N_i = number of pages of the version in language i

n = number of versions included in the manuscript

2.5 Bibliographical references

For an author the reference should be written as: (GROVEL, 1970; BONNEFILLE, 1992), for two authors: (SANCHEZ & LEVACHER, 2007) and for three or more authors: (CHEVALIER *et al.*, 2004).

The bibliographical references are written alphabetically at the end of the manuscript. Four examples are given at the end of this paper:

- a) For the books (BONNEFILLE, 1992).
- b) For the papers published in journals (SANCHEZ & LEVACHER, 2007).
- c) For the contributions published in the congresses (CHEVALIER *et al.*, 2004).
- d) For the reports and PhD theses (GROVEL, 1970).

3. Procedure of submission of a manuscript

A publication in *Revue Paralia* can be obtained, either by the submission of a contribution presented at the time of one of the last editions of the "*Journées Nationales Génie Civil – Génie Côtier*" (JNGCGC), or by the direct submission of an unpublished manuscript to the editorial board.

Before the online publication of an article, the authors must transfer the copyright according to the form proposed by the publisher. Moreover, the authors must deposit a participation fee of 40 € (all taxes included), with an extra 20 € (including all taxes) per additional version beyond the second language.

3.1 Submission of a contribution given in JNGCGC

The scientific level required for the acceptance of a paper by the editorial board of this journal is the same as that required by the editorial boards of JNGCGC meetings. For this reason, all the contributions presented at the time of the last editions of the JNGCGC meetings are *a priori* acceptable, except in the following two cases:

a) If the contribution has already been the subject of a publication, even partially, in another journal.

b) If it is a special invitation lecture, not examined by the reading board of the congress; in this case, the manuscript must be examined by the editorial board of the journal.

The manuscript must be transmitted as electronic file to the following E-mail address: *redaction@paralia.fr*

The manuscript must be accompanied by an informational sheet according to the model presented in figure 2. The editorial board reserves the right to refuse any manuscript which is not in conformity with the standards of the review.

<p>Je soussigné (premier auteur) soumetts l'article joint en fichier numérique, lequel a été présenté en langue _____ lors des ___ Journées Nationales Génie Civil – Génie Côtier (JNGCGC) sous le titre suivant : _____.</p> <p>Je signale que l'article soumis reprend fidèlement la communication présentée lors de ces Journées et n'a pas fait l'objet d'une publication en dehors des actes des JNGCGC.</p> <p>Je souhaite que ce manuscrit soit publié dans la <i>Revue Paralia</i> avec le titre suivant : _____.</p> <p>Ce manuscrit comporte un nombre de ___ versions complètes qui seront publiées sous mon entière responsabilité. Ces versions sont dans les langues suivantes : _____.</p> <p>Je certifie que j'ai obtenu l'accord de tous les co-auteurs du manuscrit pour effectuer cette démarche.</p> <p>Nom et Prénom :</p> <p>Signature :</p>
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Figure 2. Card-index accompaniment for the papers presented at the time of one of the last editions of the "Journées Nationales Génie Civil – Génie Côtier".

3.2 Submission of an unpublished manuscript to the editorial board

The editorial board of the journal examines for publication original manuscripts exposing scientific results in the field of coastal engineering-civil engineering. The topics related to *marine and coastal environments*:

a) *Physical Processes*: Hydrodynamics, Dynamics of the suspended particles, Sedimentary processes, Climatology, Meteorology.

b) *Earth and Environment Sciences*: Geology, Geotechnique, Geophysics, Prospecting, Remote sensing, Impact studies, Planning works.

c) *Civil Engineering and Technologies*: Maritime works, Foundations, Shore protection, Geotechnical technologies, Near-Shore structures, Energies, Dredging, Uses of sediments and aggregates.

2.6 : *Revue Paralia* – n° 1 (2007)

The authors must submit to the Editor of *Revue Paralia* a manuscript written in one of the three languages examined by the journal as well as the name and addresses of at least 4 potential reviewers. This manuscript must be composed according to the standards of the review and must not exceed 12 pages. The manuscript must be transmitted as *Word* file to the following E-mail address:

redaction@paralia.fr

If the editorial board judges that the manuscript corresponds to the topics of the journal, it appoints a rapporteur among its members. The rapporteur calls upon two anonymous reviewers to examine the manuscript. They write index cards in the language of the manuscript.

A synthesis is written in French by the rapporteur. A verdict is issued by the editorial board. The Editor transmits the expertise results to the corresponding author. If the decision is unfavourable, the author can ask the Editor for a re-examination of the manuscript. In this case, the Editor must consult the editorial board again. The editorial board will make an irrevocable final decision after re-examination of the manuscript and assessment cards. If the decision of the editorial board is favourable, the publication remains conditioned to the supply of a version in at least another language according to the standards of the journal.

4. Self-evaluations of the manuscript

In order to shorten the reviewing duration and help out the editing board in its work, each manuscript must be accompanied by a self-evaluation on the form as the model presented in figure 3 and a self-evaluation concerning fundamental contents in conformity with the model presented in figure 4. A file containing these two self-evaluation forms can be downloaded from the Website of the journal.

