

**Instructions for Authors of English texts**  
**submitted to the ‘Cahiers africains’ sub-series of *Conjonctures de l’Afrique***  
***centrale***  
**(RMCA-L’Harmattan et Creac)**  
**2017**

## Introduction

*Conjonctures de l’Afrique centrale* is a sub-series of the ‘Cahiers africains’ series. Selected texts form the different chapters of each edited volume; they are not journal articles in themselves.

Texts submitted for consideration must meet these instructions for authors.

Final text size (included references, captions, tables, etc.): max 65 000 c (spacings incl.)

In terms of language and style, adopt a formal register that is free of grammatical errors. Avoid abbreviations whenever possible, and watch out for phrases and incomplete sentences.

Do not use regionalisms unless these are necessary, in which case they must be identified as such (regionalism), italicized, and explained at their first occurrence.

the *igicucu* (idiot)

the forbidden *imiziro* rituals.

If Gallicisms cannot be avoided, they should be italicized.

There was a certain *je ne sais quoi* to her demeanour.

Watch out for false cognates (*faux amis*) such as ‘eventually’ to mean ‘finally, in the long run’ or ‘deception’ to mean ‘disappointment’.

## Before submitting your text for consideration:

- make sure that all short references in the text body have a corresponding full reference in the bibliography (see 3.F for citation styles).
- reread your text one last time after setting it aside for a few days, to view it with fresh eyes;
- check the language quality and adherence to typographic rules in accordance with point 3;
- complete and verify all pending items (incomplete references, captions, etc.).

## Before submitting your final, revised manuscript (following peer review):

- take into account all of the reviewers’ comments and questions;
- finalize the layout and remove comments, tracked changes, and the like;
- reread and revise the full text so that the final version is ‘clean’;
- provide high-resolution image files for any figures (see 2).

## 1) Technical settings

- Set your document to the relevant language (UK English). Punctuation and syllabication rules are language-dependent.
- Use the same font (Times New Roman) for the entire text.

Use the simplest layout possible. The layout artist is responsible for applying the layout style of ‘Cahiers africains’ to each element (different titles, boxed text, captions, etc.)

You may consult texts previously published in the series as a guide.
- Follow title and subtitle ranking and numbering:
  - 1. Title in font size 14, boldface**
    - 1.1. Title font size 12 italics and boldface**
      - 1.1.1. Title in font size 12 in boldface, indented**

Title in font size 12 unformatted, indented (as needed), numbered as **i) ii)**
- No punctuation mark at the end of a title;

- Introduction, Conclusion, and Bibliography are not numbered.
- Do not use automatic bullet points;
- Do not use soft or hard returns, tabs, or spaces to create whitespace (use paragraph justification, section breaks, and indent cursors or settings instead).
- Use tables in Word as needed (instead of Excel, unless absolutely necessary; in this case, also provide the Excel file).
  - The simpler the table, the better; do not use formatting in the tables (backgrounds, styles, etc.) as the layout artists will have to undo these. Make sure data are contained in cells.
  - As much as possible, create tables in portrait orientation, using a two-page spread if necessary.
- Bibliographic references are given in short form in the text body (see 3.F), and are not indicated in footnotes.
- Keep footnotes to a minimum.
  - In the text body, use the ‘insert footnote’ function instead of generating them manually.
  - However, **in tables, figures, or boxed text, do not insert footnotes automatically.** Position the footnote character or symbol (**a, b, c,** or other as needed: **\***) and place the footnote below the text (for boxed text) or in the caption (for figures or tables).

## 2) Figures and illustrations

As the book is printed in black and white, figures should be adapted accordingly (i.e., in black or grayscale). If you provide colour images, keep in mind that they will be converted, resulting in a possible loss of detail in maps or diagrams.

Upon final text submission, each figure must be provided as a high definition file (at least 300 dpi in the required size), in jpeg or tiff format.

Create tables in Word as much as possible.

If tables are in Excel, provide the original file with your final submission. We must have the ability to edit tables for corrections and layout purposes.

### *Captions*

See templates in previous volumes of ‘Cahiers’.

Each figure must have a title and be numbered in relation to the text, and a source must be cited.

