

Journal: FRENCH HISTORY

General reference

For reference on any points not covered fully below, see *New Hart's Rules* (Oxford, 2005).
For spellings, please refer to the *Oxford Concise Dictionary* (Oxford, 2008).

Spelling

UK English: our, lling, lled, ize, iza, izi, yse

In French terms or titles, always accented caps: e.g. Éditions, not Editions.

Use French spelling for names in French:

Lyon, Marseille, Reims

Henri, François

Punctuation

Quotation marks

Single quotes; double quotes reserved for quotes within a quote; closing quote mark before final punctuation if not a full sentence, but after if a full sentence.

Commas

Use commas (and other punctuation) only to avoid ambiguity; do not use extraneous punctuation.

Do not use serial commas:

red, green and blue (not 'red, green, and blue')

Dashes

Unspaced em-dashes for parenthetical phrases.

He was—as he said—a man.

Unspaced en-dashes in date and page ranges, and also for pairs of words of equal weight:

65–69

1848–60, 1944–45

human–computer interaction

north–south border

Hyphens

Use sparingly; follow the *Oxford Concise Dictionary*.

Do not use hyphens in adjectival compounds where the first element is an adverb ending in *-ly*:

a newly discovered letter

Ellipses

Do not use at the beginning of a quote.

Use the typographic symbol for an ellipsis (not three points).

If an ellipsis is used within a single quotation to indicate both a pause in the original and an editorial excision, enclose the latter ellipsis within square brackets; if not required for clarity, do not use either parentheses or square brackets around ellipses.

Order of brackets: {[()]}

Capitalization

Follow the author if consistent, but use upper case sparingly and consult the Word List if in doubt.

See also Titles below and the Word List.

Grammar

That / which:

Relative clauses: use ‘that’ in restrictive clauses and ‘which’ in non-restrictive clauses:

The results that have been described in Section 2 have been approved by the BMC.
The results, which are described in Section 2, have been approved by the BMC.

Use first, secondly (never firstly).

Possessives

(*contra Hart’s Rules*): Descartes’, Barthes’ (not Descartes’s, Barthes’s), etc.

Dates and times

1 January 2009

the 1930s

Seventeenth century; a seventeenth-century custom (never 17th century)

1816–17, 1996–98 (but use full year range in book titles)

4pm; 3 o’clock (but be consistent)

Numbers

Spell out one to ninety-nine; 100 and above in figures; but for whole units words may be used:

an eleven-year-old boy

fifty years

4000

10,000

a crowd of some five thousand

Always use figures for percentages and measurements:

5 per cent; 34 per cent

5°C

3600°F

5 ml

Italics / roman

See *New Hart’s Rules* pages 120–25 for general rules on italicization (for book, journal and film titles; names of ships; foreign words; etc.).

Use roman for institutions, movements, parties, etc.

Ligue du Midi
Préfecture de police
Société des Avocats

But there are some exceptions, notably *Parlement de Paris*, *Chambre des Comptes*.
Please consult the Word List when in doubt.

Use italics for titles unless part of proper name: the *préfet*; Préfet Dubois

Latin abbreviations: most are in roman (see Word List).

Titles

Use lower case unless part of a proper name:

the president; President Mitterrand
the empress; the Empress Eugénie
the general; General Mercier
the duc; the duc d'Orléans
the comte; comte de Paris

Use the French for titles, ranks and positions, with a gloss where necessary on first mention:
e.g. the duc d'Orléans,

juge d'instruction (examining magistrate)
ministre de l'Intérieur (Minister of the Interior)
président du conseil (president of the council)

Style in italics if used in a general sense; roman if part of proper name.

Extracts

Quotations above fifty words to be set as extracts: 10 point size, indented left and right.
Shorter quotations may be displayed as an extract for emphasis, etc.

Abbreviations and contractions

Article text

Abbreviations can be used in a title or heading; in the main text, the item should be given in full on first mention, followed by the abbreviation in brackets; thereafter the abbreviation can be used.

Use the 'United States' as a noun, 'US' in adjectival usage; the 'United Kingdom' as a noun, 'UK' in adjectival usage: do not use England, Scotland, Wales.

In the main article text give 'that is', 'for example', 'and so on' (not 'i.e.', 'e.g.', 'etc.'). But Latin abbreviations may be used in footnotes and within parentheses.

References

For US state abbreviations use two-letter postal abbrev: MA (not Mass.).