5. Conclusions

The *Revue Paralia* in electronic format is an effective means to publish the results of research in coastal engineering. Through the policy of free access edition, the articles published are at the disposal of all readers concerned with the topics treated. The publication in two or more different languages makes it possible to reach a great part of the international community of the speciality in a targeted way. The strict respect of these instructions and the filling of the self-evaluation forms must allow a fast treatment of the subjected manuscripts and accelerate the decision process. Finally, the excellent scientific quality of the articles published is guaranteed by the rigorous work of the anonymous reviewers.

REVUE PARALIA			
<i>Online international Coastal Engineering journal</i>			
Name of the authors:			
Title of the manuscript:			
SELF-EVALUATION CONCERNING THE <u>FORM</u> OF THE MANUSCRIPT			
Control of the respect of the instructions to the authors by the authors (Check the corresponding box)			
	YES	NO	Without object
The entire manuscript is contained in only one Word compatible file			<input checked="" type="checkbox"/>
The self-evaluation concerning the fundamental contents is joined			<input checked="" type="checkbox"/>
The total number of pages is equal to or less than 12			<input checked="" type="checkbox"/>
The A4 format and margins are respected			<input checked="" type="checkbox"/>
The header and footer are absent of the submitted manuscript			<input checked="" type="checkbox"/>
The font sizes are in accordance with instructions on all the manuscript			<input checked="" type="checkbox"/>
The styles of the fonts are respected on all the paper (normal, bold, italic...)			<input checked="" type="checkbox"/>
The interlines are always correctly defined			<input checked="" type="checkbox"/>
Title, authors names and filiations are written according to journal's standards			<input checked="" type="checkbox"/>
The abstract and keywords are written as asked by the journal			<input checked="" type="checkbox"/>
The first page content is in accordance with the instructions to the authors			<input checked="" type="checkbox"/>
Hierarchy and classification of the chapters and paragraphs is conform			<input checked="" type="checkbox"/>
Titles of tables and figures are conformably written and placed in the paper			<input type="checkbox"/>
Tables are presented as asked (interlines, edges, font sizes)			<input type="checkbox"/>
Figures are conformably drawn (jpg files of about 400 ppp or equivalent files)			<input type="checkbox"/>
The formulas are clearly written with an equation editor			<input type="checkbox"/>
All the terms included in the formulas are precisely defined			<input type="checkbox"/>
The classification of the equations and referencing are as asked			<input type="checkbox"/>
The quotations of the bibliographical references are in conformity			<input checked="" type="checkbox"/>
The presentation of the references is in agreement with the instructions			<input checked="" type="checkbox"/>
$\text{Relative note (in \%)} = \frac{\text{Number of responses YES}}{\text{Number of responses YES} + \text{Number of responses NO}} \times 100 =$			
<u>Suggestions according to the relative note</u>			
a) If the relative note evaluated by the editorial board is less than 80%, the manuscript will be returned to the authors accompanied by this noted test. b) If the relative note ranges between 80% and 100%, the manuscript will be transmitted to the reviewers and authors will be informed of future necessary corrections. c) If the relative note is equal to 100%, the manuscript will be send to the reviewers.			

Figure 3. Self-evaluation concerning the form of the manuscript.

REVUE PARALIA		
<i>Online international Coastal Engineering journal</i>		
Name of the authors:		
Title of the manuscript:		
SELF-EVALUATION CONCERNING FUNDAMENTAL CONTENTS		
List of questions for assistance to the examination of the manuscript by the reviewers (Check the corresponding box)		
	YES	NO
Does the article relate to the coastal engineering as defined by topics of this journal?		
Is the self-evaluation of the manuscript form joined?		
Does the article contain innovations (concepts, data, results...)?		
Does the title reflect the contents of the manuscript?		
Is the reading of the abstract alone sufficient to know the essence of the contents?		
Are the bibliographical references complete and up to date?		
Are all the bibliographical quotations necessary?		
Are the objectives of the article clearly defined in the introduction?		
Are the materials, methods and theories, in adequacy with the objectives?		
Do the conclusions give a clear response to the objectives?		
Describe in three lines the objectives of the paper		
Describe in three lines the methods (analytical, numerical, experimental, applied...)		
Describe in three lines the main results presented in relation to the objectives		
Develop in five lines the elements justifying the publication (if the article is not unpublished at 100%, you must argue the submission of this manuscript)		

Figure 4. Self-evaluation concerning fundamental contents.

6. References

- BONNEFILLE R. (1992). *Cours d'hydraulique maritime*. Masson, Paris, 208 p.
- CHEVALIER C., LUCK M., BENOIT M. (2004). *Prédiction de la cinématique de houle en zone de déferlement*. VIII^{èmes} Journées Nationales Génie Civil – Génie Côtier, Compiègne, pp 97–110.
- GROVEL A., (1970). *Etude d'un estuaire dans son environnement*. Thèse, Université de Nantes, 249 p.
- SANCHEZ M., LEVACHER D. (2007). Préparation d'un manuscrit pour publication dans la Revue Paralia. *Revue Paralia*, n° 1, pp 1.1–1.8. URL : <http://www.paralia.fr/Files/rpa0701.pdf>