

EDITORIAL GUIDE: ECRITURES COLLECTIONS (E.A. 3943)

We request that all collaborators read and adhere to the following Editorial Guide with the aim of maintaining standards of presentation in our texts, as well as making the editing and layout staff's job a little easier. The aim of this guide is also to lay out clear answers to any questions that authors may have, and its contents apply to Écritures editions in general. The editor in charge of the author's work may be contacted in case of any special observations. Thank you for your collaboration.

Submitting an article and abstract by e-mail

File format: Attached file, RTF (Rich Text Format) for texts presented in a Word document (PC or Mac); the file's title should include the author's surname.

Submit your article to:

- Catherine Maillot, editor at M.S.H: maillot@univ-metz.fr
- Pierre Halen, Director of the 'LMC Afriques' Series: pierre.halen@univ-metz.fr
- Charles Scheel, Director of the 'LMC Amériques' Series: scheel.charles@neuf.fr
- J.-M. Wittman, Director of the 'Recherches en littérature' Series: jmichel.wittman@wanadoo.fr
- Jacques Fantino, Director of the 'Théologies et cultures' Series: fantino@univ-metz.fr
- In the case of an article written by several different authors, the person in charge of the volume at the centre ought to be contacted

Your contact information:

Your contact information should be included at the end of your text. Please indicate:

- Your e-mail address
- The name of your research centre and the institution to which it belongs
- Your postal address (so a copy of your article can be sent to you)

Collective articles

- Article format:

Around 30 000 characters, including spaces (minimum 25 000, maximum 30 000)

- Abstract:

Around 1000 characters, including spaces; in French and in English. The title of the article ought to be presented in both languages (ie a French title translated into French, and vice versa).

- *Personal information:*

Maximum 500 characters, including spaces. An example is shown below.

Dupont, Jean. Currently a lecturer at Pont-à-Mousson University and teaching assistant at the *École Nationale Supérieure* for Gardeners. Research director and member of the ERHT centre. Editor-in-chief of *Jardins et Science* magazine. Main publications: *Les Jardins d'autrefois* (Gardens of Yesteryear) (1996), *Nouvelles recherches sur les jardins* (New Garden Research) (2000). (= 374 characters).

Presentation Guide

- No manual formatting (spaces, centred text). No table formatting (except in the case of tables being included in the article).
- Fonts: Use the standard font on your computer. Use the standard font size on your computer; this font size should remain the same throughout the article.
- Use double spacing (so the editing team can make annotations).
- Notes: the note should be placed directly after the word or phrase it concerns. For example: 'After having come across a lion¹, the hunter thought of the fable: “The strongest man's motives are always the best”², he remembered. “Actually,” he said to Juliette suddenly, “‘best’ is not the right word.” The young lady³ daydreamed [...].'
- Two levels of subsystem formatting: Section, followed by sub-section. Do not include a title for the introduction. Do not include a number or alphabet system for categories (2.1., abc, etc). Use a bold font for main sections (main headings) and italics for subsections (sub-headings).
- Do not include a bibliography at the end of the text, except in the case of the article concerning a corpus of texts.
- All references (see example) should be complete and exact and cited using footnotes (not endnotes).
- All quotes that are longer than 3 lines should be cited as a block of text, without quotation marks or italics.

1 Carnivorous mammal

2 X Fable: edition, page ...

3 In English in the original text

Writing Guide

- Avoid frequent short or one-line paragraphs.
- Quotes, in French-language articles, should always be cited using French quotation marks («...»), whatever the length of the quote (except for a longer quote, cited as a block of text). If need be, English quotation marks (“...”) should be used within the French marks.
- If a quote is modified (text removed, author's remarks, a letter or word changed), this modification should be indicated using square brackets ([...]).
- All quotes in languages other than English or French must be translated into either of these languages in the text itself or in the notes.
- All quotes in a language other than French should be formatted in italics (*sine qua non*).
- Proper nouns start with a small letter, not a capital. In the body of the texts, first names should be spelled out in their entirety; in the notes, the first letter of the name will suffice.
- In special cases, italics can be used for terms of particular importance. Bold type or underlining are not acceptable in this case.
- Any tables included in the text should have a title and be numbered (Table 1, Table 2, etc.)
- Wherever possible, try to use as little footnotes as you can, and keep them as short as possible.
- In French-language texts, a space ought to be included before and after signs such as (? ! ; :). For commas and full stops, no space is included between them and the preceding word, but a space should follow them.
- The space in front of the signs mentioned above (? ! ; :) and in front of or after French quotation marks («...») should be undividable (this can be done using Control + Caps Lock + Space).
- Capital letters should be typed with the corresponding accent: *À l'école, aux États-Unis*.
- In French-language texts, use French spelling wherever possible where foreign words are concerned: *bantou, bantoue, bantous* are preferable to *bantu*. Foreign words spelt the French way should follow the grammatical rules applying to French. If the author wishes to keep the word's original spelling, the word should be typed in italics. Thus, an example would be: *les Tutsis, une femme tutsie, soit une mututsi, des Batutsi*, but keeping the text coherent without switching terms too frequently.

Bibliographical references

- *Bibliographical references must be cited in full in the first footnote. Example:*
- SIRACUSA (Jacques), *Le JT: Machine à décrire. Sociologie du travail des reporters à la télévision*. Bruxelles: De Boeck Université, Paris: INA, coll. Médias-Recherches, 2001, 299 p. ; p. 238

- CAILLET (Lucie), JAMOUS (René), « Religion et rituel » dans Segalen (M.), dir., *Ethnologie. Concepts et aires culturelles*. Paris: A. Colin, 2001, p. 47-69.
- DUPONT-LAJOIE (Georges), « Méditation 5 », dans *Questions de mystique internationale*, (Québec: Musée du Québec), T. 33, n°45, (*Les Spiritualités contemporaines*, dir. J.-F. Lemoine), automne 1935, p.34-42.
- The authors' surnames should be typed in small capitals, as shown above.
- Do not use *idem*, *ibidem*, *id.*, *ibid.*
- After the first footnote, all references should cite the beginning of the full reference: for example, SIRACUSA, (J.), *Le JT: Machine à décrire*, *op. cit.*, p. 45; or JAMOUS (R.), « Religion et rituel », *art. cit.*, p. 47-48.
- Exceptions: If one of the sources in the bibliography is extensively analyzed in the author's texts, references to the source may be made using only the page number of the passage examined. In the case of there being several sources used for the article, abbreviations of their titles and the page numbers, as before, may be used. As far as possible, clear up any ambiguities where references to various sources are concerned and explain the abbreviations used (they should be explained in the footnotes, following the reference itself).
- Where names are concerned, certain ethnicities place the surname before the first name, thus the surname should be typed in small capitals: TSHIBANDA (Pie). The same small capitals should be used for systems where the given name is always placed behind the surname: TSHIBANDA Wamuela Bujitu. Certain name systems incorporate both a surname, placed in front of the given names, and a first name: TSHIBANDA Wamuela Bujitu (Pie).
- *Film and documentary titles*, as well as those of other diverse video materials, should be typed in italics, followed by the author's name and the year of production (in parentheses), and if necessary the place where the work is kept. An example: *Les Années bleues* (Drizon, 1948). Dossiers de l'INA n°34A425.
- *Websites*. Try to cite the Web address as precisely as possible, as well as the institution and personnel responsible for the site and the last date that you consulted it.

Proofreading

The final draft of the text, once formatted, will be sent to you for proofreading and then given the Quality Assurance stamp of approval. Any final changes will be made by the editing staff.

Design

The final design of the article, including title, subtitles and abstract, is decided on by the editing team.