

QUADERNA Style Sheet

This style sheet is valid for all publishing languages (English, French, German, Italian Portuguese, and Spanish). Punctuation conventions (spaces before and after punctuation marks and quotation marks, type of quotation marks, etc.) apply according to the language of writing of the article (e.g., in an article in French, French punctuation conventions even apply to quotations and reference lists in another language).

I. Overview

Length of article: between 25,000 characters and 35,000 characters including spaces

Article summary: join a summary in French and one in the language of the article (if it is written in French, then a summary in another language is required). Each summary must be between 600 and 1,000 characters long, including spaces.

Margin: 1 inch to the right and left (this is word's default margin)

Paragraph: Justified, single-spacing
bibliography: Left indentation by 0.5 inch (1 cm)
0.5-inch indentation at the beginning of each paragraph

Subtitles: Bold Roman, glued to the margin (do not use tabulation); in case of 2nd level of subdivision, put the subtitle in italics but not in bold. Also glued it to the margin.

Character font: Enriqueta (downloadable for free on the internet - otherwise use Time News Roman)

Character size: article title: 14
author's name and institution below (to the right): 11
body of the text (including intertitles): 11
detached quotes: 10
footnotes: 10
bibliography at the end of the article: 11

Spaces: no space in English after quotation marks and opening dashes and before the following punctuation marks: closing quotation marks and dash, question mark, exclamation mark, two-pointers, semicolon.

Foreign word and phrases: in italics (→ *ipso facto*), unless they are common words in English, attested in a dictionary (→ the facade)

Abbreviations: no period between the letters of an acronym or an abbreviation (→ CIA, PSOE)

Short quotes, built into the text:

- French typographical quotation marks in French (« ... »), English in English (“...” etc. depending on the use of each language
- quotes inside the quotation marks:
 - In French: double English quotation marks “...”
 - In English: simple quotation marks ‘...’
 - In German, Spanish, Italian: follow the specific use of each language.
- punctuation of quotes:
 - The closing quotation mark precedes the punctuation mark when the quotation is made of some words from the original text.
 - E.g.: *La cigale de la fable « fort dépourvue », fut contrainte d’aller chercher secours « chez la fourmi sa voisine » ; elle n’en reçut que des moqueries.*
 - The closing quotation mark precedes the final punctuation mark when the beginning of the quotation is melted into the text, including when the quotation ends with a full sentence.
 - E.g.: *Ms. Lepic compares Carrot Hair's hair to "drum sticks. He'd use a jar of ointment every morning if given it."*
 - The punctuation mark is located inside the quotation marks when the quotation as a whole is a complete sentence.
 - E.g.: *Two centuries before our era, the poet Terence said, "I am a man and nothing that is human is foreign to me."*

Quotes exceeding 3 lines:

- 0.5-inch left indent
- No indent at the beginning of the paragraph
- without quotation marks
- character: Enriqueta, size 10
- single-spacing

Footnote calls:

- numbering in Arabic numerals
- Continuous numbering for the entire article (don't start numbering on each page)
- Footnote numbers (neither preceded nor followed by a space) placed as exponents after the closing quote but before the punctuation mark
 - *“Hemingway will hide neither his father's contempt nor his mother’s hatred”¹.*

Bibliographical references as footnotes:

II. Bibliographical references

1. Common indications for footnote and end-of-article references

Location: specify only one

Abbreviations:

- abbreviate the names of states of the United States (→MA, TX, NC) or countries (→UK) if it is necessary to mention them
- simplified name of the publishing house (→Cambridge UP)

Page numbers:

- no space before and after the en dash separating two pages (→p. 18-19)
- preceded by "p." (whether there is one or more pages) in footnote (one-time reference)
- no "p." at the end of the article (complete pagination of articles and chapters of collective works)
- complete numbering without elision of the first digits (→416-434, 1325-1328)

2. References in footnote

No surname/first name reversal.

Do not put last names in capitals.