**Table 1. Title in boldface**

Source: xxxxx

**Fig. 2. Discharge of Congo river at Inga site (in cubic metres)**

Source: EDF presentation for the Comité français des barrages et réservoirs, 2014.

**Figure 5. ‘Local travellers waiting in Kongolo station for the postal train of the Compagnie des Grands Lacs.’**

(HP.1952.76.17, RMCA Tervuren collection; photo E.Gourdinne, 1918, © RMCA Tervuren.)

If a photo or figure is under copyright, mention this in the source, and provide proof of permission to reproduce it in the book when you submit your manuscript.

## 3) Detailed Stylesheet

### *A. Basic Standards for Drafting, Copyediting, or Proofreading Texts*

We appreciate your effort in delivering clear, polished texts that adhere to these guidelines.

Listed below are some references that may be consulted for cases that are not covered in this document.

*The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers.*  
London/Chicago: University of Chicago Press  
*New Hart's Rules: The Oxford Style Guide.* Oxford: Oxford University Press

### **B. Layout and Formatting Rules for Implementation Throughout the Document**

- Do not use two or more spaces in a row.
- Verify consistency between references, footnotes, and bibliography.
- Use accented capital letters (État, Élisabethville, etc.) except for initials of given names (E. for Étienne.)
- Use single quotation marks ('word'). They shall be used for quotations, to emphasize a word, to indicate article titles, etc.
- Quotes within quotes are set off with double quotations marks ("inside").
- Use curly quotes (‘ ’ “ ”) instead of straight quotes.
- Use n-dashes and non-breaking spaces to set off a clause in a sentence.  
Orators – especially those who were professionals – had to accomplish another important duty.
- Use a non-breaking space (ctrl + shift + space) between  
An initial and a surname: J. Rousseau  
A name and an official ordinal: Léopold II, Pïux X  
n-dashes and the clause: Hutereau – a renowned scholar – travelled .
- Choices:

#### a) Rules specific to a book/subject/area:

Choose a rule and apply it consistently throughout the text. Contact the publisher, editor, or other relevant person if their input is necessary.

#### b) Consistency

1. Ensure consistency between:
  - Maps and text body
  - Captions and text body
  - Titles and numbering in the summary/contents and the text body itself
  - Note that the Introduction and Conclusion are not numbered
2. Verify the spelling of proper names, scientific names, etc. throughout the text.

### **C. Footnote numbers and footnotes**

Footnote characters appear after the final punctuation mark (including quotation marks). Note the difference with French where they appear before.

‘I am hungry.’<sup>1</sup>

In an enumeration with a series of quotes, all from the same source, place the footnote character after the last element in the series.

The government condemned ‘the violence’, ‘the kidnappings’, not to mention ‘the murders’<sup>4</sup> committed by the group.

Place the footnote character before or after a closing parenthesis based on footnote content.

Depending on habitat, a distinction is made between the water genies (*bayisi ba mambe*) and the land genies (*bayisi ba tandu / disimu*).<sup>3</sup>

If the footnote refers to the sentence itself, the character should be placed after the full stop. If it refers to the translation of ‘land genies’, it should be placed before the closing parenthesis.

### **D. Specific Instructions for the RMCA**

#### **1. Some acronyms:**

Royal Museum for Central Africa (RMCA Tervuren)

DGD

Vlir UOS

BELSPO (capitalized)  
KU Leuven

## 2. Specific RMCA Usage

### Italics

- titles of books, art works, boats, shows or performances, songs, exhibitions. Article titles are not italicized.
- foreign words, except proper names and names of institutions (e.g. Musée du Louvre)
- Quotations in a foreign language (with quotation marks), but not in English.

### Organizations and Bodies

Organizations, institutions, literary groups, companies, or brands, even foreign ones, are never italicized or placed inside quotation marks.

Provide the official version of the name and the acronym, either in the original language or in translation. Use official sources (online or offline) to verify the exact name and official translation, if this exists.

If there is no official translation but the original name is not transparent to readers, provide one (enclosed in brackets).

The same applies to programmes, projects, internships, etc. (also see the next point).

