



# Revue Canadienne de Géographie Tropicale Canadian Journal of Tropical Geography

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## MANUSCRIPT SUBMISSION CHECKLIST

You must check the appropriate box for each question and **MUST** submit the checklist along with the manuscript.

Download **SAMPLE MANUSCRIPT AND CHECKLIST** at  
<https://revuecangeotrop.ca/submissions/?lang=en>

### I. Generality

Contact person

1. Are you the contact person? Yes  No

Otherwise, be sure to provide their name and email address:

First and last names:

Institutions:

E-mail:

2. Has the following information (Author(s), title, institutions, Email, etc.) been provided on the author or on the various authors?

Yes  No

3. The submission has not been previously published, nor is it submitted to another journal for review.

Yes  No

4. Is the article longer than 15 pages?

Yes  No

If the answer is YES, the size of the article will have to be reduced to a maximum of 15 pages otherwise it will not be accepted.

5. Are all illustrations, figures and tables placed in the text in the appropriate places, rather than at the end?

Yes  No

6. Did you use single spacing?

Yes  No

7. Have you ensured that the format has remained in letter format conforming to the model of the manuscript?

Yes  No

8. Does the text meet the stylistic and bibliographic requirements described in the Guidelines for Authors?

Yes  No

9. Did you use the **SAMPLE MANUSCRIPT** (Download) provided for the manuscript submitted to the CJTG?

Yes  No

If NO, do it. Otherwise, your manuscript will be returned to you.

10. Have you completed the **CHECKLIST** form (Download)?

Yes  No

### II. Article title, abstracts and keywords

#### Title

1. Did you write the title of the article in Font Trebuchet MS?

Yes  No

2. Is the font size 11 for the article title?

Yes  No

3. Did you write the title of the article in English in Font Trebuchet MS?

Yes  No

4. Is the font size 8 for the article title in English?

Yes  No

5. Did you write the name or names of the authors in Font Verdana?

Yes  No

6. Is the font size 7 for the author name(s)?

Yes  No

#### Abstract

7. Did you include the summary in French?

Yes  No

8. Did you include the abstract in English?

Yes  No

9. Are the French and English abstracts written in Font Verdana?

Yes  No

10. Is the font size 6 for the French and English abstracts?

Yes  No

### Keywords

11. Have you written the keywords in French and English in Verdana Font?

Yes  No

12. Is the font size 6 for French and English keywords?

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## III. The body text

### Body text

1. Have you written the main titles (Introduction, Study site (if necessary), Materials and methods, Results, Discussion, Conclusion, Bibliographic references) in Trebuchet MS font and in bold?

Yes  No

2. Is the font size 12 for the main titles (Introduction, Study site (if necessary), Materials and methods, Results, Discussion, Conclusion, Bibliographical references)?

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3. Did you write one subtitles in Segoe UI Symbol Font?

Yes  No

4. Is the font size 10 for subtitles 1?

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5. Did you write subtitles 2 in Segoe UI Symbol Font?

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7. Did you write the article in Segoe UI Symbol Font?

Yes  No

8. Is the font size 7 for text?

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### Insert image, photo, map, graph, figure, etc.

9. Did you write the title of the image, photo, map, graph, figure, etc.? in Segoe UI Symbol Font?

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11. Does the source of the image, photo, map, chart, figure, etc. is written in Segoe UI Symbol font and in italics?

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12. Is font size 6 for image, photo, map, chart, figure etc. ?

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## IV. Citations and bibliographical references

### Quotes

1. Did you use French quotes with non-breaking spaces like "quotes"?

Yes  No

2. Have you written your bibliographic references in the text as follows: last name, year of publication and page if necessary? (Soumahoro, 2014:15).

Yes  No

### References

Have you complied with the following bibliographic standards?

3. Book: NAME [capitalized] First name [followed by a period], Year. Book title, city, publisher and pages numbers?

Yes  No

### Examples

Book (sole author)

HUNTER, James, 2008. Culture wars: The struggle to Define America. New York: Basic Books.

Book (two authors)

COHEN, M.G. and J. PULKINGHAM, eds., 2009. Public Policy for Women: The State, Income Security and Labour Market Issues. Toronto: University of Toronto Press.

Government publications

Canada, The Royal Commission on the Economic Union and Development Prospects for Canada (Macdonald Commission), Report, Ottawa, Department of Supply and Services, 1985, 3 volumes.

Thesis

HAIDER, Mutaza, 2003. Spatio-temporal Modelling of Housing Starts in the Greater Toronto Area. Toronto: University of Toronto, Department of Civil Engineering, PhD thesis.

4. Article: NAME [capitalized] First name [followed by a period], Year. "Title of article", Journal Name, Vol., No., page numbers (pp. xx-yy.)?

Yes  No

Article from a periodical

DUBIN, Robin, 1992. "Spatial Autocorrelation and Neighborhood Quality". Regional Science and Urban Economics 22: 433-452.

Article in a collective work

DUBIN, Robin, 1995. "Estimating Logit Models with Spatial Dependence", in L. Anselin and R. Florax (eds.), New Directions in Spatial Econometrics. Heidelberg: Springer-Verlag, 229-242.

Article (Electronic reference)

MAYER, Raoul Étougué and Moustapha SOUMAHORO. "African urban spaces south of the Sahara, transformation and land use clashes" Revue canadienne de géographie tropicale/Canadian journal of tropical geography [on line], posted May 15, 2014. URL: https://revuecangeotrop.ca/

5. Sources from Internet: Indicate at least the name of the site, [Online] URL address, and date of posting and date of consultation.

Yes  No

Reference to an Internet site

Statistics Canada, 2014. International Year of Statistics 2013 [on line], http://www.statcan.gc.ca/, accessed April 23, 2014.

Yes  No

**V. Names of 3 potential reviewers of your article**

To speed up the publication process, the journal administration would like you to propose the names and addresses of 3 potential reviewers of your article. **The 3 potential reviewers must have an expertise on the subject of your submission and must not belong to your circle of friends. The Journal will be more than pleased to contact them and ask them if they would be willing to review your article.**

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E-mail:

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Name:  
First name:  
Title:  
E-mail:

Reviewer 3

Name:  
First name:  
Title:  
E-mail:

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You can add titles and subtitles but no more than 3 subtitles. It is necessary to respect the font and the size of the writing for the body of the text but also for the figures, maps and graphs. It must be ensured that the bibliographic reference is up to the required standards.

**In case of non-compliance, editorial board shall reject the paper.**

**IMPORTANT**

**In case of paper acceptance for publication, author shall pay the sum of \$150 Canadian to cover publication costs.**