Abbreviations dir., ed. and tr. after the author's name and in parentheses

Indications separated by commas

Page indication preceded by "p." (whether there is one or more pages)

Non-breaking space (Ctrl - shift - space) between p. and the following page number to avoid cuts when crossing the line. (p. 34)

Examples:

- Book:
 - Claude Richard, *Lettres américaines : essais*, Aix-en-Provence, Alinéa, 1987, p. 28.

- Eugenia Astur, *Riego*, Oviedo, Consejería de Educación del Principado de Asturias, 1984, p. 157.
- Daniel Welzer-Lang, Jean-Yves Le Talec et Sylvie Tomolillo, *Un mouvement gay dans la lutte contre le sida : les Sœurs de la Perpétuelle Indulgence*, Paris, L'Harmattan, 2000, p. 52-57.
- Collective work:
 - Michel Wieviorka (dir.), *L'empire américain ?* Paris, Balland, 2004.
 - Albert E. Stone (dir.), *The American Autobiography : A Collection of Critical Essays*, Englewood Cliffs, NJ, Prentice-Hall, 1981.
 - Craig A. Rimmerman et Clyde Wilcox (dir.), *The Politics of Same-Sex Marriage*, Chicago, University of Chicago Press, 2007.
- Journal article:
 - Philippe Lejeune, « Le Pacte autobiographique (bis) », *Poétique* 56 (1983), p. 421-422.
 - Peter C. Caldwell, « Plan als Legitimationsmittel, Planung als Problem : Die DDR als Beispiel staatssozialistischer Modernität », *Geschichte und Gesellschaft* 34/3 (2008), p. 371.
 - John D. McCarthy et Mayer N. Zald, « Resource Mobilization and Social Movements : A Partial Theory », *American Journal of Sociology* 82/6 (1977), p. 1213-1215.
- Chapter of collective work:
 - Celia Valiente, « The Feminist Movement and the Reconfigured State in Spain (1970s-2000) », *Women's Movements Facing the Reconfigured State*, dir. Lee Ann Banaszak, Karen Beckwith et Dieter Rucht, Cambridge, Cambridge UP, 2003, p. 38.
 - Osvaldo Chiareno, « Jovellanos fisiócrata », *El siglo que llaman ilustrado (Homenaje a Francisco Aguilar Piñal)*, dir. Joaquín Álvarez Barrientos et José Checa Beltrán, Madrid, CSIC, 1996, p. 233.
 - Robert Benford et David Snow, « Master Frames and Cycles of Protest », *Frontiers in Social Movement Theory*, dir. Aldon Morris et Carol McClurg Mueller, New Haven, Yale University Press, 1992, p. 133-135.
- Academic work:
 - Hugo Bouvard, « Gays et lesbiennes en politique. Sociohistoire de la représentation des minorités sexuelles en France et aux États-Unis », thèse de doctorat, Université Paris-Dauphine, 2020.

Special cases:

- use *Ibid.* when the same book/article is quoted several times in a row
 - ⁶ Charles Webster, *The Great Instauration : Science, Medicine, and Reform 1620-1660*, New York, Holmes & Meier Publishers, 1976, p. 173.
 - ⁷ *Ibid.*, p. 235.
- use *op. cit.* when the book/article has already been cited, but not immediately before

➤ ⁶ Ruggero Zangrandi, *Il lungo viaggio. Contributo alla storia di una generazione*, Turin, Einaudi, 1948, p. 30.

⁷ Fidia Gambetti, *Gli anni che scottano*, Milan, Mursia, 1967, p. 17.

⁸ Ruggero Zangrandi, *op. cit.*, p. 47.

- if several works by the same author are cited, in subsequent quotations, take the title followed by *cit.*

➤ ⁶ Holm Tetens, *Philosophisches Argumentieren. Eine Einführung*, München, Beck, 2006, p. 232.

¹⁴ Holm Tetens, *Experimentelle Erfahrung*. Meiner, Hamburg 1996, p. 19.