### Acronyms, Abbreviations, Project Names, etc.

#### Acronyms:

Acronyms should be written in CAPITAL LETTERS. Do not italicize or use quotation marks.  
UNESCO, AIDS, OECD, CETAF

#### Internships, training courses:

use quotation marks but NO italics, even for a foreign language

#### Symposia, meetings:

use quotation marks but NO italics, even for a foreign language

#### Projects and programmes:

use quotation marks but NO italics, even for a foreign language.

N.B.: Acronyms are not formatted at all (see above).

e.g., RIME, PAFFA.

But: The 'Réseau international des musées d'ethnographie' (RIME) European project

#### Databases, websites:

e.g., Fishbase, Open up!, Europeana, MIMO, STERNA

No special formatting used

### ***E. Proper names for the DRC***

-Democratic Republic of the Congo, DRC, occasionally DR Congo (distinguish from Republic of the Congo, Congo-Brazzaville)

### Spelling of province names in the Democratic Republic of the Congo

The spelling of province names is inconsistent between authors and publications. At the RMCA, we ask you to use the following spellings (including capitalization, hyphenation, and diacritics):

Kinshasa  
Maniema  
Sud-Kivu  
Nord-Kivu  
Kongo-Central  
Kwilu

Kwango  
Mai-Ndombe  
Mongala  
Tshuapa  
Sud-Ubangi  
Nord-Ubangi  
Haut-Lomami  
Lualaba  
Tanganyika  
Haut-Katanga  
Tshopo  
Ituri  
Bas-Uele  
Haut-Uele  
Sankuru  
Lomami  
Kasaï-Oriental (ex Sud-Kasaï)  
Kasaï  
Kasaï-Central (ex Unité kasaïenne).

Also note: Province-Orientale ; Kasaï-Occidental.

You must therefore write 'Maniema province' but 'Province-Orientale'.

- Mbuji-Mayi (instead of Mbuji Mayi).

- Le **Mouvement du 23 mars** is abbreviated as **M23**.

#### ***F. Bibliographical references***

In the text body, use the author-date system as described in the Chicago Manual of Style, ch. 16, with a full bibliography at the end of the contribution or the book.

Write *et al.* as shown (italicized, with a full stop).

Do not use an em-dash in lieu of an author's name for successive references, as this causes problems in digital formatting.

*Ibid.* and *idem*: *Ibid.* = same reference (but different page)

*Idem* = exact same information

If the *ibid.* is found in parentheses inside a sentence, it is not capitalized. When an *ibid.* with the same page number appears for the following note, omit the page number.

The ICG concluded that 'consensual democracy has become the imposition of one party's ideology' (*ibid.*).

*Ibid.* can be used with or without the same number, as long as the reference is the same as the previous one (author and title/date).

The ICG concluded that 'consensual democracy has become the imposition of one party's ideology' (*ibid.*: 14).

For titles in French, use the capitalization rules indicated in Appendix 1.

For titles in English, capitalize all words except the following: **a, an, and, at, but, by, for, in, nor, of, on, or, so, the, to, up, and yet**. This applies to titles of books and journals, but not to titles of chapters or articles.

Use a non-breaking space between the abbreviations **p.**, **pp.**, **no.**, **vol.** and the numbers that follow. Use **pp.** to indicate a page range.

The following table is an overview of entry types.

