

# Études Inuit Studies

## Submission Guidelines to Authors

---

### Contents

Subject matter and scope.....	2
Appropriate terminology for <i>Études Inuit Studies</i> .....	2
The different sections of <i>Études Inuit Studies</i> .....	3
Special theme proposals and submission process .....	3
Manuscript requirements .....	4
Peer review process .....	5
<i>Commitments by the author(s)</i> .....	5
<i>Blinding</i> .....	5
<i>Selection of reviewers</i> .....	5
References .....	6
<i>Journals</i> .....	6
<i>Books</i> .....	6
<i>Chapters in books/Edited volumes</i> .....	7
<i>Government reports and other publications</i> .....	7
<i>Translated titles</i> .....	7
<i>In-text citations</i> .....	7
<i>Footnotes</i> .....	8
Additional elements for submission .....	8
<i>Contact information</i> .....	8
<i>CV/biographical statement</i> .....	8
<i>Abstract and keywords</i> .....	9
<i>Letters of permission</i> .....	9
<i>Tables and illustrations</i> .....	9
<i>Tables</i> .....	10
<i>Illustrations</i> .....	10
Contact us .....	10

## Subject matter and scope

The journal *Études Inuit Studies* has its office in the [Centre interuniversitaire d'études et de recherches autochtones \(CIÉRA\)](#), at Université Laval in Quebec City. *Études Inuit Studies* is devoted to the study of traditional and contemporary Inuit societies by all branches of social science (anthropology, political science, law, archaeology, linguistics, history, etc.). It is the pivot of a vast network of academic communication, which is open to all disciplines and all fields of enquiry, as long as they are Inuit-related.

*Études Inuit Studies* is a peer-reviewed journal that publishes original and groundbreaking scholarly work in all areas of Inuit research. *Études Inuit Studies* publishes papers and review articles at least twice a year in both French and English, as well as papers by international researchers who have been identified by the editors as people who are making important contributions that will interest its readership.

*Études Inuit Studies* accepts articles written in either English or French. Abstracts of articles are published in both languages, in English and French. If an abstract is submitted in one language, it will be translated by *Études Inuit Studies*. Introductions to special theme issues are published in both languages. If an introduction is submitted in one of the two languages, it will be translated into the other by *Études Inuit Studies*.

## Appropriate terminology for *Études Inuit Studies*

The journal *Études Inuit Studies* always prefers the use of Inuit ethnonyms, out of respect for Inuit language and culture. The terms Inuk/Inuit and Qallunaaq/Qallunaat are written as follows:

### In English:

We normally write the nominative plural of “Inuk” and “Qallunaaq” as “Inuit” and “Qallunaat.” The first letter is always upper-cased.

- Singular noun: Inuk/Qallunaaq

- Plural noun: Inuit/Qallunaat

The singular genitive is “Inuk’s” and “Qallunaaq’s” and the plural genitive is “Inuit’s” and “Qallunaat’s.”

When these words are used as adjectives, the first letter is always upper-cased (e.g., an Inuk/Qallunaaq woman).

The Inuit language is called “Inuktitut” (e.g., Inuit speak Inuktitut). Never write: “the Inuktitut language.” This principle holds true for the names of dialects (e.g., Nunavimmiutitut, Nunavummiutitut, Innuinaqtun, Aivilimiutitut, Inupiat, etc.).

In French:

The same rules apply in French, except that the first letter is lower-cased if the word is used as an adjective: inuk/qallunaaq and inuit/qallunaat. Please note that these words are always invariable in French. Never write: inuits, inuite, inuites, qallunaaqs, etc.

## The different sections of *Études Inuit Studies*

*Études Inuit Studies* regularly publishes articles, comments, book reviews, research notes, and surveys of periodicals and dissertations. Issues of *Études Inuit Studies* contain several sections, such as *Off-theme*, *Book reviews*, and *In Memoriam*.

To submit a special theme proposal and special theme articles, please see below.

**Research notes:** In this section, the text usually comes under the issue's special theme but may also be *off-theme*. In either case, it must not exceed 8,500 words and must meet the *Manuscript requirements*, as described below.

**Off-theme:** These articles are not covered by the issue's special theme. The text must follow the same rules as any other text of a special theme issue and not exceed 8,500 words. See *Manuscript requirements* below.

**Book reviews:** These are critical analyses of recently published books about Inuit. The text must be structured and concise with a coherent line of argument. It must not exceed 1,500 words, references included.

**In Memoriam:** Here, authors are invited to honour a departed colleague and write about his/her contributions to Inuit communities and/or to the community of academic research.

## Special theme proposals and submission process

*Études Inuit Studies* publishes special theme issues that usually include a long introduction to the theme and 8 to 15 articles.

