

Instructions to Authors for the Presentation Format of Articles

1. Length

- The article must be between 15 and 25 pages in length.
- The article must be accompanied by an abstract **in French** and an abstract **in English**, each a maximum of 150 words in length. Also, the author agrees to provide a brief biographical notice of a maximum of 150 words.

2. Page Format

- Compose the text using MSWord with a minimal lay-out, in “normal” style, no tabulation, without bullets, and no headers or footers.
- Format the file by choosing the following parameters: 8 ½ x 11 inch paper, 2 ½ cm margins on all sides; Times New Roman font (12-point for text and 10-point for endnotes); double-space the text and single-space the endnotes; insert page numbers in the lower right-hand corner of every page beginning with the first page.
- Centre the title of the article and the name of the author.
- Do not indent. Separate paragraphs with a double space.
- The text may be divided into sections using unnumbered, left-justified sub-titles.
- Do not divide words at the end of a line by using either the “caesura” function or a hyphen.

3. Spelling

- Follow the *Canadian Oxford Dictionary*, using the first spelling listed when more than one is possible: e.g. “centre,” “travelling.”

4. Style

- Follow the *Chicago Manual of Style* (16th ed.), except where otherwise indicated below.
- Write numbers from zero to nine in letters and use numerals for numbers 10 and above.
- Write centuries in roman numerals and in small capital letters (type them in lower case, then click on Format – Size and check “Small Capitals”). For example: in the XVIIIth century.
- Include accents on French capital letters.
- Use neither the bold nor the underlining feature.
- Restrict the use of abbreviations to reference texts: volume (vol.), tome (t.), page (p.), number (n^o), etc.
- Avoid common titles for individuals (Johnson, *not* Dr. Johnson). If an unusual title must be used, do not abbreviate it: e.g., Monseigneur.
- For titles of French-language magazines, capitalize the first letter of every word up to the first noun: e.g., *La Presse*, *Le Spectateur canadien*, *Le Petit Journal*.

For French style, follow Aurel Ramat, *Le Ramat de la typographie*, 8^e édition, Montréal, Aurel Ramat, 2005, 223 p.

5. Documentation

- Use the “Notes and Bibliography” system of the *Chicago Manual of Style* (16th ed.). Use endnotes rather than footnotes. If very numerous references are made to a single text

- (e.g., as in a literary interpretation of a novel or poem), in-text parenthetical citations of page or line numbers may be used for all quotations after the first.
- Generally, quotations of fewer than three lines may be enclosed in quotation marks and run into the body of the text. Quotations of three or more lines should be indented and set off as a block. Quotations involving two or more paragraphs, poetic line breaks, or special layout are best set off from the text.
 - Foreign-language text should be cited word for word, in italics and the citation should be accompanied by a translation in English in the endnotes. If the translation has been taken from a publication, give the reference in an endnote and in the bibliography. If the author of the article has translated the text, indicate that information in square brackets: [my translation].
 - Shortened citations (last name, short title, page) may be used for frequent subsequent reference to a work already cited. Avoid abbreviations such as *op.cit.*, *loc.cit.*, *ibid.* et *idem*.
 - If the author's name is not known, begin the reference with the title of the document (not "Anon.").
 - Specify any missing information using the following abbreviations: n.p. (no place of publication), n.d. (no date). Surmised information may be supplied in square brackets or added: e.g., Edinburgh, [1750?] or Edinburgh, n.d., ca. 1750.
 - If there is a possibility of confusing one city with another, add a clarifier: e.g., Cambridge, MA: Harvard University Press.
 - The bibliography is placed after the endnotes and the appendixes. If necessary, divide it into two sections: primary sources (archives, interviews, original documents) and secondary sources.

7. Appendixes

- Appendixes should be placed after the endnotes.
- Tables and illustrations that take up more $\frac{3}{4}$ of a page should be presented as appendixes

10. Copyright

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