

Submission Guidelines

General

All submissions must be in a standard Word document (.doc or .docx), Times New Roman, 12 points, single-spaced. The margin size is the default size for Word documents, which is 2.5 cm.

There should be no line breaks between paragraphs. The use of typographical blanks should be reserved to signal readers that you are switching to a different part of your demonstration (papers) or to signal an ellipsis and/or a change of point of view (short stories).

There should be no page or section breaks.

Do not use tabs. The first line of each paragraph must have a 1.25 cm indent, obtained by going to Format > Paragraph > First line indent > Positive.

Short stories

Short stories should not exceed 30,000 characters (including spaces).

The title and the author's name must appear on the first page.

Be careful to check that the apostrophes (') have not been replaced by the prime (') sign.

Short stories written in French

Dialogues are opened up and closed with French quotation marks (« »).

The change of speaker is marked by a carriage return and the use of an em dash (—). This is obtained by going to Insert > Special Characters, or by going to Insert > Symbol > Advanced Symbol, depending on the word processor used.

Short stories written in English

Lines of dialogue are opened up and closed with English quotation marks (“ ”).

Papers

Papers should not exceed 30,000 characters (including spaces, excluding bibliography).

The title and the author's name must appear on the first page.

Bibliographical references

Papers should include a bibliography at the end of the paper, divided into 2 parts:

- Primary sources,
- Secondary sources.

Bibliographical references given during the course of the paper should appear as footnotes (and in the final bibliography) according to the following model:

Book

Author's First and Last Name, *Title*, Place of Publication, Publisher, Series, Year, Page number.

Journal article

Author's first and last name, "Article title", *Journal title*, n°, *Issue title*, Publisher, Year, Page number.

N.B.: If the article was published online, please specify the URL or DOI and, when possible, the date of access to the resource.

Short story

Author's first and last name, "Short story title", *Title of the collection* (or *Title* of the journal if applicable), Place of publication, Publisher, series, Year, Page number.

Book chapter (or article published in a collection of articles)

Author's First and Last Name, "Chapter/Article Title", in Name of the editor (ed.), *Work title*, Place of Publication, Publisher, Series, Year, Page Number.

Film

Film title, Director's name, Year

TV series

Series Title (Start Year-End Year), Studio, Country

If the series is not completed, indicate the year as follows:

Series title (Year of broadcast start-), Studio, Country

N.B.: Titles of works, books and articles in English are capitalized at the beginning of each noun. Ex: *The Lord of the Rings*.

In French, the first noun and the words preceding it are capitalized when the title begins with a definite article. Ex: *La Tour sombre*; *La Huitième Couleur*.

Quotes

Short quotations embedded in the text should be enclosed in quotation marks:

- French quotation marks (« ») if the paper is in French,
- English quotation marks (" ") if the paper is in English.

Long quotations (30 word or more) should be in 11-point font size and should not be enclosed in quotation marks.

Foreign language quotations

- If it is a short quotation integrated in the text: give the translation and indicate the original text in a footnote (specifying the reference of the original work and the reference of the translation, or "my translation" if the translation is yours). In the case of very short quotations (one word, one expression), the original text can be given in brackets just after the translation.
- In the case of a long quotation, there are two possibilities:
 - the original quotation is in English: the original text can be given directly without translation;
 - the original quotation is in a language other than English: give the translation, and indicate the original text in a footnote.

Footnotes

Footnotes should be numbered consecutively and in 10 point font size.

Tables

To be avoided.

Illustrations

Only illustrations that are copyright-free or for which you have obtained permission for reproduction and distribution from the author, publisher or rights holders are accepted, as well as diagrams of which you are the author.