

# NOTTINGHAM FRENCH STUDIES

## NOTES FOR CONTRIBUTORS

### 1. Submissions

*Nottingham French Studies* publishes articles in all the major fields of French studies – literature, cultural studies, postcolonial studies, film and visual studies, thought, history, politics and linguistics – covering all historical periods from medieval to the twenty-first century. Contributions are welcome in any of those areas. Please note that we do not usually publish articles on French language acquisition or pedagogy.

Articles may be submitted in English or French and should not normally exceed 7,000 words. They must be accompanied by a statement that they are unpublished and not under consideration for publication elsewhere. They should also be accompanied by an abstract of no more than 150 words with selected keywords. The abstract and keywords should be supplied in **both** English and French. Please submit material electronically (by email attachment addressed to [nfs@nottingham.ac.uk](mailto:nfs@nottingham.ac.uk)).

In the initial submission, the contributor's name and affiliation should not appear in the body of the article.

Proposals for themed special numbers in any of the areas covered by the journal are welcome. Special numbers normally consist of seven to nine articles preceded by an introduction, with the length of individual articles determined so as to bring the total word count within the 50,000–54,000 range. Proposals should contain the following:

- the title of the special issue
- a brief description (one A4 side maximum) of the nature of the topic proposed
- a list of potential or (preferably) confirmed contributors, with a brief abstract of each proposed contribution (in English or French, according to the language of the contribution)
- a brief CV of the prospective editor(s) indicating editing experience
- a brief biographical description for all contributors (affiliation, main publications)

All submissions should conform to the conventions of this style sheet; for any points of detail not covered here please refer to the MHRA Style Guide – [www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml](http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml).

It is the aim of the Editorial Board to give contributors a decision within three months of receipt of their article, and in the case of special number proposals to give a decision within six months of submission. All articles accepted for publication are double-blind peer-reviewed. Appeals against the Board's decision will only be considered in exceptional circumstances; such cases are referred to an additional external reviewer and/or the journal's international advisory board.

### 2. Formatting and spacing

#### a. Main text

- All copy must be double-spaced; use Times New Roman for the text font (12pt).
- Please type with justification to left margin only and without hyphenation (except for compound words).

- Use the TAB key once for paragraph indents. Do NOT indent the first line of your article or of any new section, and do not insert an additional line space between paragraphs.
- The main title and subtitle of your article should be presented in capitals at the beginning of the text. Section titles, if necessary, should be in bold, with only the first word and any subsequent proper nouns capitalized.
- Please use single spaces after all punctuation marks – never double.
- Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km.
- Do not insert a space either before or after the en rule in page and date ranges (for example, 14–17 July/pp. 7–8).
- The same applies to hyphenated words, thus: ‘end-stop’, ‘ear-ring’.
- Use the en rule (dash with space either side) for parentheses or asides, thus: ‘asides in the text – authorial remarks and the like – are an example’.
- Do not insert a space before colon, semi-colon, question mark or exclamation mark, thus: ‘why?’, ‘surprise!’, ‘hence:’, ‘example;’.
- Back and forward slashes should not be preceded or followed by a space, unless these are used to indicate line breaks in quoted verse.

## **b. Quotations**

- Single line quotations should be embedded in the main text. Please use single quotation marks throughout, with double quotation marks reserved for a quotation within a quotation.
- Quotations of more than 40 words should be displayed, i.e. aligned with the left-hand margin above, but typed as a separate paragraph, single-spaced and with a line space above and below.
- Text omitted in a quotation should be indicated thus: [...]
- If a quotation ends with a complete sentence beginning with a capital letter, the full stop ending that sentence appears inside the quotation mark. For example: ‘She articulates this particular orientation in the light of the *Zeitgeist*.’
- Any punctuation mark at the end of a quotation incorporated into the text is dropped (with the exception of question mark or exclamation mark). For example:  
the statement ‘she articulates this particular orientation in the light of the *Zeitgeist*’ is inadmissible.
- If the quotation incorporated into the text is not a complete sentence and it falls at the end of the phrase, the full stop follows the quotation mark. For example:  
[...] what Andrew Gurr calls ‘the imaginative discovery within the real’.

