

## Style sheet

The purpose of a stylesheet is twofold: to achieve consistency in a journal's appearance, and to facilitate the work of typesetting. Since it is hoped that almost all copy for Cahiers will be submitted in electronic form, conventions will be principally negative. Authors are asked to restrain their enthusiasm and not to do things that the senior editor, who is his own typesetter, will have to undo. Four categories of copy submission are considered: on paper for the approval of editors and referees; by electronic mail or as an unformatted text file on diskette; on diskette as a fully formatted word-processor document; camera-ready copy.

The presentation of the initial submission is not important, since we expect articles to be resubmitted in electronic form on acceptance. Multiple copies would be appreciated, but there is no need, for example, to double space or to use wide margins, as long as reasonable legibility is maintained (bearing in mind that copy might be faxed to a referee).

The name and affiliation of authors should be given on a separate sheet with the title of the article. The article itself should be unidentifiable (at the approval stage, such giveaways as « in my previous article » are best avoided).

The copy initially submitted will be referred to when electronic copy is being formatted. Therefore, it would help if all authors adhered to certain basic typographical conventions. Use italics (or underlining) for linguistic forms discussed and titles of books or other complete works; use double quotation marks or « \_guillemets\_ » for occurrences, reported speech, and article titles; single 'quotation' marks may be used to indicate translations. Bold type may occasionally be required for technical terms as they are introduced and defined. Attempts to produce 'smart quotes' will not transfer to the system used by the editor and should be avoided.

Titles and headings are better left unformatted, and they should certainly NOT be in CAPITALS. Capitals ought also to be avoided in the body of the text: abbreviations and acronyms should use small capitals (or double underlining in typescript).

Footnotes can be handled at no extra cost and may be used for bibliographical information, though some authors will prefer to use the Harvard author-date system. Numbered endnotes are less reader-friendly than footnotes, which should be used instead.

Date and place of publication of sources should always be given, and publishers indicated wherever possible. References to journal articles should give issue number and date. It is not generally necessary to specify page, p, or pp before page references.

In an alphabetical list of references, author surnames will precede given names or initials:

Mouilleminche, J.-J. (1994) « L'Incendie de Chicago: une coincidence? », *Annales poldèves* lxi (1994): 5-13.

which will be referred to in the text as Mouilleminche (1994). In a footnote there is no reason not to use the form

Yvonne & Léonie Pradonet, *Conversations sur les consolations du célibat* (Palinsac: Editions Paul, 1943): 15-23.

Electronic mail and plain text files carry no formatting, and as long as the paper copy is clear and follows the general principles given above, the editor will apply whatever formatting is required. Contributors may assist by preceding text that requires a particular format with a symbol not otherwise required. Accented letters may present a problem, and if contributors replaced all *és* by *\*e/* (or a similarly unambiguous sequence), *ès* by *\*e\*, and so on, the preparation of copy would be less subject to error. In the case of a submission entirely in French, the editor can use a spelling checker, though this will not infallibly pick up, for example, a where *à* is required.

Fully formatted documents produced by most dos word-processors can be converted to the Microsoft Word 5.5 which is the

senior editor's preferred system. This will usually preserve accented letters and typefaces. The general conventions given above should be followed.

Paragraphs will be spaced by the editor, and contributors should not attempt to improve layout by using extra empty paragraphs or multiple tabulations. Spacing text by repeated presses of the spacebar or the tab and return keys serves no purpose, and is an irritation for the editor, as are attempts to indent with spaces or tabulations.

When contributors include a table, they should set it out clearly on paper, then in their electronic copy put each row in a separate paragraph, with each cell separated by a tab. Only use more than one tab where there is an empty cell.

Contributors who possess the typographical sophistication to produce phonetic symbols when they need them may prefer to submit their copy in camera-ready form. Camera-ready copy should fit within a rectangle 11 centimetres wide by 17 centimetres high. It should be in a Roman typeface, preferably Palatino, with a sans-serif face (Avant-Garde is preferred) for titles, headings and sub-headings, and the author's signature at the end. The main body of the text should be in 10-point type, with 11-point spacing; titles should normally be in 12- or 14-point, sub-headings 12-point, and signature 11-point. Notes and references may be set in 9/10 point. Paragraphs should be preceded by a space equal to the line spacing, titles by at least twice that spacing. Unless paragraphs are numbered, all paragraphs except those following a title or sub-heading should be indented 5 millimetres. Page numbers, headers, and footers will be added when copy is pasted up; obviously, it would help if sheets were numbered consecutively, outside the printable frame.

The normal practice of Cahiers is to offset title, sub-headings, and signatures to the right on odd-numbered pages, and to the left on even-numbered pages. Since the actual pagination cannot be

known till the last minute, this refinement will be waived for camera-ready submission, where offsets should be internally consistent.

Authors should avoid expressions and turns of phrase which might give offence. For guidance on some points, the editors recommend Casey Miller & Kate Swift, *The Handbook of Non-Sexist Writing* (London: The Women's Press, revised British edition 1984).

In any case not covered by this stylesheet, common sense should prevail, but the editors reserve the right to make minor changes of format and punctuation.