TYPE OF PUBLICATION	EN
<b><u>IN TEXT BODY</u></b> (no page number)	<p>(Bierschenk 2007) (Bierschenk 2007; Chisholm 2008; Charton 2010)</p> <p><b>If there are several references in a citation, separate them using a semi-colon.</b></p>
<b><u>IN TEXT BODY</u></b> (with page number)	(Bierschenk 2007: 17)
<p><b><u>BIBLIOGRAPHY</u></b></p> <p><b>Journal article</b></p>	<p>Chisholm, L., Charton, H., &amp; Leyendecker, R. 2008. 'Curriculum reform in post-1990s sub-Saharan Africa'. <i>International Journal of Educational Development</i> 28 (2): 195-205.</p> <p><b>If initials are used in lieu of given names</b></p> <ul style="list-style-type: none"> <li>- Use non-breaking spaces so that initials are not orphaned at the start or end of a line.</li> <li>- For authors with more than one initial, do not use a space between initials for greater readability. e.g.: W.M. Newton</li> </ul>
<b>Unpublished text</b>	<p>Zerbian, S. 2006. 'Expression of information structure in Northern Sotho'. PhD dissertation, Humboldt University, Berlin.</p> <p>Charton, H. 2010. 'The dynamics of power in the Cameroonian bureaucracy: a case study of the Ministry of Basic Education', unpublished draft. CNRS Bordeaux.</p>
<b>Chapter or paper in a book</b>	<p>Bierschenk, T. 2007. 'L'éducation de base en Afrique de l'Ouest francophone: Bien privé, bien public, bien global'. In T. Bierschenck, G. Blundo, Y. Jaffré &amp; M. Tidjani Alou (eds). <i>Une anthropologie entre rigueur et engagement. Essais autour de l'œuvre de Jean-Pierre Olivier de Sardan</i>. Paris: APAD-Karthala, pp. 251-276.</p> <p><b>-Note the placement of initials.</b></p>
<b>Book</b>	<p>Schadeberg, T.C. &amp; Mucanheia, F.U. 2000. <i>Ekoti: the Maka or Swahili language of Angoche</i>. Cologne: Rüdiger Köppe Verlag.</p> <p>Pesche, D. 2000. <i>Le Syndicalisme agricole spécialisé en France : entre la spécificité des intérêts et le besoin d'alliances</i>. Paris: L'Harmattan (series 'Logiques politiques').</p>

	<p>Pesche, D. 2000. <i>Le Syndicalisme agricole spécialisé en France : entre la spécificité des intérêts et le besoin d'alliances</i>. Paris: L'Harmattan (series 'Logiques politiques'), 224 p.</p> <p>- the word 'series' appears <b>before</b> the series name.</p>
<b>Electronic document (if a paper version does not exist)</b>	<p>Present as a standard publication, but indicate the URL (Internet address) as well as the date on which the document was consulted by the author citing it.</p> <p><b>If a DOI (Digital Object Identifier) is available, please indicate it.</b></p>

#### REMARKS

1. If there are two cities and publishers, use a slash.  
Brussels/Tervuren: Le Cri/RMCA
2. For books co-published by a trade publisher and the RMCA, the trade publisher's name appears first.  
Paris/Tervuren: L'Harmattan/RMCA.
3. Bibliographical references for RMCA publications  
In works for series that clearly belong to the museum (such as 'Cahiers africains'), the museum's acronym suffices. However, you should indicate the full reference for the Annals, Monographs, etc.  
Include relevant information such as co-publishers and series.

Birhembano, R. & Moeyersons, J. 2012. 'Climat et risques naturels'. In J. Omasombo Tshonda (ed.) *République démocratique du Congo : Kwango, le pays des Bana Lunda*. Series 'Monographies des provinces de la RD Congo', no. 3. Brussels/Tervuren/Kinshasa: Le Cri/MRAC/Buku Éditions, pp. 31-40.

Moeyersons, J. 1990. *Études des glissements de terrains*. Series 'Annales de Sciences géologiques, in-8', no. 135. Tervuren: RMCA, 216 p.

4. Online sources are increasingly common.  
URLs are often long and unwieldy, but they must remain unchanged. Disable the link unless it is intended for an online publication. Indicate the DOI (Digital Object Identifier) if the author has provided one, as it serves as an automatic and permanent link to an online publication in a reference.

N.B.: For online publications or if you are unsure of the final publication format, do not put a full stop at the end of the URL as it may introduce an error into the link.