## **c. Notes and references**

- Please number notes consecutively throughout your article and print them as

endnotes at the end of your text (they will appear as footnotes in the final published version). You may use the automatic notes feature in Microsoft Word to do this.

- In the main text, numbering of notes should be indicated by superscript numbers, thus: Smith.<sup>1</sup> The note number must be inserted after the punctuation mark.
- Use the same font for notes as for the main text.
- Use the abbreviated forms ‘ed. by’, ‘transl. by’, ‘dir. by’ and so on, as in the examples given below.
- Include bibliographical information in endnotes, rather than listing works referred to at the end of your article. References should include publisher as well as place of publication and should be styled as in the following examples:

<sup>1</sup> Annette Lavers, *Roland Barthes: Structuralism and After* (London: Methuen, 1982), pp. 16–17.

<sup>2</sup> Antoine Compagnon, ‘The Two Barthes’, transl. by James McGuire and Didier Bertrand, in *Signs in Culture: Roland Barthes Today*, ed. by Stephen Ungar and Betty R. McGraw (Iowa City: University of Iowa Press, 1989), pp. 63–75 (p. 67).

<sup>3</sup> Claire Oboussier, ‘Barthes and Femininity: A Synaesthetic Writing’, *Nottingham French Studies*, 33:2 (1994), 78–93 (pp. 82–3).

<sup>4</sup> *Molière: recueil des textes et des documents du XVII<sup>e</sup> siècle*, ed. by Georges Mongrédien, 2 vols (Paris: CNRS, 1973), I, p. 161.

<sup>5</sup> John Cruickshank, *Pascal: Pensées*, Critical Guides to French Texts (London: Grant & Cutler, 1983), p. 23.

<sup>6</sup> Susan James, *Passion and Action: The Emotions in Seventeenth-Century Philosophy* (Oxford: Clarendon Press, 1997), pp. 187–91.

<sup>7</sup> Paul Smith, ‘Literature and Art’, in *The Nineteenth-Century Art Novel*, ed. by Paul Smith (*French Studies*, 61:1 (2007)), 1–13 (p. 11).

- Title and subtitle of books should appear as in examples (4) and (6) above.
- Series or collection titles following the main title should appear in Roman (not italics) without quotation marks, as in example (5).
- Special issues of journals should be referred to as in example (7).
- For subsequent references to the same work, use the short-title system (author surname and shortened form of title), avoiding the use of ‘work cited’ or ‘op.cit.’. Shortened versions of the examples above would be as follows:

<sup>1</sup> Lavers, *Roland Barthes*, pp. 16–17.

<sup>2</sup> Compagnon, ‘The Two Barthes’, p. 67.

<sup>3</sup> Oboussier, ‘Barthes and Femininity’, pp. 82–3.

<sup>4</sup> Mongrédien (ed.), *Molière*, I, p. 161.

<sup>5</sup> Cruickshank, *Pascal: Pensées*, p. 23.

<sup>6</sup> James, *Passion and Action*, pp. 187–91.

- Please ensure that all bibliographical references are complete (in particular, please ensure that you supply page ranges as well as specific page references for articles or chapters within collective volumes). Articles with incomplete references will

be returned to the contributor for amendment.

- References to non-print media should be made as follows:

[title in italic], [director/composer as appropriate]. [Place]: [producer], [date], thus: *Macbeth*, dir. by Orson Welles. USA: Republic Pictures, 1948.

If ambiguity might otherwise arise, the name of the media should be inserted after the title, thus:

*Macbeth*, film, dir. by Orson Welles. USA: Republic Pictures, 1948.

