

Instructions to Authors for the Presentation Format of Articles

1. Length

- The article must be between 15 and 25 pages in length and be formatted according to the instructions below.
- 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 a Word word-processing program 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.
- Center 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. Style

- 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 English quotation marks (“ ”) and, if necessary, French quotation marks (« ») within them.
- Do not insert a space after the opening and before the closing quotation marks.
- Do not insert a space before a colon.
- Do not insert a space before a semi-colon, an exclamation point, a question mark or an ellipsis.
- Insert only one space after a period.
- The use of italics is reserved for the following elements:
 - Titles (of books, journals, magazines, published maps, works of art, movies, musical compositions, etc.);
 - Titles of exhibitions and of conferences;
 - Brand names of vehicles (ferries, trains, etc.);
 - Terms and quotations from a foreign language.
- Put commas, ellipses, and periods in italics when they immediately follow a word in italics. Leave semi-colons, exclamation marks and question marks in roman.
- 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.

- Do not abbreviate the titles of individuals, for example, Madame, Doctor, Monseigneur, etc.
- Use an acronym or an initialism when a work or an institution is frequently cited. Use the entire name the first time it is mentioned. Ex.: *Dictionnaire biographique du Canada* (DBC); thereafter, DBC (in roman letters).

For further explanations concerning typography in French, consult a reliable handbook, for example, the work of Aurel Ramat, *Le Ramat de la typographie*, 8^e édition, Montréal, Aurel Ramat, 2005, 223 p.

For further explanations concerning typography in English, consult a reliable handbook, for example, *The Canadian Style: A Guide to Writing and Editing*, by Dundurn Press, (1997).

4. Parenthetical Documentation

- Quotes of fewer than three lines should be copied in roman letters into the body of the text between English quotation marks. English quotation marks (“ ”) should enclose a quotation that has French quotation marks.
- Quotes of three or more lines should be copied in roman letters without quotation marks, single-spaced, and indented from the rest of the text.
- Square brackets indicate intervention by the author of the cited article.
 - For leaving out part of a text: “If monographs are useful to understanding history [...], it is archives that one should focus on.”
 - For making a correction: “Several Québécois novel[s].”
 - For adding information (to clarify a quotation): He [Burlamacci] is better known as “Bourlamaque.”
- Foreign-language text should be cited word for word, in italics and the citation should be accompanied by a translation in French 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].

5. Endnotes

Follow the 2009 MLA formatting and style guidelines

Note: to cite a text that is taken from the same work as one cited in a preceding note, copy the reference with the new page number. Avoid abbreviations such as *op.cit.*, *loc.cit.*, *ibid.* et *idem.*

6. References in the Endnotes

Follow the 2009 MLA formatting and style guidelines

- Archives:
Author, title of document in roman letters, notes on the edition or the translation (where applicable), place of publication, publisher, coll. and name of the collection in quotation marks (where applicable), date, number of volumes (where applicable), page(s).

Example:

- François-Marie-Thomas Chevalier de Lorimier, [Lettre à Guillaume Lèvesque], Montréal, 15 février 1839, f. 1. Centre d'archives de Montréal, Collection Rébellion de 1837-1838 (P224, S1, P78).
- Special remarks:
 - If the author's name is not known, begin the reference with the title of the document.
 - For titles of French-language magazines, capitalize the first letter of every word up to the first noun. Ex.: *La Presse*, *Le Spectateur canadien*, *Le Petit Journal*.
 - For English titles, capitalize each word in the title except for articles and prepositions, and give the French version of the place of publication, where applicable. Ex.: *A History of the International Chemical Industry*, Philadelphie, Chemical Heritage Press, 2001, p. 438.
 - If there is a possibility of confusing one city with another (Cambridge, for example) specify as follows: Cambridge (Mass.) for Massachusetts, Cambridge (On.) for Ontario or Cambridge (G.-B.) for Great Britain.
 - Specify any missing information using the following abbreviations: n.p. (no place of publication), n.e. (no editor) et n.d. (no date).
 - If an approximate date or period is known, use the terms "around" or "between". Ex.: around 1770, between 1950 and 1960.

7. **Appendixes**

- Appendixes should be placed after the endnotes.
- Tables and illustrations that take up more ¾ of a page should be presented as appendixes

8. **Bibliography**

- The bibliography is placed after the endnotes and the appendixes
- It is divided into two sections: primary sources (archives, interviews, original documents) and secondary sources. Follow the 2009 MLA formatting and style guidelines.

10. **Copyright**

It is the responsibility of authors who include reproductions (photographs, illustrations, images) in their texts to ensure that they are copyright free. To learn whether or not are:

- Copyright Board of Canada
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