



Guidelines to authors

Please respect the following editorial guidelines for your article.

Once your article is ready to be submitted, complete the **author online form**: <https://tracs-edition.univ-lr.fr/authors/new> and **upload your article to the online editorial platform** by using the link provided by your thematic section editor.

These forms facilitate the centralization and collection of data. This step is important for the implementation of the *Transatlantic Cultures* digital platform, we thank you very much for your collaboration.

Reminder

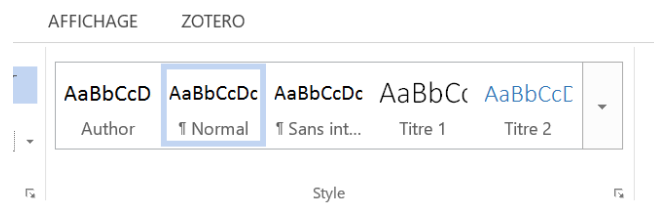
- Short essay: from 6,000 to 8,000 characters (including spaces), 5 references
- Full essay: from 20,000 to 40,000 characters (including spaces), 15-20 references

Style

In general, the appearance of the text (size, font, alignment) does not matter. You can adopt the font and alignment that suit you best.

However, please respect the following instructions:

- Use the following styles:
 - "Title" for the article title
 - "Author" for the author name
 - "Title 1" for titles in the body of text
 - "Normal" for the text
 - "Figure" for media



To choose a style, use the style box in the "Home" menu

- Do not line break between paragraphs (no empty paragraphs).
- The use of bold is reserved for titles, italics for foreign words, and quotation marks for quotations.
- For translation purposes, it is best to avoid neologisms as much as possible. In general, the language must remain accessible and avoid too much specialized jargon.

Media insertion

- The insertion of any type of media can be considered (video, image, sound, tables, statistical displays, network representation, maps, etc.).
- To insert the media, use the "Figure" style and specify the file reference at the chosen location in the text. Still images can be inserted directly. However, it is important to provide the original files in the best quality available in a separate file folder to be uploaded on the online form.
- Provide the data spreadsheet file when producing statistical displays.
- Integrate hypertext links directly into the text.
- For illustrations and media, choose preferably copyright free documents. The author will himself check the rights attached to the chosen illustrations and media. The author will provide the authorizations he may have collected when appropriate.
- There are many online databases which contents are freely usable provided that the source is mentioned (national libraries, museums, etc.), here are some examples: [Gallica](#), [Art Institute Chicago](#), [Biblioteca Digital Hispanica](#), [Library of Congress](#), [Brazil Digital Biblioteca](#), [British Library](#), [archive.org](#)
A list of these resources will be completed and regularly updated (suggestions are welcome!), available here: <https://tracs-edition.univ-lr.fr/resources>

Notes and bibliography

- Footnotes should remain minimal and short, essentially used to indicate specific sources. Footnotes must not contain websites or hypertext links.
- The bibliographic references will be listed at the end of the article.
- The style of bibliography does not matter. The bibliography is reconstructed by us via Zotero.
- Authors using a bibliography management software (Zotero, Mendeley, etc.) can dispense with providing a bibliography in the Word file and directly export their bibliographic references in the Bibtex format.

For any questions, you can email contact@transatlantic-cultures.org

A template in .docx has been provided, you can directly use it to write your article. Please find it in the next page for your information.

Article Title

Author name

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- Insert here the video: "description of the video if necessary" (<https://lienverslvideo>)
(style -> « Figure »)

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Title 1 (style -> Title 1)

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¹ The use of footnotes is possible. For optimal rendering on the platform, the content of the notes should

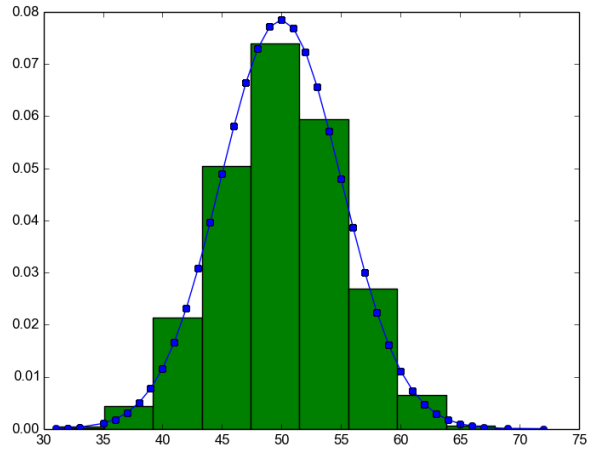


Figure 1 - Example of inserting an image with a description if necessary (right click on the image -> insert a legend)

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References