All special theme proposals must be submitted to the Editorial Coordinator of the journal ([revue.etudes.inuit@ciera.ulaval.ca](mailto:revue.etudes.inuit@ciera.ulaval.ca)) and include:

- 1) a formal introduction to the theme with a detailed review of current debates in the literature, and an outline of the contributions that this theme will make to discussions in Canada and beyond (1,000 to 2,000 words);
- 2) the titles and abstracts of the individual articles and their individual contributions to the special theme (150 to 250 word abstracts); and

3) a short biographical description of each contributor (approximately 100-150 words, please do not send individual CVs).

Each special theme issue must normally include at least ten articles in French or English and at least five articles in French.

Each proposal is initially examined by the French-speaking and English-speaking editors and, if there is interest, will be sent on to the Editorial Advisory Board for review and approval. The Editorial Advisory Board members may accept the proposal, reject it, or ask that it be revised and resubmitted. The Editorial Coordinator of the journal is responsible for communicating the Editorial Advisory Board's decision to the editors of the special theme issue.

Because most of the articles submitted for a special theme issue usually require revision and resubmission, it has become very difficult to predict when a special theme issue will make it through the review process. Contributors should expect the process to take at least a year from the date of submission. Note as well that a single special theme article may hold up publication of that issue if it requires many revisions.

Manuscripts are submitted to readers who are chosen according to the subject of the text. All articles are reviewed individually, and contributors are asked to communicate the results of their reviews to the editors of the special theme issue. These editors will work closely with the English-speaking and/or French-speaking editors of *Études Inuit Studies*, but ALL publishing decisions will be subject to the discretion of the Editorial Coordinator of *Études Inuit Studies*, including exclusion of an article from the final version of the special theme issue.

## Manuscript requirements

All articles must be the author's original work. A manuscript cannot normally be published if it has already been published or is scheduled to be. Authors are required to advise the Editor about any plans to publish elsewhere.

The text, the abstract, the keywords, the tables, the figures, the footnotes, and the references must not exceed 8,500 words. The manuscript must be single-spaced. It will express the view of the author(s) and be supported by scholarly argument and/or scientific evidence on a specific topic falling within the editorial mandate of *Études Inuit Studies*.

All of the files associated with the manuscript, including figures, illustrations, tables, and images, must be sent with the initial submission. Tables must be placed at the end of the manuscript in the submitted file and numbered in the order that they are mentioned in the text. Figures, illustrations, and other images must be submitted in separate files.

The manuscript must be submitted as a Word file. Paper size is 8½ x 11" (21.5 x 28 cm) with single spacing and 1.55 cm margins on each side of the page.

*Études Inuit Studies* will acknowledge that it has received the manuscript and will inform the author(s) of the Editorial Advisory Board's decision.

## Peer review process

### *Commitments by the author(s)*

The manuscript review process requires much time from the [Études Inuit Studies](#) journal's editors and reviewers. Submitting a manuscript to [Études Inuit Studies](#) implies a commitment by the author(s) to publish it in the journal.

Authors must certify that neither the article submitted nor a version of it has ever been published, that no public version is available online, that the article has never been considered to be a publication elsewhere, and that it will not be submitted to other journals for publication while the manuscript is under review by [Études Inuit Studies](#). Such certification must accompany the manuscript. Authors thereby agree to transfer their copyright to the publisher of the journal.

### *Blinding*

[Études Inuit Studies](#) uses a double-blind peer review process.

Blinding a manuscript entails removing all references to your name, to your identity as the author of previous publications, and to components and participants of your research that may be used to identify you. A cover page listing authorship, institutional affiliation, acknowledgments, and the date of submission of the article should be included in a separate file. Only the title of the manuscript will appear in the document that contains the text and its abstract.

A word of caution: word processing software, such as MS Word and JPEG images, automatically attaches identifying information (i.e., author's name and institutional affiliation) to every file created or revised. Please remove any information that identifies you from the "Properties" area of the file. Authors must remove this information before submitting any documents to [Études Inuit Studies](#).

Upon acceptance of the article for publication, the author will be required to provide a revised version of the text in which identifying references have been integrated into the text and the References section.

### *Selection of reviewers*

Each article submitted to [Études Inuit Studies](#) is evaluated by the Editorial Coordinator. Based on this initial assessment, the article may be immediately rejected, sent back to the author with suggestions for major or minor revisions, or sent on for review.

To assist the Editors, we ask the author to suggest the names of at least three potential reviewers. Authors must avoid conflicts of interest.

A reviewer should not be suggested if he or she:

1. is from the same institution or organization as the author or interacts with the author in the course of his/her duties;
2. has direct involvement in the proposal being discussed;
3. has collaborated as a co-author or has published with the author over the past five years;

4. has been a student or supervisor of the author over the past ten years; or
5. is a relative or close personal friend of the author.