- Web references should be cited as follows: <<http://news.bbc.co.uk/>> [accessed 1 April 2010]
- Page references to frequently quoted texts may appear in the body of your article, between single parentheses, including a shortened form of the title if necessary (e.g. *OC*, I, p. 284; *Roland Barthes*, pp. 16–17). The first reference to the text in question should be given in full in a note in the normal way, with an indication of any abbreviation to be used in subsequent references. In the case of a multi-volume work, it may be sufficiently clear to indicate repeated references thus: (VIII, p. 28).

#### **d. Tables and Illustrations**

- Any tables, diagrams, illustrations etc. should be saved as separate files and not included in the text file. The files should be labelled with the name of the author, and inserts numbered sequentially using Arabic numerals for Figures (i.e. photographs, diagrams and graphs) and Roman numerals for Tables. Each must have a caption, source and where appropriate, acknowledgement, to be included in a separate Word file. The main text file should be tagged to show where illustrations are to be inserted, as for example <Fig. 1 here>, <Table IV here>.
- If a particular size of image is preferred, contributors should indicate this, by tagging (for example) <Fig. 1 near here, full-page if possible>.
- Contributors should note that images will be reproduced in black and white, but that reproduction in colour is possible in the online version of the journal.
- For photographs, please scan at a minimum of 300 dpi and save as a TIFF or jpeg. For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi and save as a TIFF or jpeg. The final size of the scan should be approximately 250 x 200 mm. Please supply a black and white laser print of all scans. Images can also be supplied as EPS files, with a laser print for identification.

### **3. Common stylistic points**

#### **a. Spelling**

- Use ‘-ize’ in preference to ‘-ise’ where both spellings are in use (for example, ‘realize’ not ‘realise’, ‘systematize’ not ‘systematise’). Use ‘-ise’, however, where no alternative exists (as in, for example, advertise, advise, analyse, comprise, compromise, excise, exercise, supervise, surprise).
- The following spellings are to be used; connection, focused, premise, judgement, medieval, reflection, spelt.

- If the article is written in English, words such as elite, role, etc. should not be accented.
- Please retain accents on capital letters: ‘Éluard’, not ‘Eluard’.
- Use ligatures ‘æ’, ‘œ’ in preference to ‘ae’, ‘oe’.
- English spelling usage (not American) is to be followed; hence ‘favour’, not ‘favor’, ‘sceptic’, not ‘skeptic’ and so on.

#### **b. Punctuation and use of italics**

- Do not insert a comma before ‘and’ or ‘but’; write ‘red, white and blue’, not ‘red, white, and blue’.
- Use the possessive ’s for names ending in s, thus: Descartes’s, Duras’s, Rabelais’s, Lucretius’s. The same rule applies to words ending in an unpronounced x or z, as in Malraux’s, Saumarez’s.
- Greek names ending in ‘es’ (and Moses) are apostrophized as follows: Moses’, Demosthenes’.
- Italics should be used for foreign words except when they form part of a foreign-language quotation, or when the word has been assimilated into the English language.
- Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.
- Italicize only the word, not any surrounding punctuation.

#### **c. Abbreviations and numbering**

- Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the ’teens should show both digits). Some examples: 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244.
- Dates are treated in the same way; thus 1984–5, but 1917–18. Full dates should be given as follows: 12 January 1991.
- Numbers up to but not including 100 should be written out in full.
- Write 6,000, 10,000 *not* 6 000, 10 000.
- Wherever possible, write ‘for example’ rather than ‘e.g.’, ‘that is’ rather than ‘i.e.’, ‘and so on’ rather than ‘etc.’, ‘namely’ rather than ‘viz.’
- Please avoid use of the expressions ‘op. cit.’, ‘loc. cit.’, ‘idem’, ‘eadem’, ‘work cited’, ‘article cited’, ‘as cited’, ‘as cited in previous note’ and similar. For repeated references, the short-title system of reference (author surname followed by abbreviated title) should be used. See above, 2.c, for examples.
- ‘Ibid.’ (note full point) can be used to refer to the **immediately** preceding reference, or part of it, indicated by the page number (Ibid., p. 32). To avoid confusion, please do not use ‘ibid.’ if there are two references in the preceding note.
- ‘Ibid.’ should not be italic.