Do not use a full point for contractions: edn, eds, vols, fos, etc.

Use full point for: ed., vol., ibid., et al., trans.

Quotations

All quotations to be in the original French. If the French is archaic or particularly difficult, give a translation. If the translation is not the author's, this should be referenced.

FOOTNOTES & REFERENCES

Unless necessary for clarity or further information, avoid using prefatory expressions such as 'See, for example,' and 'For history of this, see,'; instead go straight to the reference.

Avoid giving references in parenthesis; change to colon followed by reference.

Primary sources

Avoid ibid.

For archival sources, use e.g. A[rchives] N[ationales,] etc. for first reference, not (AN hereafter); thereafter use abbreviation.

A[rchives] N[ationales] 424 AP papiers Paul-Boncour (1), fo. 13.

thereafter: AN 424 AP (1), fo. 13

B[ibliothèque] n[ationale] de F[rance], Mss Fr. 6803, fos 223–56.

Secondary sources

Use ibid. rather than short title whenever appropriate.

'XVII^e siècle' with superscript always, not 'xviii siècle'.

Use initials, not full author names: C. E. Dawn Jr and A. K. John.

Never use p. or pp.

Books

Titles in English: italics; initial caps (also for subtitles); subtitle preceded by a colon.

Book, journal and newspaper titles in French: initial caps up to the first noun, including intervening articles:

Le Petit Méridional

Le Temps

Les Trois Ordres ou l'imaginaire du féodalisme

Publication details: give place of publication (even if Paris or London), followed by a comma and the date of publication. Do not give publisher name.

Add US state abbreviation only where necessary to avoid confusion: use for Cambridge, MA, Durham, NC, etc. but not for

Baltimore

Boston

Berkeley

Chicago

Indianapolis
Los Angeles
Minneapolis
Princeton

New Haven
New York
Philadelphia

Edited works:

S. Hazareesingh (ed.), *The Jacobin Legacy in Modern France* (Oxford, 2002).

Editions:

Always reference the edition used, especially if page citations are given. Do not give the edition number unless especially relevant.

A first edition may be given in square brackets after the title:

J. Calvin, *Institutes of the Christian Religion* [1536], ed. J. T. McNeill (London, 1960), 318.

Volume numbers:

If only one volume is cited in the article, reference only that volume:

C. Haton, *Mémoires de Claude Haton*, ed. L. Bourquin, vol. 1 (Reims, 2001).

If several volumes are cited, give the total number of volumes after the title, and the volume cited in lower case roman numerals followed by a full point, after the publication details:

C. Haton, *Mémoires de Claude Haton*, 4 vols (Reims, 2001–04), iii. 34–39.

For multi-volumes, provision of the editors' names is discretionary.

Journals

Journal name: italics, initial caps.

Article titles: roman, lower case other than for first word and proper nouns; lower case after colon introducing a subtitle.

For current English journals: use *R*, not *Rev*, for *Review* when at the end (*Mod Lang R*).

Always use *Hist*, not *His*, for *History*. Use *B*, not *Bull*, for *Bulletin*

Am Hist R,

For French journals, or long-since lapsed journals: use full titles.

For all journals, give volume number in Arabic (not roman); do not give issue number or month; give page numbers, but not preceded by 'pp.':

A.-M. Bijaoui-Baron, 'Thinking geometrically in Pierre-Daniel Huet's *Demonstratio evangelica*', *Am Hist R*, 63 (2002), 599–618.

Chapters/ articles in edited volumes

Titles: style as for journal articles.

Always give page range (but without pp.).

Citation:

L. S. Mercier, ‘Audiences of beauty’, in *Tableau de Paris*, ed. J.-C. Bonnet (Princeton, 1994), 125–39.

Theses and dissertations

In English

S. Auerbach, ‘“Encourager le commerce et répandre les Lumières”: the press, the provinces and the origins of the Revolution in France: 1750–89’ (PhD, Louisiana State University, 2002).

In other languages: follow country style.

Translations

Origen, *On First Principles*, trans. G. W. Butterworth (Oxford, 1936).

G. Duby, *Les Trois Ordres ou l’imaginaire du féodalisme* (Paris, 1979). [Trans. A. Goldhammer, *The Three Orders : Feudal Society Imagined* (Chicago, 1980).]

Online sources

Give full URLs, within angle brackets:

<<http://www.lib.uchicago.edu/efts/ARTFL/projects/dicos/FERAUD/>>