

Sartre Studies International

In association with the United Kingdom Sartre Society

SUBMISSION INFORMATION FOR CONTRIBUTORS

The Board of Editors welcomes contributions for publication in the journal. Authors should submit articles as Microsoft Word or Rich Text Format (rtf) files by e-mail to Sarah Richmond at s.richmond@ucl.ac.uk.

FORMATTING

The document must be set at the U.S. letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including heading and notes. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **150 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalised.

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

SSI is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *SSI* (issue no. 1) style guide is based on the *New Oxford Style Manual* and *New Hart's Rules*. Please be aware that the journal uses **U.K. punctuation and spelling**, including a preference for –ise over ize endings, following *The Oxford English Dictionary*.

CITATION SYSTEM

SSI follows the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

CITATION EXAMPLES

Book with one author/editor

First note citation

1. Roy G. Wagner, *The Invention of Culture* (1975; repr., Chicago: University of Chicago Press, 1981), 46.

Later citations

3. Wagner, *Invention of Culture*, 112.
4. *Ibid.*, 145–169.

Book with multiple authors/editors

First note citation

8. Frederique Apffel-Marglin and Stephen A. Marglin eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 110–133.

Later citations

11. Apffel-Marglin and Marglin, *Decolonizing Knowledge*, 120.

Chapter or other part of a book

First note citation

12. Sarah Franklin, 'Romancing the Helix', in *Romance Revisited*, ed. Jackie Stacy and Lynne Pearce (London: Lawrence & Wishart, 1995), 77–91, here 79.

Later citations

18. Franklin, 'Romancing the Helix', 78.

Journal article

First note citation

19. Christopher Joyce, 'Western Medicine Men Return to the Field', *Bioscience* 42, no. 6 (1992): 399–403, here 402.

Later citations

21. Joyce, 'Western Medicine Men,' 401.

Translations

First note citation

28. Julio Cortázar, *Cronopios and Famas*, trans. Paul Blackburn (New York: Random House, 1969), 56.

Later citations

30. Cortázar, *Cronopios and Famas*, 98.

Article in a newspaper or magazine

First note citation

31. Eric C. Fontanelle and Valerie Mandible, 'Iron Despair: Postwar Bewilderment', *World Spectator* (6 April 1951), 12.

Later citations

35. Fontanelle and Mandible, 'Iron Despair', 15.

Paper presented at a meeting or conference

First note citation

36. Peter Schweitzer, 'Rediscovering a Continent: Siberian Peoples and the Hunter-Gatherer Debate' (paper presented at the Seventh International Conference on Hunting and Gathering Societies, New York, 24 May 1993).

Later citations

37. Schweitzer, 'Rediscovering a Continent'.

Thesis or dissertation

First note citation

40. Joshua Downer, 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (Ph.D. diss., University College of North Wales, 1975), 136–143.

Later citations

42. Downer, 'Necessity and Knowledge', 156.

Unpublished material

First note citation

46. Edward Marciniak and Nancy Jefferson, 'CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report' (unpublished mimeograph, U.S. Department of State, Washington, D.C., December 1985).

Later citations

47. Marciniak and Jefferson, 'Final Report', 12.

Organization as authoring agent

First note citation

50. Metropolitan Housing and Planning Council, *Map 2000: Metropolitan Area Plan for the Year 2000* (Chicago: Metropolitan Housing and Planning Council, 1982).

Later citations

53. Metropolitan Housing, *Map 2000*.

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citation

55. James Oglethorpe to the Trustees, Phillips Collection of Egmont Manuscripts, (University of Georgia Library, Athens, n.d.), 14200:53.

Later citations

58. Oglethorpe, Egmont MSS, 14200: 53.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

1. Evanston Public Library Board of Trustees, 'Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach', Evanston Public Library (2000), <http://www.epl.org/library/strategic-plan-00.html> (accessed 30 May 2001).
2. Ruth Marshall, 'Falling on the Sword of the Spirit', *Immanent Frame* (28 February 2011), <http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

Later citations

3. Evanston Public Library Board of Trustees, 'Evanston Public Library Strategic Plan'
4. Marshall, 'Falling on the Sword of the Spirit'.

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
- ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** that is no more than 150 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
 - Five to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalised);
 - Complete **contact information** for each author (mailing address, phone number and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgements.
- ❑ For any **figures**, ensure that:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings and notes, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- U.K. spelling and punctuation is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B-head** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–100 are spelled out, as are large whole numbers (e.g. fourteen hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in U.K. usage are italicized on every instance;
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- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);
- Every quotation is cited.