- When cross-referencing from one note to another, write ‘note 5’ and not ‘n. 5’.
- Write ‘p.’ or ‘pp.’ for page/pages, and ‘fol.’ or ‘fols’ for ‘folio’/‘folios’.
- Note that references to recto-verso should appear as follows: fol. 3<sup>v</sup>, fol. 110<sup>r</sup>.
- Use superscript for cardinal numbers written as numbers, thus: 2<sup>nd</sup>, XIX<sup>e</sup>, 20<sup>th</sup>.
- Cardinal numbers in French should be given in numerical form in titles and sub-headings (‘XIX<sup>e</sup>’) but written out in full in the body of the article (‘dix-neuvième’).
- Cardinal numbers in English should normally be written out in full (‘the nineteenth century’; ‘nineteenth-century fiction’).

#### 4. Articles written in French

Articles written in French should follow the above guidelines, with the following exceptions:

- *Guillemets* (« ... ») with single space inserted before and after the quoted material to be used in place of single quotation marks. **In all other cases there should be no space before the punctuation mark** (please use the ‘find and replace’ function in Microsoft Word to remove spaces automatically inserted before question marks, colons and semi-colons).
- Quotations within the *guillemets* should be indicated by double inverted commas (“...” ) without space inserted before and after the quoted material.
- Note numbers must be inserted before and not after the punctuation mark, thus: ...Smith<sup>1</sup>. In the case of *guillemets* the note number is inserted between the closing *guillemets* and the punctuation mark, thus: « texte »<sup>5</sup>. The only exception to this is at the end of an indented quotation, where the note number should be inserted **after** the final punctuation mark.
- Please use the following abbreviations in endnotes: éd. par (for critical editions); dir. par (for collective volumes); trad. par.
- Titles of books, articles and journals should be presented following French rules of capitalization, that is, that the first word only of a title should be capitalized (apart from proper names). If the first word is a definite article, the second word should also be capitalized; hence ‘*Le Bourgeois gentilhomme*’ (but ‘*Un chien andalou*’, ‘*Un cœur simple*’); however, ‘*Le Grand Meaulnes*’ (because a proper name). Subtitles should be introduced by a colon (never a full point) and presented in lower case, including the first word (unless a proper name).
- In the case of other European languages, the same conventions apply (that is, first word or definite article followed by first word and any proper nouns take an initial capital). In the case of German, all nouns take an initial capital.

#### 5. Submission of final copy

- If your article is accepted for publication, in the copy for press your name should appear in capital letters at the head of the article, in the line following the title.
- Prior to publication, you will be asked to supply a number of items: a brief biographical note (60–80 words), to include your institutional affiliation; your abstract and keywords in **both** English and French; your address for correspondence

(electronic and postal); your ORCID ID (if you have one).

- The editors reserve the right to make any further copy-editing changes necessary to the text of an article before its publication without further reference to the contributor.
- If the research on which your article is based has received funding support, please acknowledge this at the beginning of the footnotes.
- Please try to increase your article's online discoverability by including keywords and obvious search terms in your article title. Consider which search terms readers are likely to use, and then help them by using a title that includes those terms. It is especially important that these are included at the start of the title, rather than as part of the subtitle, so that they appear in search engine results (bearing in mind that only the first part of the title will be visible on mobile devices). Please also remember to include keywords with your abstract, and supply these in both English and French, to help readers find your article online.
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- Contributors are allowed upon request to reproduce part or all of their articles in other publications, provided that due acknowledgement to the journal and the publisher is made. All requests for permissions should be made via the NFS Editorial Office ([nfs@nottingham.ac.uk](mailto:nfs@nottingham.ac.uk)). *Nottingham French Studies* will hold the copyright of the issue as a whole.
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