

# THE ROMANIC REVIEW: STYLE SHEET

## *Guidelines for submission*

Submissions in English should follow **MLA guidelines** for in-text parenthetical references with a “Works Cited” list at the end of the article (see *The MLA Handbook*, Eighth Edition [New York: Modern Language Association of America, 2016]); see also the examples offered online by the [IRSC Libraries site](#) or by the **Perdue Online Writing Lab** ([in-text citations](#) and [works cited formatting](#)).

Footnotes should be reserved for short explanations and kept to a minimum.

For grammar, punctuation, and capitalization norms, please refer to *The Chicago Manual of Style*, 16th Edition (Chicago: Chicago UP, 2010). There is a searchable online version of this reference accessible at: <http://www.chicagomanualofstyle.org/16/contents.html>. Most university libraries have a subscription to the online version.

Submissions in French should conform to the norms prescribed in the *Lexique des règles typographiques en usage à l’Imprimerie nationale*, 6th edition (Paris: Imprimerie nationale, 2014). The [Wikipedia page dedicated to French typographical norms](#) is based on this reference. Sample bibliographic entries for French texts can be found at the end of this document.

### ***Formatting / Typography***

Articles should be submitted in Times New Roman 12 point, double-spaced. Footnotes and block quotes should also be in Times New Roman 12 point, but single-spaced. Block quotes should be separated from the body of the text by line breaks at the beginning and end of the quote.

Titles of books should be italicized, not underlined.

**Foreign words or special terms should be italicized:** e.g. *sine qua non*; *chansons de geste*; *ekphrasis*. However, scholarly reference words and words that have been “naturalized” such as “et al.” “ibid.” “e.g.” and “a priori” should not be italicized. If a foreign word appears as an entry in *Webster’s Dictionary*, it should be considered naturalized and not italicized.

**Spelling.** For articles in English, spelling should conform to American, not British, spelling: *recognize* as opposed to *recognise* // *humor* as opposed to *humour*.

**For centuries**, please write out the word: e.g. *the nineteenth century* / *dix-neuvième siècle*

- NB: When a century is used as an adjective, it is hyphenated, as in *sixteenth-century art*. When a specific century is used as a noun (i.e., *at the end of the sixteenth century*) it is **not** hyphenated.

Write out numbers under 100: *She published fifty articles.* / *C’est son vingtième article.*

Accents in French should be maintained on capital letters, e.g. *Moyen Âge*; *L’Étranger* de Camus

For dates, use the form 1950s, ~~not 1950’s~~.

### ***Spacing and punctuation***

Single-space after a period. **Never double-space.**

**Use serial commas (aka the “Oxford” comma):** in series of three or more items, use a comma before “and”: *She visited Spain, Portugal, and France.*

**For articles in English:**

Footnote numbers should be placed after punctuation marks (after periods, commas, semi-colons, quotation marks).

Periods and commas **precede** quotation marks; semi-colons, colons, exclamation and question marks **come after** quotation marks unless they are part of quotation.

No space should come before any punctuation (colon, question mark, quotation marks).

No space before or after an **em dash**:

- *He who allows himself—for some patriotic, religious or even moral motive—the smallest dissimulation in the facts he studies, does not merit a place in the great laboratory where probity grants the privilege of admission.*

**Always use double quotation marks** in English-language texts. Reserve single quotation marks for quotations within quotations:

- *“I would contend,” he wrote, “that ‘literary theory,’ as we understand it, begins in the nineteenth-century.”*

Never use straight (non-typographic) quotation marks (“”). Use only “/”

English double quotation marks should not be used in texts in French. **Guillemets should be used exclusively in French-language texts.** In French-language texts, use single quotation marks for quotes embedded in quotes.

**Possessive of singular words and names ending in unpronounced “s”**

From *The Chicago Manual of Style*: “In a return to Chicago’s earlier practice, words and names ending in an unpronounced *s* form the possessive in the usual way (with the addition of an apostrophe and an *s*). This practice not only recognizes that the additional *s* is often pronounced but adds to the appearance of consistency with the possessive forms of other types of proper nouns.” (7.17)

- *Descartes’s three dreams*
- *the marquis’s mother*
- *François’s efforts to learn English*
- *Vaucouleurs’s assistance to Joan of Arc*
- *Albert Camus’s novels*

**Punctuation and capitalization for run-in quotes:**

When the quotation is introduced by a verb of communication, place a comma after the introductory verb and capitalize the first letter of the quoted material. **Following the *Chicago Manual of Style*, there is no need to bracket the capitalized letter if it is not capitalized in the original text,** as the reader will understand it has been made to conform to the syntax of the current sentence:

- *When asked what she wanted to do, she answered, [stated, / replied, / suggested,] “Perhaps it would be a good idea to go to the movies.”*
- *Mimi Hellman observes, “Elite leisure was a social spectacle based on a continuous engagement with complicated things, an ongoing process of opening and closing, searching and selecting, storing and retrieving.”*

If the run-in quote is blended into a sentence, make sure it corresponds to the surrounding syntax. Don’t capitalize the first letter of the quote and don’t introduce with a comma:

- *Mimi Hellman draws our attention to that fact that “elite leisure was a social spectacle based on a continuous engagement with complicated things, an ongoing process of opening and closing, searching and selecting, storing and retrieving.”*

When a semi-colon introduces a run-in quotation, capitalize the first letter of the quotation:

