

## **L'ATELIER — STYLE SHEET (2013.06)**

### **Text layout**

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#### **Paragraphs**

1. Paragraphs are automatically formatted (indentation, spacing, justification, ...) after selecting the appropriate style.
2. No word-cut.
3. No empty paragraph between two paragraphs, except to separate two sections in the absence of a subheading. (In that case, do not use numbered paragraphs in-between).

#### **Quotations**

4. Quotations up to 3 lines in length are part of the text, in quotation marks. Use double quotes (« », in French; “ ”, in English). Use simple quotes (‘ ’) within quotations in English; double English quotes (“ ”) within quotations in French.
5. Quotations over 2 lines in length are given in a new paragraph (use appropriate style), with no quotation marks.
6. Interpolated text (additions, deletions, modifications) comes within square brackets: e.g. « Quisque varius dictum sem, sit amet mollis mauris hendrerit quis. [...] Vestibulum quis arcu nec magna tristique semper. »

#### **Punctuation**

##### *English*

7. No space before punctuation marks, except for dashes.

##### *French*

8. Use hard spaces before double punctuation marks ( ; : ! ? ).
9. Use hard space after opening French quotation marks and before closing ones: « Sed Non Satiata ».

10. No space before or after simple punctuation marks.

## Notes

11. Use only footnotes.

## Bibliographical data

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### Works Cited

#### *Layout*

12. Bibliographical data are given in full at the end of the article, under the heading **Works Cited** (EN/FR\_titrage\_2).
13. Use VA\_bibliographie for each paragraph, then use character styles for names and titles.
14. Repeat author's name in case of multiple references by the same author:

SHAKESPEARE, WILLIAM. *Hamlet*.

SHAKESPEARE, WILLIAM. *The Merchant of Venice*.

#### *Titles*

##### **Capitalization**

15. English: In both titles and subtitles, first words, last words and all principal words (nouns, pronouns, adjectives, adverbs, subordinating conjunctions) are capitalized. (Use “ :” between title and subtitle).
16. French: In the title, capitalize the first word and the first word after a definite article at the beginning, but not after an indefinite article: *e.g. La Carte postale*, but « Un coeur simple ». No capitalization at the beginning of a subtitle.

##### **Quotation marks or italics**

17. Italics are required for the titles of books, journals or newspapers, as well as paintings or films.
18. A normally italicized title within another italicized title is no longer in italics:

*An Introduction to James Joyce's A Portrait of the Artist as a Young Man.*

19. Use quotation marks for excerpts from books, journals or newspapers (articles, chapters,

poems, ...)

*Ordering data in a bibliographical entry*

**Books**

20. Order data as follows, using the relevant punctuation marks to separate bibliographical elements: Name, First name. *Title*. 1st edition (date of publication). Series. Place of publication: Publisher's name, date of publication.

Rhys, Jean. *Wide Sargasso Sea*. 1966. A Norton Critical Edition. New York: W. W. Norton, 1999.

21. For an anthology or a book with several authors, the name of the editor is followed by "ed." :  
Smith, George Arthur, ed.
22. When there is more than one author or editor, order the name zone as follows: Name, First name (author 1), First name Name (author 2), ..., and First Name Name (last author). Beyond 5 authors / editors, give only the book's title.

**Articles, chapters, etc. in a book, a journal, ...**

23. Order bibliographical information in this way:

Name, First name. "Title of the article". *Book title*. Place of publication: Publisher's name, date of publication. Page numbers.

Name, First name. "Title of the article". *Journal title* volume.number (date): page numbers.

24. If the excerpt's publication date differs from that of the book or the journal, it is inserted after its title.
25. If the excerpt is from a book edited by another author, indicate his/her First name, Name after with the mention "Ed." preceding the latter:

Fellini, Federico. "The Long Interview". *Juliet of the Spirits*. Ed. Tullio Kezich. New York: Ballantine, 1966. 17-64.

26. Do not use "p." or "pp." before page numbers.
27. Indicate month or season before the year of publication only where there is no volume number.

## Bibliographical notes

28. With the exception of an often quoted reference (for instance, in an article dealing primarily with one novel), bibliographical reference (author, title, page number) is indicated in a footnote.
29. For an often quoted work, page numbers may appear in parentheses in the body of the article — barring the first reference to the work, for which a note is required as above.
30. If the same author is often quoted (for instance, in an article dealing with a novelist's works), parenthetical reference may be used as above, with the addition of an abbreviated reference to the book quoted before the page numbers: *e.g.* (BH 235) — for a reference to *Bleak House*. The abbreviation should appear in square brackets at the end of the full bibliographical reference (Works cited).
31. Bibliographical information in footnotes will be as brief and informative as possible and be ordered as follows: Author's Initials of first name, Name, book's or excerpt's title (brief, no subtitle), page numbers:

J. Rhys, *Wide Sargasso Sea*, 248.