#### References with a URL:

- No full stop
- Prefer a DOI to a URL whenever possible
- If no site consultation date was provided initially, there is no need to request one from the author.
- Newspapers, including those with online versions, are italicized.  
*Le Potentiel Online*
- Names of radio networks, TV networks, other press agencies, and news portals that are not associated with a newspaper are set in roman.  
Groupe L'Avenir (Congo)  
Forum des As  
Mediacongo.net



- Keep in mind the nuance between an **online publication** (directly published on the internet) and a **publication (also) available online** (previously released in a different format, new release in multiple formats, etc.).
- **Articles in electronic periodicals**  
The entry is the same as for printed periodicals, with an internet locator added (URL or DOI if available.)  
Kambale Mutogherwa. 2014 (13 February). 'Bosco Ntaganda, comment de son grade de sous-officier au Rwanda, il est devenu général en RDC ?'. *La Tempête des tropiques*. Online on <http://www.7sur7.cd/index.php/8-infos/1577-bosco-ntaganda-comment-de-son-grade-de-sous-officier-au-rwanda-il-est-devenu-general-en-rdc> (consulted on 16 March 2015).
- **News portals, forums, general sites**  
Entries should be indicated in the following format:

Site name. Consultation date (if known) or year. 'Title of text or entry if available.' Online: domainname.url (consulted on dd month year).

7sur7.cd. 2014. Online: <http://7sur7.cd/lamortaux-trousses>.....(consulted on dd Month year ).  
Wikipedia. 2010. 'Émotion'. Online: <http://fr.wikipedia.org/wiki/Emotion> (consulted on 6 May 2010).

Use 'available online' for texts that are also found in a different format:

Feyereisen, P. (2002). *Le Vieillissement cognitif*. Available online on <http://www.code.ucl.ac.be/vico.html> (consulted on dd month year).

## 5. Books and reports

A report published under an ISBN, ISSN, or DOI and that can be purchased or consulted in a library or digitally should be treated as a book.

World Bank and European Commission. 2008 (January). *Décentralisation en République démocratique du Congo : occasions et risques. Note analytique sur la Décentralisation préparée conjointement par la Commission européenne et de la Banque mondiale*. Report no. 41776-ZR. S. l.: Division Réforme du Secteur public et renforcement des capacités (AFTPR) Région Afrique.

Unpublished reports (such as internal working documents) should be treated as unpublished works and their title placed in quotation marks.

For books published by different ministries in the DR Congo, use the name of the ministry as the author (with DRC in parentheses).

Ministère de l'Agriculture et de l'Élevage, du Plan, de l'Éducation nationale et de l'Environnement, Conservation de la nature, Forêts et Pêche (DRC) PNUD/UNOPS, Programme national de relance du secteur agricole et rural (PNSAR). 1998 (October). Monographie de la province de l'Équateur. Kinshasa, 309 p. Available online: [ftp://ftp.whrc.org/GIS-RS/Jared/Monographie/Monographie\\_de\\_la\\_province\\_Equateur.pdf](ftp://ftp.whrc.org/GIS-RS/Jared/Monographie/Monographie_de_la_province_Equateur.pdf)

Ministère du Plan (RDC), DSRP, UPPE-SRP, CP-SRP/Équateur. 2005 (April). Monographie de la province de l'Équateur. Kinshasa, 110 p. Available online:  
[http://ruralcongo.cd/minider/images/pdf/monographie\\_equateur.pdf](http://ruralcongo.cd/minider/images/pdf/monographie_equateur.pdf)

#### 6. Press and periodical articles

If the journalist's name is found in the byline, use the following.

Sindani, D. 2013 (27 February). 'Zambie – RD Congo : frères ennemis du cuivre'. *Jeune Afrique*.

If the journalist's name cannot be ascertained, use the title of the periodical in its stead.

*Jeune Afrique*. 2013 (27 February). 'Zambie – RD Congo : frères ennemis du cuivre'.

When you cite an author quoted by another author, this should be indicated in the footnote.

Vellut 2005 quoted by L. de Saint-Moulin 2010

(or provide the full references if you are using detailed footnotes).

The bibliography should only include the reference that was actually consulted by the author (in this case, de Saint-Moulin.)

#### 7. Laws, Agreements, Rulings, etc.

If the text was published in a journal, treat as an article. Classify first according to type (law, agreement, etc.), then source (bulletin, monitor, etc.)

Constitution of the Democratic Republic of the Congo. 2006 (18 February). Found in *Journal officiel de la République démocratique du Congo* 47<sup>e</sup> année, special edition.

If the text did not come from a source that can be cited as a reference, the title can be left as is, and set in roman.

