

Carnet Mondes normands médiévaux

Vade-mecum for use by contributors

Last update of this document: April 2016

The **Carnet Mondes normands médiévaux** <http://mnm.hypotheses.org/> was launched in October 2014.

A research notebook is a blog-type website. This is a fast and lightweight form of publication to regularly report on ongoing research. The blogger ("carnetier") is thereby able to dialogue with his readers by way of comments.

Le *Carnet* is hosted by Hypotheses.org -- a platform of humanities and social sciences research notebooks offered by the *Centre pour l'édition électronique ouverte*, Cléo (Centre for Open Electronic Publishing), supported by the CNRS, TGE Adonis, the *Bibliothèque scientifique numérique* (digital science Library), EHESS, the *Université d'Avignon* and the *Université de Provence*.

This vade-mecum provides a guide to post entries on the Notebook.

For questions regarding the *CarnetMNM*, contact:

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Types of contributions

Feel free to visit the *Carnet MNM* (<http://mnm.hypotheses.org/>) to explore the variety of topics and possible types of contributions.

Here is a list (by no means exhaustive) given for guidance:

- Scientific Posts.
- Introducing a research, a program, an ongoing project.
- Presenting theses -- ongoing and supported.
- Note for the reader.
- Reports on the proceedings of symposiums, seminars, round tables, etc.
- Call for papers.
- Seminar contributions (summarized)
- Introducing a website, a tool, a fund, a library, etc.
- Books presentations

Contributions are classified either by topics, theme or research areas.

Possible languages

Contributions will preferably be made in English or French. Other languages are also accepted

Drafting your contribution

- Writing in the Notebook, is altogether different from writing an article in a scientific journal. It must be shorter and written differently. Keep your "real" articles for peer-reviewed journals. Now, you can use a post as a trial run to position yourself on a research-project or show its progress. Content will be validated before publication and the contribution may be referenced (see below)
- Length: between 7500 and 10 000 characters including spaces. If necessary, should you wish to go deeper into a topic, an article can be divided into several blog-posts, each with its own logic.
- Footer notes are prohibited. Bibliographic references should be inserted in the text (e.g. Harrison 2009, p. 13). Integrate arguments within the text rather than in a note.
- Bibliography is authorized at the end of the article (limited to a maximum of 10 titles).
- Feel free to illustrate your article with photographs, drawings, maps, etc. Important: choose at least one picture, for publication on the homepage along with the first few words of the post. Do not include pictures in the Word file. Send pictures as .jpeg files, apart from the text. In the text, mark the location where pictures are to be inserted (enter the figure number there).
- At the end of the article, insert the list of figures, with legends. These should be short and synthetic (title, author, copyright). Picture comments must be inserted within the text.
- Provide a list of keywords at the end of the article (between 5 and 10)
- Indicate the category(ies) the post is to be tagged in.

Editorial process

1. To submit an article in Word format, send it to this address: mnm@unicaen.fr
2. The article is read by at least two people.
3. The article is prepared for online release; an account is created in the name of the author, if not done already.
4. The author validates the online version.
5. The article is posted.

Creation of an author's account

Once your account has been created, you can validate the final post and, most importantly, be linked to the post as the author. Your name will show under the post title. These operations cannot be carried out by the site administrator.

1. An email is sent to the author by the notebook administrator
2. The author validates the proposed link
3. The author connects to the Carnet at the following address:
<http://mnm.hypotheses.org/wp-admin>
4. In the left column, go to Users > Your Profile
5. Fill in the fields Name and Surname (with capital initial letters)
6. In "Display name publicly", choose the presentation First name + Name
7. At the bottom of the page, click on "Update Profile".

Deadline for publication

After submitting the article, expect final publication in notebooks within 10 days to one month, depending on the number of posts to be treated by the team. Each post is then reported on the Craham site, and on the Facebook and Twitter pages of the notebook.

Quoting and showcasing your online contributions

How to quote your posts in your bibliographies and personal pages

Remember to report the posts showing on any site or personal page (blog, Facebook, Twitter, Academia, LinkedIn, etc.) to give your post maximum visibility.

How to quote a post like a bibliographic reference:

Grégory Combalbert, *Écrire à l'ombre des cathédrales. Pratique de l'écrit en milieu cathédral*, *Mondes normands médiévaux* [research notebook], 3 January 2015. [Online] URL: <http://mnm.hypotheses.org/1640> (consulted 6 January 2015).