

## 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,” “analyze.”

### 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.
- Spell out centuries using lowercase. For example: the twenty-first century.
- Include accents on French capital letters.
- Use neither the bold nor the underlining feature. Use scare quotes as seldom as possible.
- Restrict the use of abbreviations to reference texts: volume (vol.), tome (t.), page (p.), number (n°), 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<sup>e</sup> édition, Montréal, Aurel Ramat, 2005, 223 p.

### 5. Quotations

- Place quotations within double quotation marks. Use single quotation marks only for quotations within quotations. Place periods and commas inside quotation marks, and colons and semi-colons outside.

- Use the “Notes and Bibliography” system of the *Chicago Manual of Style* (16th ed.). 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; they do not require quotation marks. Quotations involving two or more paragraphs, poetic line breaks, or special layout are best set off from the text.
- The note number should generally be placed at the end of a sentence or at the end of a clause. It follows any punctuation mark except for the dash, which it precedes.

## 6. Documentation

- Use endnotes rather than footnotes. 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. Follow the *Chicago Manual of Style* (16th ed.), as exemplified below. Please note the differences (name order, punctuation, indentation) between notes and bibliography entries.

### Single author book:

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

### Book with an editor:

1. Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

Greenberg, Joel, ed. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press, 2008.

### Translated or edited book:

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

### Chapter in an edited book:

1. Glenn Gould, "Streisand as Schwarzkopf," in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage, 1984.

**Journal article:**

89. Walter Blair, "Americanized Comic Braggarts," *Critical Inquiry* 4, no. 2 (1977): 331–32.

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331–49.

**Articles consulted online:**

1. William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113 (June 2008): 758, doi:10.1086/ahr.113.3.752.

12. Wilfried Karmaus and John F. Riebow, "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls," *Environmental Health Perspectives* 112 (May 2004): 645, <http://www.jstor.org/stable/3435987>.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752–72. doi:10.1086/ahr.113.3.752.

Karmaus, Wilfried, and John F. Riebow. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." *Environmental Health Perspectives* 112 (May 2004): 643–47. <http://www.jstor.org/stable/3435987>.

**Theses and dissertations:**

1. Ilya Vedrashko, "Advertising in Computer Games" (master's thesis, MIT, 2006), 59, <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

**Shortened citations:**

In the endnotes, 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.*, and *idem*. For example:

1. Newton N. Minow and Craig L. LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future* (Chicago: University of Chicago Press, 2008), 24–25.

8. Minow and LaMay, *Presidential Debates*, 138.

- Use the abbreviation “Ibid.” to refer to a single work cited in the note immediately preceding. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical. For example:
  - 5. Farmwinkle, *Humor of the Midwest*, 241.
  - 6. Ibid., 258–59.
  - 7. Ibid.
  - 8. Ibid., 333–34.
- 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.

## 7. Dates and Numerals

- For dates, use month-day (comma) year format, in text as well as in notes.
- Separate numerical ranges (dates, times, and page numbers) with an en-dash: e.g., 96–99.
- Use the following rules for numerical ranges.

<i>FIRST NUMBER</i>	<i>SECOND NUMBER</i>	<i>EXAMPLES</i>
Less than 100	Use all digits	3–10 71–72 96–117
100 or multiples of 100	Use all digits	100–104 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8 808–33 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1087–89 1496–500 11564–615 12991–3001

## 8. Punctuation

- Use the em-dash, without any space, for an interruption in a sentence.

- Use three spaced periods “. . .” as suspension points, to indicate suspended or interrupted thought, and as ellipsis points, to omit a word, a phrase, or a line from a quoted passage. A period is added before an ellipsis to indicate the omission of the end of a sentence.

## **9. Translation and foreign words**

- 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].
- Foreign words and phrases familiar to most readers should appear in roman (not italics) if used in an English context

## **10. 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

## **11. Copyright**

- In reproducing copyright material, authors should be guided by the principle of fair dealing as laid out by Canadian copyright law. Where permission to reproduce copyright material is required, it is the responsibility of the author to obtain it before publication. For information published by rights-holders collectives, see:
  - Copyright Board of Canada
    - <http://www.cb-cda.gc.ca/societies-societes/index-e.html>
  - Copibec, Société québécoise de gestion collective des droits de reproduction
    - <http://www.copibec.qc.ca/>