Once all of the reviewers' reports have come in, the author will receive one of the following decisions: accepted as is, accepted if minor revisions are made, rejected with an invitation to make major corrections and resubmit, or rejected.

## References

References appear at the end of the article. They should include all of the sources cited in the text and not include any that are not cited in the text.

Sources are listed in alphabetical order, letter by letter and by date. An em-dash can replace the name of an author who appears more than once. If the author appears with one or more co-authors, his/her name should be spelled out again.

Multiple sources by the same author are listed chronologically by year of publication, beginning with the oldest source.

Sources from the same year are distinguished by adding the letters a, b, c after the year of publication. Each source should end with a period.

Use of *et al.* (abbreviation of the Latin *et alter*: "and others") is not accepted in the References section. List names of all authors, using full first names (except for authors who always initialize their published first names).

For journal style as to upper-casing/lower-casing of titles, please follow the examples below.

If the cited material is unpublished but accepted for publication, use "forthcoming" with the name of the journal or publisher. Otherwise use "unpublished."

The following examples of Reference entries may prove useful:

### *Journals*

Hervé, Caroline. 2014. Le pouvoir du "non" dans le processus d'autonomie politique au Nunavik. *Études Inuit Studies* 38 (1-2): 137-156.

### *Books*

Dorais, Louis-Jacques. 2010. *Inuit uqausingit. The Language of the Inuit. Syntax, Semantics, and Society in the Arctic*. Montréal, Kingston, London, Ithaca, McGill-Queen's University Press.

Leroux, Odette, Marion JACKSON, and Minnie A. Freeman (eds), 1994. *Inuit Women Artists, Voices from Cape Dorset*. Hull, Canadian Museum of Civilizations.

### ***Chapters in books/Edited volumes***

Therrien, Michèle. 2005. Corps inuit, espace géographique et cosmologique. In M.-F. André (ed.), *Le monde polaire : mutations et transitions*, pp. 39-51. Paris, Ellipses.

### ***Government reports and other publications***

Statistics Canada. 2001. *2002 Census Dictionary Reference*, Catalogue No 92-378-XPE. Ottawa, Statistics Canada.

### ***Translated titles***

References to foreign works (other than in French or English) should include a translation of the title in square brackets: in French if the article is written in French; in English if the article is written in English.

Texts published in French or English may contain references in English or French without any requirement to translate the titles.

Kublu, Alexina (ed.). 2003. *Uqausiit Innait Uqalagusiagut [Glossary of Elders Terminology]*. Iqaluit, Ukiurtartumi Silatusarvik - Nunavut Arctic College.

### ***In-text citations***

All source references are to be identified at the appropriate point in the text by the last name of the author, the year of publication, and the page reference when you are quoting from the source or referring to a specific passage in the source. Identify subsequent citations of the same source in the same way as the first.

In-text citations should follow the following format:

If the author's name is in the text, follow it with the year in parentheses.

- Rasmussen (1930)

If the author's name is not in the text, insert the name and year in parentheses.

- (Oosten and Laugrand 1999)

The page reference should be preceded by the year and then a colon.

- Pootoogook (2010: 4)

When the same in-text citation appears twice in succession, do not repeat the author's name. Use *ibid.* (italics are used because this term is an abbreviation of the Latin *ididem*). Add the page number only if it differs from the page number of the previous citation.

- (*ibid.*: 8)

For multiple authors, use "and colleagues" in the text and *et al.* (in italics) in the footnotes when there are four or more authors. Nonetheless, list each author in the References. When two authors have the same name, include their initials in the text.

When there is a series of citations, separate them by semi-colons and place this series in parentheses, from oldest to newest in alphabetical order.

- (Qoperkualuk 1988; Qayaqjuaq and Kunnuk 1995: 26; Nungak 2000)

If two or more citations have the same author and the same year, distinguish them by adding the letters a, b, c after the year.

- Laugrand (1997a: 238)

Author-date citations are placed in alphabetical order. In the case of two or more citations by the same author, list them chronologically from oldest to newest. Multiple authors are separated by semi-colons, and multiple publications by the same author are separated by commas.

(Leroux and Freeman 1994; Laugrand 1997a, 1997b; Healey 2015; Collignon 2016).

(see Saladin d'Anglure 2004b: 108, 1997a: 19).

### ***Footnotes***

Footnotes are reserved for complementary information by the author, as well as for citations of primary sources, including archival material, legislation, laws, conventions, treaties, and websites.

If a link is provided to a website in addition to the publication details of the primary source, and if primary materials can be viewed on that site, you should refer to the website in the corresponding entry in the References.

Footnotes are numbered as follows: 1, 2, 3, etc.