- *Beyond these suggestive parallels, Roubo’s aside contains a deeper insight: “Qu’est-ce qu’un secret,” he wonders, “dont la copie ou l’original est entre les mains de tout le monde?”*

### **Capitalization**

**Traditional time periods as nouns** are capitalized: *Moyen Âge* (but *medieval* as adjective); the *Renaissance* (but *renaissance art*); the *Old Regime* (but: *ancien régime*)

**Descriptive designations of time periods** are usually not capitalized, unless derived from proper nouns: *ancient Greece*; *the baroque period*; *romantic poetry*; but: *the Victorian era*, *Beaux-Arts architecture*

**Cultural and intellectual movements and artistic styles** are in general not capitalized (*classicism*; *post-structuralism*; *feminism*; *existentialism*), unless derived from proper names (*Cartesian*; *Platonic*) or to avoid ambiguity with a word’s common use (*Romanticism*; *New Criticism*):

**\*\* Always verify specific terms with *The Chicago Manual of Style* [8.71 Descriptive designations for periods; 8.72 Traditional period names; 8.73 Cultural periods; 8.74 Historical events; 8.78 Movements and styles]**

Capitalize words with prefixes like **Anglo-** and **Franco-**: *Anglophile*; *Francophone*. In French, these words are not capitalized.

**Academic disciplines** are not capitalized, except if they incorporate proper nouns like the names of languages:

- *She works in the biology department.*
- *He is a student of the humanities.*
- *She is going to major in French studies.*
- *He wants to study comparative literature.*

Don’t capitalize words like *chapter*, *volume*, *book*, *canto*, *preface*, *introduction*, etc.

- *In chapter one, the author makes the case that it would be better to ...*

**Use lower case after a colon**, except if what follows is a question or several sentences:

- *She had two options: stay at home or leave without them.*
- *She didn't know what to do: Should she stay at home or leave without them?*

**Capitalization rules for French book titles:**

The first word of a title in French is always capitalized. Capitalization of the words that follow depends on the syntax of the title.

If the title does not begin with a definite article, only the first word is capitalized:

- *Une saison en enfer*
- *Un amour de Swann*
- *À la recherche du temps perdu*
- *On ne badine pas avec l'amour*
- *Cent ans de solitude*
- *Qu'est-ce que la littérature*

If the title begins with a definite article and is a nominal phrase, the nouns and preceding adjectives are capitalized. Adjectives following initial noun are not capitalized:

- *La Religieuse*
- *Le Grand Écart*
- *Les Mains sales*
- *Les Figures du discours*
- *L'Insoutenable Légèreté de l'être*

When the title comprises two nouns in a parallel structure, or if the title is a "double title" that offers a variant or second title, the nouns and any preceding adjectives of both parts of the title are capitalized.

- *Le Corbeau et le Renard*
- *Le Rouge et le Noir*
- *Les Mots et les Choses*
- *Le Mariage de Figaro ou la Folle Journée*
- *Émile ou De l'éducation*
- *Knock ou le Triomphe de la médecine*

**Sample bibliographic entries for articles in French**

**Notes**

1. Voir, dernièrement, *Lieux communs, topos, stéréotypes, clichés*, éd. Christian Plantin, Paris, Kimé, 1993.
2. Lettre à Louise Colet du 2 juillet 1853, *Correspondance*, Paris, Gallimard, « Bibliothèque de la Pléiade », 1980, t II, p. 372.
3. Sainte-Beuve, « Qu'est-ce qu'un classique ? », *Causeries du lundi*, Paris, Garruer, 1851-1868, t. III, p. 42.
4. Charles Baudelaire, *Fusées, Œuvres complètes*, Paris, Gallimard, « Bibliothèque de la Pléiade », 1975, 1.1, p. 662.

5. Ibid., p. 670.

6. Jean Paulhan, *Les Fleurs de Tarbes ou la Terreur dans les lettres* [1941], Paris, Gallimard, 1990, p. 51.

7. Roland Chollet, « Du premier Balzac à la mort de Saint-Aubin. Quelques remarques sur un lecteur introuvable », *L'Année balzacienne*, n° 8, 1987, p. 7–20.

8. Gaston Bachelard, *La Poétique de l'espace* [1957], Paris, PUF, « Quadrige », 1983, p. 32-33.

### **Œuvres citées**

Balzac, Honoré. *La Comédie humaine*, édition établie sous la direction de Pierre-Georges Castex.

Paris : Gallimard, « Bibliothèque de la Pléiade », 1976.

Bordas, Éric. « L'ironie humoresque dans *La Sorcière* ». *La Sorcière de Jules Michelet. L'Envers de l'histoire*. Textes réunis par Paule Petitier. Paris : Champion, 2004 : 71–84.

Bowman, Franck Paul. « Michelet et les métamorphoses du Christ ». *Revue d'histoire littéraire de la France* (sept.–oct. 1974) : 826–851.

\_\_\_\_\_. « Symbole et désymbolisation ». *Romantisme* 50 (1985): 621–636.

Chollet, Roland. « Du premier Balzac à la mort de Saint-Aubin. Quelques remarques sur un lecteur introuvable ». *L'Année balzacienne* 8 (1987) : 7–20.

Condorcet, Nicolas de. *L'Esquisse d'un tableau historique des progrès de l'esprit humain* (1793).

Édition d'Alain Pons. Paris : Flammarion, coll. « GF », 1988.

Foucault, Michel. *Les Mots et les Choses*. Paris : Gallimard, 1966.

\_\_\_\_\_. *Archéologie du savoir*. Paris : Gallimard, 1969.