#### 8. Archives, Letters, Dossiers in a ministry are set in roman, with no quotation marks.

Miscellaneous examples

'Note sur le passage de Libana (Dondoro)-Logo (Obeleba) du territoire d'Aru au territoire de Faradje', joint report dated 30 October 1920 written in Libana village by the ATs of Faradje and Aru.

B. Verhaegen holdings, Contemporary History Section archives, RMCA + inventory number (if known).

'Instruction à charge de Waddington.' Deposition of Adélaïde Waddington on 7 March 1906, in 'Dossier court d'assises du Brabant n° 1325-1326 (2272)', Belgian State Archives.

Letter No. 2831/No. 2 of the assistant territorial administrator of Niangara territory dated 5 September 1958, as well as its appendix.

Letter N°V/L 254/1592/68 of 28 August 1968 ; Anga Gaga TongoloBarthelemy dossier of the indigenous Mayogo-Mabozo circumscription.

### **G. Quotations**

a) Quotations in the text body must be set in roman except:

- In-text quotations in a foreign language must be italicized and set off using quotation marks
- Foreign words and expressions are italicized, without quotation marks unless these are needed for emphasis.

The *entente cordiale* between the two nations is a myth.

The long-standing amity between France and Germany is best described as an '*entente cordiale*'.

Explanatory translations are placed in parentheses and quotation marks:

A *mulopwe* ('chief')

The Lingala proverb 'XXXXXXXXXXXX' ('The early riser conquers the world.')

He was called '*Il Duce*' ('The Leader').

b) Long full quotations should be set off as a block quote and enclosed in quotation marks. The text should be set in roman unless it is in a foreign language.

c) All other quotations should remain in the text body, set in roman and enclosed by quotation marks. In other words, authors should not begin a sentence in the text body then continue it in a separate block quote that begins with a truncated phrase.

d) A quote within a quote should be set off using curly double quotation marks: “ ”

e) An ellipsis used to represent an omission must be surrounded by square brackets: [...]. No ending punctuation mark should be placed after the ellipsis, as it is considered part of the omission.

Also use square brackets to indicate a correction or a [*sic*].

‘[The] economic crisis continued to affect the region.’

f) For full quotations, or when a quote contains several sentences, the full stop is placed inside the quotation mark. If the quotation (in the text body, not a block quote) is followed by a reference in brackets, place the quotation’s full stop inside the closing quotation mark (as there is already a full stop after the closing bracket). See Appendix 2 for more details.

g) Headers or standalone quotations (chapter heading, separate page, etc.)

Such quotations should be in quotation marks and italicized to emphasize them. The author’s name appears below the quotation. If the name is followed by other information, use a full stop at the end.

‘Qu’on n’accuse personne de ma vie.’

M. Yourcenar

‘Qu’on n’accuse personne de ma vie.’

M. Yourcenar, Mémoires d’Hadrien.

## ***H. Miscellaneous Rules***

The following are in-house rules for RMCA texts in English and may diverge from standard style guides.

### **1. Dates and Historical Periods**

Write out the years in full.

Jean Dupont (1920-1975)

Known expressions are an exception: Mai 68, Expo 58

For decades: 1950s (not 1950’s, ‘50s, nineteen-fifties, fifties)

Avoid paraphrases such as ‘the second decade of the 1900s’ or ‘In the early part of the century’ (which one?)

Use a hyphen (not a dash) to separate time ranges.

10 June-15 July

Use a non-breaking space between the day and the month

Do not use superscripts for indicating centuries (17th century, not 17<sup>th</sup>-century)

### **2. Numbers and units**

When possible, use the currency name (euro, dollar) or ISO code (USD, EUR, GBP, etc.). Be consistent.

10 USD

50 EUR

48,400 PHP

When using the currency symbol, the symbol should be placed before the number, with no space in between.

€300

€3 million

Use spaced n dashes (–) to set off clauses. Use non-breaking spaces just before and after the clause so that the dashes are not orphaned.

Insert a non-breaking space between the number and the unit of measurement.

15 km

Use a comma as a thousands separator.

1,434

52,943

578,422

Use decimal points.