***Where to avoid footnotes:*** avoid placing a footnote number in a chapter title or heading. Instead, position the footnote at the end of the first sentence or paragraph of the section, as long as the sense is not disrupted.

Epigraphs do not take footnote numbers. Only the author and title of the work need be given, or the author and date in the case of a historical quotation. If the source is more complex and requires further documentation or explanation, place an unnumbered note at the beginning of all the footnotes for the article.

## **Additional elements for submission**

### ***Contact information***

Include a cover page separate from the main file, providing the first and last name(s) of the author(s), institutional affiliation, acknowledgments, if any, and the date of submission of the article. Please also provide full contact information for the corresponding author(s).

### ***CV/biographical statement***

Include a CV or a biographical statement separate from the main file, outlining academic qualifications, past experiences, and research interests.

### ***Abstract and keywords***

The abstract that you write in the language of your article must be between 150 and 200 words. It must be concise and explicit, providing the key points of the article.

Avoid using the following phrases: “In this article...”; “The author...”; “This article is about...”

Provide five keywords, positioned below your abstract. The text body should then follow on a separate page. Using keywords will help other people locate your article in databases and via search engines, including the search engine of [Études Inuit Studies](#).

### ***Letters of permission***

Provide a copy of permission to use copyrighted material, if applicable. A forwarded email is sufficient. Please note that failure to include letters of permission to use copyrighted material will, at the very least, delay the publication of the manuscript until the letters of permission have been received by the Editorial Coordinator ([revue.etudes.inuit@ciera.ulaval.ca](mailto:revue.etudes.inuit@ciera.ulaval.ca)).

[Études Inuit Studies](#) requires formal permission from the copyright holder to publish images (including screen captures and film stills), videos, excerpts from poetry or songs, and epigraphs.

You are responsible for any costs associated with such permissions. Permissions must be forwarded to the journal no later than the copy-editing/revision stage in the publishing of your article.

When asking for permission from copyright holders, note that the journal requires permission to publish the work, in perpetuity, in print, online, and in any other form and in any media now known or hereafter devised, as well as through third-party aggregators (electronic database providers) such as Project MUSE. Our agreements with third-party aggregators require us to obtain permission for all copyrighted material included in our content.

You must pay any costs associated with purchasing image licences from copyright holders (e.g., online image databases).

Note that [Études Inuit Studies](#) publishes under Canadian copyright law, not U.S. copyright law. “Fair use” does not apply under Canadian copyright law. The Canadian equivalent is called “fair dealing.” For more information on fair dealing, see section 29, “Exceptions,” especially sub-sections 29.1–29.3.

### ***Tables and illustrations***

Tables should appear at the end of the manuscript and be numbered consecutively in the order in which they are mentioned in the text. Illustrations should be provided as separate files; see below for details.

In the text, indicate exactly where each table and illustration belongs. Use the phrase “Table/Illustration [1] about here” in the approximate place where your table or illustration should appear in the final copy.

The captions for all tables and illustrations should be included here as well.

### ***Tables***

Tables should be prepared in Word (not Excel) using the Tables function (i.e., not created manually using drawn lines, tabs, or spaces). Each table must include a descriptive title and headings to columns.

At the stage of typesetting, tables should be put into a Word file separate from the file containing the text of the article (one file for all tables).

### ***Illustrations***

The typesetting phase of an issue requires that illustrations be provided without their captions as a high-resolution graphics file (one file per illustration).

High-resolution JPEG, TIFF, and EPS are the preferred graphics file formats. All illustration files should be no less than 4 inches wide and 300dpi or higher (and no more than 28 inches wide). Important: if you are unsure of the resolution of your images, please check them in your image software.

Microsoft Photo Editor: Go to File/Properties/Resolution

Photoshop: Go to Image/Image Size/Document Size

For charts and line drawings (but not photographs), PDF or Excel files are accepted; each chart must be in a separate file.

Producing tables, graphs, and illustrations is costly. We ask you to minimize their use without sacrificing clarity.

Please note that all illustrations will be printed in black and white, except for cover pages. It is therefore important to ensure their clarity and visibility.

Once the manuscript has been accepted, you will have to obtain copyright permission for all images reproduced in your article or for the journal cover.

## **Contact us**

All correspondence must be addressed to:

ÉTUDES INUIT STUDIES  
Université Laval  
Pavillon Charles-De Koninck  
1030 avenue des Sciences-Humaines  
Québec, QC, G1V 0A6, Canada

Phone: 418-656-2353

Fax: 418-656-3023

Email: [revue.etudes.inuit@ciera.ulaval.ca](mailto:revue.etudes.inuit@ciera.ulaval.ca)

Website: <http://www.etudes-inuit-studies.ulaval.ca>