

**NORTH AMERICAN SARTRE SOCIETY SUBMISSION INSTRUCTIONS FOR  
*SARTRE STUDIES INTERNATIONAL***

The Board of Editors welcomes contributions for publication in the journal. Authors wishing to submit articles should send them as Word attachments by e-mail to Bruce Baugh (bbaugh@tru.ca). Submissions are preferred as e-mail attachments (formatted for Microsoft Word).

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 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch 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.

**SSI/ US STYLE GUIDE**

The US style guide is based on the *Chicago Manual of Style (CMS)*, with some deviations based on house style preferences. Please note that the issue produced in North America uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary* or the *American Heritage College Dictionary*. 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).
- Do not use the full point after abbreviations including the first and last letter of the word (contractions):  
Mr            Mrs            Dr            St            Ltd
- Some abbreviations drop the full point, including those in the international system of measurement:  
Mme        Mlle        m            mm        kg
- A full point for:  
vol.        seq.        no.        ibid.        et al.
- Use full points in the abbreviation of names of countries (except the USSR) but omit them with acronyms:  
U.S.        U.K.        UN        EU        NATO

**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 double quotes. Single quotes are only used within a quotation.  
He remarked: "This charge of 'fraudulent conversion' will never stick."
- The closing quote mark follows all punctuation except colons and semicolons (unless the colon or semicolon is part of the original quote). The question mark may also appear inside or outside as it makes sense.
- 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, and closing punctuation should precede the citation in parentheses.
- Extracts longer than 400 words require copyright permission.

**DASHES**

- Omit spaces before and after the 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: 129–173, 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 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.

**[BRACKETS] AND (PARENTHESES)**

- 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 1924–28," and not "between 1924–28"

**AUTHOR-DATE SYSTEM**

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Confirm that spelling and dates are consistent between the main text and the reference list.
- Any parenthetical notes should be presented as endnotes, and should be kept short and to a minimum.
- 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.

**IN-TEXT, AUTHOR-DATE CITATION EXAMPLES**

(Smith 1987; Pickett and White 1985)

Jones's research (1977, 1979a, 1979b)

(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

**REFERENCE LIST**

- The reference list must be in alphabetical order. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.
- In the references section please use underscores rather than dashes to indicate a subsequent title by the same author.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

**REFERENCE EXAMPLES**

## BOOK:

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

——— (1986), *Symbols that Stand for Themselves* (Chicago: University of Chicago Press).

## BOOK WITH DIGITAL OBJECT IDENTIFIER (DOI)

Wagner, Roy G. [1975] (1981), *The Invention of Culture* (Chicago: University of Chicago Press). doi:10.2345/tic.1981.123456

## TWO AUTHORS:

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

## CHAPTER/ESSAY IN A BOOK:

Franklin, Sarah (1995), "Romancing the Helix," in *Romance Revisited*, ed. J. Stacy and L. Pearce (London: Lawrence & Wishart), 77–91.

## ARTICLE IN A JOURNAL:

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

## ARTICLE WITH DOI NUMBER:

Joyce, Christopher (1992), "Western Medicine Men Return to the Field," *Bioscience* 42, no. 6 (June): 399–402. doi:10.3456/bios.1992.123456

## CLASSICAL PLAYS:

Shakespeare, William (1988), *King Lear* (New York: Bantam Books), III. ii. 83-86.

## TRANSLATIONS:

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

## ARTICLE IN A NEWSPAPER OR MAGAZINE:

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

## PAPERS READ AT MEETINGS:

Speth, Jack and Dindel, David D. (1975), "Seasonal Variability in Early Hominid Predation," paper presented at symposium, *Archaeology in Anthropology: Broadening Subject Matter*, seventy-fourth annual meeting of the American Anthropological Association.

## DISSERTATION:

Downer, Justin (1975), "Necessity and Knowledge in the Later Philosophy of Wittgenstein" (PhD diss., University College of North Wales).

## UNPUBLISHED MATERIAL:

Marciniak, Edward, and Jefferson, Nancy (1985), "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December), unpublished.

## ORGANIZATION AS 'AUTHOR':

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

## MATERIALS IN ARCHIVES:

Egmont Manuscripts (n.d.), Phillips Collection (Athens: University of Georgia Library).

## INTERNET / WORLD WIDE WEB SITES:

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

**ARTWORK**

- Every table and figure should be referred to directly in the text.
- Mark the typescript clearly to show where tables and figures should be placed 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 a 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).
- 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), grayscale, 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.
- For the purpose of submission figure legends should appear in the body of the main text file, however in print they will appear beneath the figure in the following form:

Figure 1: Title of figure