2.5 cm

Use a hyphen for ranges.

pp. 68-69

Spell out ordinal numbers unless otherwise indicated.

eighth, nineteenth

### **3. Addresses and practical information**

1) National and departmental roads: use a non-breaking space between the letter and the figure

RN 32, D 4.

2) Use a hyphen to indicate connections and in street names.

The Matadi-Kinshasa line

3, rue du Général-de-Gaulle

### **4. Other**

#### **a) Latin expressions**

i.e., e.g., (*id est, exempli gratia*): set abbreviations in roman

Circa is abbreviated as c. (set in roman) and followed by a space: c. 1800

LES TITRES D'OUVRAGES, D'ŒUVRES D'ART  
ET DE JOURNAUX

EMPLOI DES CAPITALES

TITRES COMMENÇANT PAR UN ARTICLE DÉFINI :

Titre nominal (même suivi d'une relative) :

- cap. à l'article ;
- cap. au substantif qui suit l'article, à l'adjectif antéposé, à l'adverbe modifiant ce dernier ;
- cap. aux substantifs juxtaposés au premier, ou coordonnés par « et » et « ou », aux adjectifs antéposés et aux adverbes les modifiant.

Exemples :

*L'île mystérieuse*

*Les Cinq Sous de Lavarède*

*Le Vilain Petit Canard*

*L'Homme qui rit*

*Le Plus Ancien Document du monde*

*Le Loup, la Chèvre et le Chevreau*

*Les Mille et Une Nuits*

*La Bourse ou la Vie*

Titre en forme de proposition :

- cap. à l'article seulement.

Exemples :

*Le train sifflera trois fois.*

*La guerre de Troie n'aura pas lieu.*

*Les affaires sont les affaires.*

TITRES NE COMMENÇANT PAS PAR UN ARTICLE DÉFINI :

- cap. au premier mot seulement ;
- si l'on a un second titre coordonné par « ou », on appliquera à celui-ci les mêmes règles que pour un titre ; toutefois, l'article défini, lui, ne prend jamais la cap.

Exemples :

*Cinq semaines en ballon*

*De la nature et de la grâce*

*Elise, ou la Vraie Vie*

*Des souris et des hommes*

*Une vie*

TITRE INCLUS DANS UN TITRE :

Il conservera ses capitales, sauf celle de l'article défini.

Exemples :

*La Critique de l'École des femmes*

*humaine*

*Les Personnages de la Comédie*

## Appendix 2

### Quoted Material, Closing Quotation Mark, and Ending Punctuation Marks

- 1) The quoted matter is a complete sentence or several complete, non-truncated sentences: Place the final full stop inside the quotation mark.

EXCEPTION: When the quotation is followed by a bibliographical reference in brackets, place the full stop after the (unpunctuated) parentheses.

e.g.: 'Le rêve est la porte de la nuit' (Jean Dupont, *Le Rêve*).  
'Le rêve est la porte de la nuit' (p. 3).

The following is used when the ending punctuation mark is not a full stop but an exclamation mark, question mark, or ellipsis.

e.g.: 'Le rêve est la porte de la nuit !' (Jean Dupont, *Le Rêve*.)

- 2) The quoted matter is a phrase or the last sentence of the paragraph is truncated: while the final full stop should be placed after the quotation marks, it often confuses readers, and we do not know if the author citing the excerpt was the one who truncated the passage. As a result, rule no. 1 is generally applied.
- 3) The quotation is partial but appears later in the sentence, and is introductory: Place the full stop after the quotation mark.

According to the psychologist, 'careers have changed the maternal instinct'.

Except:

- when a different punctuation mark is used: !, ?, etc.

According to the psychologist, 'careers have changed the maternal instinct!'

- when the quotation contains several sentences:

According to the psychologist, 'careers have changed the maternal instinct. Women have lost a series of matriarchal benchmarks.'

There is a tendency to simplify things by systematically placing the punctuation mark before the closing quotation mark.

The punctuation mark is omitted if the sentence introducing the quotation continues after it.

According to the psychologist, 'careers have changed the maternal instinct', but sociologists thoroughly reject this theory.

N.B.: [...] is used to indicate truncated portions of quotations in books where the need for academic rigour is present for various reasons: scientific works, works of literature, copyright concerns, and so forth.