

Style Sheet
for
European Comic Art

EDITORS

LAURENCE GROVE
lfg@arts.gla.ac.uk
Modern Languages
Building
16 University Gardens
University of Glasgow
Glasgow G12 8QL
Scotland
Tel: 00 44 141 330
6350/4583
Fax: 00 44 141 330
4234

MARK MCKINNEY
mckinnm@muohio.edu
207 Irvin Hall
Miami University
Oxford OH 45056
U.S.A.
Tel: 00 1 513 529
5646/7508
Fax: 00 1 513 529 8391

ANN MILLER
ann.miller@le.ac.uk
School of Modern
Languages
The University of
Leicester
University Road
Leicester LE1 7RH
England
Tel: 00 44 116 252
2032/2683
Fax: 00 44 116 252
3633

**All Submissions to *European Comic Art* should be sent as email attachments to
Laurence Grove
B.Grove@french.arts.gla.ac.uk**

If your paper includes illustrations we will require send high quality scans (300-600 dpi), together with copies of e-mails providing any required permissions, or scans if these are in paper form.

Please do not hesitate to contact the editors should formatting clarifications be needed.

GENERAL PRESENTATION

Formatting

- The document must be set at A4 paper size. The entire document (including the notes and references) should be single-spaced with 1-inch (2.5 cm) margins on all sides.

Abstract/Keywords

- The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

Copyright/Permissions

- Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials, both textual and graphic. The author is fully responsible for obtaining all permissions and clearing any associated fees.

Artwork

- For optimal reproduction, halftones (black and white photos or figures without lines) should be submitted as TIFFs (resolution 300 dpi) with all fonts embedded. Line drawings, which will include most BD frames, should be black and white and submitted at 800 dpi.
- Where possible, please provide reproductions at original size. Otherwise, for example in the case of a small BD frame, please indicate what the actual size should be.
- Captions should be provided for illustrations. In general these should specify the source and any copyright information, but they may also be explanatory (e.g. 'Tintin strikes the mixed-race bully who had tripped the Indian orange seller'). Please keep captions and images separate.
- Indicate the reference point in the text as (Fig. 1) etc., which should be placed before the punctuation point, e.g. '... as may be seen in *planche 27* (Fig. 1)'.
- Authors should consult with the editors as to the possibility of including colour illustrations.
- **The cost of providing scans, photographs or photocopies, and all related copyright permissions, will normally be met by the contributor.** Even where a book is out of copyright (e.g. nineteenth-century material) permission from the providing library may be required.

STYLE

European Comic Art uses U.K. punctuation but submissions can be made using either U.K. or U.S. spelling. Foreign words (except proper names) should be italicized.

Article Titles

- For titles in English please capitalise significant words.
- For titles in other languages, capitalise the first word and any proper nouns.
- Titles that form proper nouns (e.g. names of publishers) should have all significant words capitalised. See below ('Bibliographic Format') for examples.

Language

- As *ECA* is unique in presenting European comic traditions to the English-language reader, all submissions should be in **English**. All quotations and titles should however be provided in their original language.
- Please provide **translations** into English of all quotations and primary-source titles. These may be given directly in the text in square brackets, or as a footnote, the latter generally being preferable if any form of linguistic explanation is required.
- Primary source titles need only be translated when they are first mentioned. Translations may be omitted in cases where the meaning is obvious (e.g. *Mythologies*, *Le Journal de Mickey*).

Punctuation

- All punctuation should be followed by a single space and not a double space.
- There should be no full stop at the end of headings or subheadings.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

Italicisation

- Please use italic, rather than underlining, for titles of books/albums (*Le Cahier bleu*), series (*Astérix*), journals (*Vaillant*) or strips (*Allo! D/M/A*).
- Use italic for foreign words that are not part of a quote, e.g. *pictura*, *mise-en-abyme*, *Sturm und Drang*.

Abbreviations

- Avoid unnecessary abbreviations.
- Acronyms must be spelt out on first appearance. Provide parenthetical explanations:
REM (rapid eye movement).
- Do not use a full stop (period) after abbreviations including the first and last letter of the word (contractions):
Mr Mrs Dr St Ltd
- Some abbreviations drop the full stop, including those in the international system of measurement:
Mme Mlle m mm kg
- A full stop for: vol. seq. no. ibid. et al.
- Use full stops in the abbreviation of names of countries (except the USSR) but omit them with acronyms:
U.S. U.K. UN EU NATO

[Brackets] and (Parentheses)

- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).
- Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks): ‘Todas somos amigas de desde chiquitas, casi puras vecinas’ [We are all friends since we were small, and almost all are neighbours].

Quotations

- Dialogue quotations, verse quotations, and longer prose quotations (40 words or more) should at this stage be presented flush left, with a double return either side, and without quotation marks.
- Short quotations should be in roman type, within single quotes (double for quotes within quotes). Punctuation marks that are not part of the quotation should be placed outside the quotes. Please use ‘smart quotes’ if possible. Please avoid foreign-language style quote marks (e.g. French guillemets) even in quotations, where all speech marks should be standardised to English usage.
- Extracts longer than 400 words require copyright permission.

Dashes

- The U.K. style for dashes requires blanks before and after the en dash.
- An author may substitute a hyphen for the en dash if necessary. The typesetter will later convert the hyphen to the en dash:

He spoke in a whisper - the room was quiet.
He spoke in a whisper – the room was quiet.

- The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

Ellipses Points (...) (. ...) (, ...) (... !)

- Three points should be used for omitted text. There should be one space before and after the ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a full stop (or period). In contradiction to the three-dot ellipsis, there is no space between the last word in the sentence and the first full stop ending the sentence.

Dates, Numbers and Number Ranges

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- In general, use words for numbers that are less than 100, and numerals for all other numbers. Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes:
Use “from 1924 to 1928” or “between 1924 and 1928”
Do *not* use “from 1924–1928,” and not “between 1924–1928”

Bibliographic Format

Please present bibliographic information via footnotes rather than in the text.

The provision of full references in footnotes means a separate bibliography is not necessary. Full bibliographic references should only be provided at the first mention of a work, thereafter the title, or abbreviated title, plus relevant page numbers, will suffice. The footnote reference should be placed after the punctuation mark.

Please present in the style of the examples below:

Book:

Authored:

Jan Baetens and Pascal Lefèvre, *Pour une lecture moderne de la bande dessinée* (Brussels: CBBB, 1993).

Edited:

David Kunzle, ed., *Rodolphe Töpffer: The Complete Comic Strips* (Jackson: UP of Mississippi, 2007).

Article from collection etc.:

Thierry Groensteen, 'La mise en cause de Paul Winckler', '*On tue à chaque page*': *La loi de 1949 sur les publications destinées à la jeunesse*, ed. Thierry Crépin and Thierry Groensteen (Paris: Éditions du Temps, 1999), 53-60.

Journal article:

Leonardo De Sá, 'Aubert, le "pirate" qui a inventé les albums de bandes dessinées', *Le collectionneur de bandes dessinées* 108 (2006), 32-33.

N.B.

- (i) Please give **publisher for all books**, regardless of publication date.
- (ii) Please observe use of single quotation marks. Double quotes only for quotes within quotes.
- (iii) Where italic is used for the title of a book, use roman to indicate what would otherwise be in italic, e.g. *Emblematic picturae in the Renaissance*.
- (iv) Please use full numbers in all cases, e.g. pp. 617-625.