

# Comma

## Article instructions (English)

### 1 An article should comprise:

- The title (preferably a short one) in lower case
- The name of the author
- A short biography of the author: maximum 75 words, including spaces
- Postal and e-mail addresses of the author
- An brief abstract of the article: maximum 250 words including spaces
- The article (up to 6,000 words, including notes, or as specified by the issue editor)
- Figures, and pictures as necessary. See (6) for picture formats)

### 2 Elements of style

- Subtitles/crossheads: use if needed. (One level of subtitles/crossheads. If absolutely necessary, two levels of subtitling are permitted.)
- The first paragraph immediately below a heading should not be indented; subsequent paragraphs should be indented.
- Footnotes should be used to give bibliographic references but should not be used to add to the text which should be self-sufficient.
- URLs in footnotes should have meaningful titles; the date viewed or accessed should be supplied
- Full footnotes should be supplied (see below the format for bibliographic references)
- A complete bibliography (reference list) is *not* required.

### 3 References (footnotes) to books should be presented as follows, separated by commas & ended with a full stop

- The name of the author (**in capitals**) followed by the first name (complete and in lower case)
- The full title of the book (in italics),
- If needed, the name of the collection/series,
- Publisher, Place of publication, Date of publication.

Example : PERROUSSEAUX Yves, *Manuel de typographie française élémentaire*, Atelier Perrousseau, Reillanne, 2002.

### 4 References to articles in journals/ periodicals should be presented in the following way:

- The title between single apostrophes
- The preposition ‘in’
- The name of the periodical (in italics)
- The issue number of the periodical
- The date of the periodical

Example : ‘Over the hills and far away’ in *Nursery Rhymes Monthly*, 114, May 1996.

### 5 Capitalisation

Only capitalise proper nouns in an article, the title or subtitle.

### 6 Images

- Individual images (numbered Figure 1, Figure 2 ...) must be supplied as separate JPEG files with minimum compression (10 or 12) and at 300 dpi.
- Images may be inserted in the text supplied as markers to indicate where they should appear.
- Bad quality images, images downloaded from the internet or not supplied separately will not be used.

### 7 Format of the text file

The text should be supplied in RTF or Word. Please do not use proprietary formats which can easily be infected by viruses.