²¹ Anthony Benezet, *A Caution and Warning to Great-Britain, and Her Colonies*, Philadelphia, Hall & Sellers, 1767, p. 16.

³² Holm Tetens, *Experimentelle Erfahrung, cit.*, p. 113.

- If several works by the same author are cited, in subsequent quotations, take the title followed by *cit.* and quote them by order of publication
- The prefaces of books are considered as being part of the prefaced book. Quote the prefaced book in notes and in the final bibliography, and precise in the text that you are referring to the preface. If the preface is from someone else but the book's writer, precise the preface writer's name in the text.
- Books quoted in a translated edition: if necessary, precise the translator's name. Do this in all the article.
 - ⁶ James Wilson, *La terre pleurera. Une histoire de l'Amérique indienne*, trad. Alain Deschamps, Paris, Albin Michel, 2002, p. 123.

3. References at the end of the article

Surname/first name reversal (only for the first author if there are several)

First author's surname in small capital letters (not followed by a comma)

Indications separated by commas

Examples:

- Books:
 - RICHARD Claude, *Lettres américaines : essais*, Aix-en-Provence, Alinéa, 1987.
 - ASTUR Eugenia, *Riego*, Oviedo, Consejería de Educación del Principado de Asturias, 1984.
 - WELZER-LANG Daniel, Jean-Yves Le Talec et Sylvie Tomolillo, *Un mouvement gay dans la lutte contre le sida : les Sœurs de la Perpétuelle Indulgence*, Paris, L'Harmattan, 2000.
- Collective work:
 - WIEVIORKA Michel (dir.), *L'empire américain ?*, Paris, Balland, 2004.
 - STONE Albert E. (ed.), *The American Autobiography : A Collection of Critical Essays*, Englewood Cliffs, NJ, Prentice-Hall, 1981.
 - RIMMERMAN Craig A. et Clyde Wilcox (eds.), *The Politics of Same-Sex Marriage*, Chicago, University of Chicago Press, 2007.

- Journal article:
 - LEJEUNE Philippe, « Le Pacte autobiographique (bis) », *Poétique* 56 (1983), p. 416-434.
 - CALDWELL Peter C., « Plan als Legitimationsmittel, Planung als Problem : Die DDR als Beispiel staatssozialistischer Modernität », *Geschichte und Gesellschaft* 34/3 (2008), p. 360–374.
 - MCCARTHY John D. et Mayer N. Zald, « Resource Mobilization and Social Movements: A Partial Theory », *American Journal of Sociology* 82/6 (1977), p. 1212-1241.

- Chapter of collective work:
 - VALIENTE Celia, « The Feminist Movement and the Reconfigured State in Spain (1970s-2000) », *Women's Movements Facing the Reconfigured State*, dir. Lee Ann Banaszak, Karen Beckwith et Dieter Rucht, Cambridge, Cambridge UP, 2003, p. 30-47.
 - CHIARENO Osvaldo, « Jovellanos fisiócrata », *El siglo que llaman ilustrado (Homenaje a Francisco Aguilar Piñal)*, dir. Joaquín Álvarez Barrientos et José Checa Beltrán, Madrid, CSIC, 1996, p. 231-236.
 - BENFORD Robert et David Snow, « Master Frames and Cycles of Protest », *Frontiers in Social Movement Theory*, dir. Aldon Morris et Carol McClurg Mueller, New Haven, Yale University Press, 1992, p. 133-155.

- Works quoted as a translation: if necessary precise the translator's name:
 - WILSON James, *La terre pleurera. Une histoire de l'Amérique indienne*, trad. Alain Deschamps, Paris, Albin Michel, 2002.

- Academic work:
 - BOUVARD Hugo, « Gays et lesbiennes en politique. Sociohistoire de la représentation des minorités sexuelles en France et aux États-Unis », thèse de doctorat, Université Paris-Dauphine, 2020.

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