

Guidelines for authors writing in English

Number of characters

Texts are limited to 35 000 characters including spaces and footnotes (approximately 12 to 15 pages).

Presentation of the authors

The author should include a two to three-line summary of the author's professional background and research interest.

British English or American English

The author must decide whether to write his / her article in American or British English. Once the choice has been made, the appropriate punctuation and orthographic conventions must be consistent throughout. Please remember to use a spell check.

Illustrations

Illustrations should be of excellent quality (a minimum of 300 dpi). Its exact nature should be also indicated (.pdf, .jpg) and be accompanied by a legend specifying the precise source of the document.

Authors seeking to include documents protected by copyright are responsible for obtaining permission to do so and must present a price estimate to the editors. Authors intending to insert illustrations from the non-commercial sources should verify that they are not copyrighted.

Format

The format should be as standard and as clear as possible.

Characters should be in 11pt, Times New Roman.

Long quotations (more than three or four lines) should be clearly presented in 10pt (cf. below).

Each paragraph should be indented with no spaces between paragraphs (except before and after long quotations).

Do not forget to indicate sets of quotation marks (for GB and US usage, cf. below), parentheses, brackets, dashes.

Titles and Subtitles

Clearly indicate the titles and subtitles. Limit their number to no more than three hierarchical levels. Do not put periods / full stops after a title or subtitle.

Avoid cross-referencing subtitles and do not include numerical references, such as cf. 1.3. These will be automatically erased by the editor.

Titles should not be written in upper-case characters. However, only key words should be introduced by a capital letter; grammatical words (is/are, determiners, prepositions, etc.) should be in lower-case characters:

England after the Conquest

The same is true for the titles of books *Sad are the Eyes of William Tell* (always in italics) and articles (always between quotation marks) “Decade of the Spy”.

Short quotations

Short quotes (four lines or less) should use the following quotation marks: **“ ”** (if you are using the American model) or **‘ ’** (if you are using the British model). Such quotes should be integrated directly in the text.

Direct quotes

American English:

In Mary Shelley’s *Frankenstein*, the doctor wonders, “How can I describe my emotions at this catastrophe, or how delineate the wretch whom with such infinite pains and care I had endeavored to form?”

British English:

In Mary Shelley’s *Frankenstein*, the doctor wonders, ‘How can I describe my emotions at this catastrophe, or how delineate the wretch whom with such infinite pains and care I had endeavoured to form?’

If you introduce a quote within a quote, it should be presented as follows:

American English (“+‘...’+”):

In “Memories of West Street and Lepke”, Robert Lowell, a conscientious objector (“C.O.”), recounts meeting a Jehovah’s Witness in prison: ““Are you a C.O.?” I asked a fellow jailbird. ‘No,’ he answered, ‘I’m a J.W.’”

British English (+“...”+):

In “Memories of West Street and Lepke”, Robert Lowell, a conscientious objector (“C.O.”), recounts meeting a Jehovah’s Witness in prison: ““Are you a C.O.?” I asked a fellow jailbird. “No,” he answered, “I’m a J.W.””

Long quotations

Long quotes (more than three lines) should be presented in paragraph form (and without quotation marks) in 10pt. A single space should be left before and after the quotation. The entire paragraph should be indented as follows:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too.

Non-English words or phrases (consisting of two or three words) must be in italics (without quotation marks):

We had known for a long time that fine food was his only *raison d'être*...

When two or three lines within the text are quoted in a language other than French, the author should provide an English translation and place it in a footnote (cf. below).

Long quotations (in a language other than French) of more than four lines should be translated and placed directly beneath the foreign-language quotation, directly in the body of the text.

In partial quotations (when a section of the text has been purposely excluded by the author), the missing passages should be placed in brackets [...].

Quotation marks and punctuation

If the quotation appears within the body of the sentence, the period/full (question mark, etc.) stop should appear after the quotation marks.

The Founding Fathers attacked “taxation without representation”. (US)
The Founding Fathers attacked ‘taxation without representation’. (GB)

If the quotation is a complete sentence, it must be introduced by a comma. In this case, the first word of the quoted passage should be capitalized. The period/full stop should be placed inside the quotation marks: ” in the American tradition / ’ in the British tradition.

Harold told them all, “You’ve got to be carefully taught.” (US)
Harold told them all, ‘You’ve got to be carefully taught.’ (GB)

All punctuation marks - commas, periods/full stops, semi-colons, colons, exclamation marks, and question marks - are placed directly after the final word of the sentence.

Bibliographical references

Bibliographical references should be presented in the footnotes, not at the end of the text.

The full name of classical or mediaeval authors should be indicated in full and in upper case characters. Example: MARIE DE FRANCE

For other authors, the family name should be presented first, in capital letters, and followed by a comma and the author’s first name, in lower-case characters.

Individual authors of books: WILSON, Frank R., 1998, *The Hand: How Its Use Shapes the Brain, Language, and Human Culture*. New York: Pantheon.

Collective works: EGGINS, Suzanne, and Diane SLADE, 1997, *Analysis of Casual Conversation*. London: Cassell.

The names of editors are presented in the same fashion except that the name should be followed by ed. or eds., as the case may be.

JONES, Charles, ed., 1997, *The Edinburgh History of the Scots language*, Edinburgh: University of Edinburgh Press.

SHORROCKS, Graham, 1997, "The Celtic Influence on the English of Newfoundland and Labrador", in: Tristram, ed., *The Celtic Englishes I*, Heidelberg: Carl Winter, 320-361.

Articles in a journal or review: Example: VICKERY, Laurie, 1996, "The Politics of Abuse: The Traumatized Child in: Toni Morrison and Marguerite Duras" *Mosaic*, 29.2, 91-109.

Internet sites: NADER, Ralph, 1998, Interview with Ray Suarez. *Talk of the Nation*. National Public Radio, June 29, 1998, <http://www.npr.org/ramfiles/980416.totn.01.ram>.

Page numbers are not indicated by p. (p. 45) or pp. (pp. 45-55) except after *Ibid.* or *Op. Cit.* (cf. below)

Footnotes and the presentation of works cited: *Ibid.*, *Op. cit.*

Footnotes should be placed after punctuation marks:

According to K. Jackson,⁴ the Brittonic language may have been spoken by the Britons of Cumbria until at least the 11th century.⁵

All references to cited works and sources should be presented in footnotes in the following manner:

Cassard, Jean-Christophe, 2002, *Les Bretons de Nominoë*, Rennes: PUR. (10pt)

If the same reference is cited immediately afterward in the text, the footnote should be introduced by *Ibid.* p. 54.

If the same reference is quoted later on in the article, it should be indicated in the following manner: Cassard, Jean-Christophe, *Op. cit.* p. 39.

Acronyms and abbreviations

Do not place periods after the letters of an acronym: SNCF or NATO (and not S.N.C.F. or N.A.T.O.). All other abbreviations should be in small letters: vol., ms, mss,

Here are a few other common abbreviations:

- 1st, 2nd, 3rd, 4th...
- 15th century (not XVth century)
- ed., eds. (editor(s) or edition)
- cf. (and not *cf.*)

Unlike in French tradition, the abbreviation for "volume" is Vol, not vol.