

SUBMISSION INSTRUCTIONS FOR UNITED KINGDOM SOCIETY FOR SARTREAN STUDIES

The Board of Editors welcomes contributions for publication in the journal. Submissions are preferred as e-mail attachments (formatted for Microsoft Word). Authors wishing to submit articles should send them to David Drake (david.drake73@googlemail.com) and Jean-Pierre Boulé (Jean-Pierre.Boule@ntu.ac.uk).

Hard copy submissions will be considered only if accompanied by an electronic copy on disc (also formatted for Microsoft Word). Please mail to:

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The document file must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references.

Clearly note *contact details* (including e-mail and mailing address) up to the planned date of publication. Include an abstract of not more than 150 words and 5 to 8 keywords, along with a short biographical note of approximately 100 words. The abstract should include the research question or puzzle, identify the data, and give some indication of the findings, but avoid duplicating the main body of text verbatim.

Manuscripts that have been accepted for publication but do not conform to the *Sartre Studies International* style may be returned to the author for amendment. Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials. The author is fully responsible for obtaining all permissions. In the case of non-native speakers, please make sure that your article is read by an Anglophone before submitting it to the editors as articles with numerous stylistic errors will be returned without being refereed.

See following pages for style guide.

SSI UK STYLE GUIDE

The UK style guide is based on the *Oxford Guide to Style* (OGS), with some deviations based on house style preferences. Please note that issue 1 uses British punctuation and spelling, following the *Oxford English Dictionary* (OED). Italicize non-English words that do not appear in the standard dictionary.

ARTICLE TITLE AND HEADINGS

- Use capitalization in the article title and headings for nouns, pronouns, verbs and

adjectives.

- Prepositions and conjunctions are not capitalized (or, but, over, through, between).

Introduction to the Many Forms of Money

The Euro versus the Pound

ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelled out on first appearance. Provide parenthetical explanations:
REM (rapid eye movement).

PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no period at the end of headings or subheads.
- 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.

QUOTATION MARKS

- Always use single quotes. Double quotes are only applied within a quotation. He remarked: 'This charge of "fraudulent conversion" will never stick!'
- The usual rule in British English is that the closing quote mark precedes all punctuation except a question mark, exclamation mark, dash or parenthesis belonging to the quotation.
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

QUOTATIONS

- Ideally, quotations should be given in their original language. However, English translations of the quoted text must always be supplied in square brackets immediately following the quotation.

DASHES

- The British style for dashes requires blanks before and after the em dash.
- An author may substitute two hyphens for the em dash if necessary. The typesetter will later convert the hyphen to the em 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: 129–73, Monday–Thursday, vi–xii.

ELLIPSIS 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 period (full stop). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first period ending the sentence.
- Ellipsis points in quotations should not be contained in brackets or parentheses.

(PARENTHESES) AND [BRACKETS]

- Reserve 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 with parenthetical material that appears within parentheses:
(he used to go there [to Venice] every spring).

DATES, NUMBERS AND 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 10, 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”

ENDNOTES SYSTEM FOR PUBLISHED SOURCES

- This system provides bibliographical citations in endnote form with full details provided in a note at the first mention of the work. Subsequent citations should provide last name(s) and a short-title form.
- Note numbers or asterisks should *not* be placed on essay titles, section headings, epigraphs, or the essay author’s name.
- Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

ENDNOTE EXAMPLES

BOOK:

First note citation

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

Later citations

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

TWO AUTHORS:

First note citation

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

Later citations

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

CHAPTER/ESSAY IN A BOOK:

First note citation

12. Sarah Franklin, ‘Romancing the Helix’, in *Romance Revisited*, ed. J. Stacy and L. Pearce (London: Lawrence & Wishart, 1995), pp. 77-91.

Later citations

18. Franklin, ‘Romancing the Helix’, p. 78.

ARTICLE IN A JOURNAL:

First note citation

19. Christopher Joyce, ‘Western Medicine Men Return to the Field’, *Bioscience* 42, no. 6 (June 1992): pp. 399–402.

Later citations

21. Joyce, ‘Western Medicine,’ p. 401.

TRANSLATIONS:

First note citation

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

Later citations

30. Cortázar, *Cronopios and Famas*, p. 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), p. 12.

Later citations

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

PAPERS READ AT MEETINGS:

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'.

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), pp. 136-143.

Later citations

42. Downer, 'Necessity and Knowledge', p. 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', p. 12.

ORGANIZATION AS 'AUTHOR':

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*.

MATERIALS 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.

INTERNET / WORLD WIDE WEB SITES:

First note citation

59. World Health Organization (WHO), 'Committee on Technical Barriers to Trade— Notification— Mexico— Tequila' (WHO notification, 3 April 2000) <<http://docsonline.eto.org/TBT/Notif.00/168>> (accessed 9 April 2000).

Later citations

60. WHO, 'Barriers to Trade'.

ARTWORK

- Every table and figure should be referred to directly in the text.
- Mark the typescript clearly to show where tables and figures should go in the text: (Table 2 here; Figure 2 here). It will not always be possible for the typesetter to place them exactly where you indicate, so in-text references should be by table number and not as 'the above' or 'the following'. For the same reason, any explanatory notes should appear beneath the table or figure.
- There should be no full point at the end of table or figure heading.

- Number the tables and figures independently and consecutively (Table 1, Table 2, Table 3; Figure 1, Figure 2, Figure 3) as opposed to grouping items together (Table 1a, Table 1b, Table 1cd).
- As necessary, the source should appear beneath the legend in this form:
Source: Smith, 1994, reproduced with permission from ...

TABLES

- Tables can be supplied as either Word or Excel files.
- Table titles should appear above the table in the following form:
Table 1: Title of table

FIGURES

- For optimal reproduction photos and maps should be submitted as TIFF (resolution at 300 dpi) and line art as EPS (800 dpi), greyscale, with all fonts embedded. Additionally, all images should be approximately the size they will appear in print at the resolution indicated.
- Photocopies, laser printed artwork and web resolution JPEGs are not acceptable for reproduction.
- Figure legends should appear beneath the figure in the following form:
Figure 1: Title of figure

If you are unsure about any style issues then please refer to the full style sheet which can be downloaded from the following address:

<http://journals.berghahnbooks.com/ssi/index.php?pg=notes>

If the full style sheet does not answer your query then please contact Mark Stanton at:

mark.stanton@berghahnbooks.com