



ÉDITIONS DE L'UNIVERSITÉ DE BRUXELLES

Spelling

Use British spellings, but use –ize endings (realize, organize, etc.). However, note that ‘analyse’ should be used, not ‘analyze’.

Abbreviations, Contractions and Acronyms

Use full points:

- If an abbreviation does *not* end with the final letter of the word: ed., vol., no., Rev.
- After initials in a name: R. A. Butler (and leave a space between initials)

Do *not* use full points:

- If a contraction ends with the final letter of the word: Dr, Mr, Mrs, St, eds, edn
- In metric units of measurement: cm, kg
- In acronyms, such as initials of organizations or associations: RAC, BBC, USA

Capitalization

Please be consistent in your capitalization of key terms throughout the manuscript.

Use capital letters:

- For proper names; proper names of institutions, organizations or movements (Romanticism, the Gothic), and for words derived from proper names (Dantesque, Latinize)
- For prefixes and titles (President Barack Obama, Pope John Paul)
- For recognized geographical names (Northern Ireland)
- For proper names of periods or natural phenomena (Jurassic)
- For historical eras and events (the Reformation)
- For trade names (Levi’s)
- For titles of works of literature in English

Do *not* use capital letters:

- For titles not preceding a person’s name (the US president, the pope)
- For descriptions of geographical regions (northern England)
- For political theories (socialism, communism, fascism, the left, *but* National Socialism)
- For academic subjects (literature, history), unless it is part of a job title or department name (Professor of English Literature)

Punctuation

Commas

Do *not* use serial commas in lists: We bought apples, oranges and pears (NOT apples, oranges, and pears).

Dashes

A dash indicates a break in thought or explanatory phrases. Use an 'en' rule with a space on either side – to be typed thus.

Hyphens

Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for compound nouns (make-up), adjectival phrases (middle-class neighbourhoods), between repeated vowels (co-operate)
- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in 'ly' (widely known), between two vowels that don't clash (reintroduce), in words with the 're-' prefix that don't clash (rewrite, rethink). Email should be written without a hyphen (*not* e-mail).

Ellipses

An ellipsis should be used to indicate an omission in quoted material or a pause.

- Use three dots with spaces on either side ... like this.
- Do not start or end quotations with ellipses; simply leave them out.
- Indicate the elision of text from within a direct quotation like this [...] with remaining text continuing. Do not place the ellipsis within square brackets if it is part of the original material that you are quoting.
- If a full stop follows the elision of text, indicate like this [...].

Numbers

In general, numbers up to 100 should be spelled out. For numbers 100 or more, use digits.

Use figures:

- For years: 1984, 1950s (not fifties)
- For dates: 25 June 1983 (not 25th of June, June 25)
- For percentages: 25 per cent (*Note*: with 'per cent' as two words)
- For measurements: 8 km, 15 hectares, 16 mm, 35 mm (spaced as shown)
- For numbers 100 and over: 400, 7.8 million (*Note*: use commas in numbers of four digits or more, as in 2,000 and 45,000)
- For numbers in a series: Table 1, Chapter 4

Do *not* use figures:

- For numbers less than 100: twenty-five people
- For centuries: nineteenth century (not 19th century) and nineteenth-century history (*Note*: the hyphen is required for adjectival use)

Spans of numbers:

- Use the fewest number of numerals: pp. 23–4, 1984–5
- In the teens, the ‘1’ is always repeated: 12–13, 217–19
- In titles and headings, put numbers in full: *The History of Germany, 1931–1993*

Lists

If you are using lists within the manuscript, please be consistent in using numerals or letters. Bullet points may alternatively be used.

Italics, Underlining and Boldface

Please do not use **bold type** or underlining in your manuscript, except to differentiate between subheading levels or to provide instructions about the placement of images. However, *italics* may be used for certain purposes (see below).

Please note: often by default, Word formats websites in blue type with underlining. Please remove the underlining and change all text to black.

Use italics:

- For names of ships, film and play titles, works of art, long poems, newspapers (*Note*: only include ‘The’ in a newspaper title if it is followed by a single word, i.e. *The Times*, *The Guardian* and *The Economist*), paintings, books, magazines, journals, television programme names
- For foreign words and phrases not in common use (see *New Hart’s Rules*)
- For emphasis (do *not* use bold or underlining)
- For key terms or coined words

Do *not* use italics:

- For poem, essay and short story titles; instead use roman type and single quotation marks
- Foreign words in common usage (*rendezvous*, *regime*, *elite*; *Note*: no accents)

Quotations

Use single quotation marks both for quotes from other sources as well as for terms presented with scepticism or irony.

Double quotation marks should be used within single quotation marks to set off material that in the original source was enclosed in quotation marks, such as: Miele (1993) found that ‘the “placebo effect”, which had been verified in previous studies, disappeared when behaviours were studied in this manner.’

Place the punctuation *after* the quotation mark if it is not part of the original quote.

Use square brackets for an editor’s interpolation (‘in many respects [hers is an] exemplary biography’).

Block quotations

For quotations in prose that exceed 40 words, indent the entire quote and separate from the main text with a line space above and below. Do *not* use quotation marks. If using an in-text parenthetical citation, place the concluding punctuation mark after the last word, then include the parenthetical reference without punctuation.

Special Characters

Symbols, special characters, and other elements (such as mathematical formulas) can be accommodated in our texts. Please make your Acquisitions Editor aware of these special characters when submitting your final package. Letters with accents do not qualify as special characters, only symbols not common to Romance/Germanic alphabets, such as Chinese symbols or Old English.

- 伊 – This is a Special Character to note to your Acquisitions Editor
- é – This is NOT a Special Character. There is no need to make note of such symbols.

Secondary sources may be provided in English translation only, if the original foreign-language text is not necessary for your argument.

If the translation is your own, please follow it with '(my translation)'.

Guidelines for Monographs

Figures and Tables

Monographs should have figures and tables numbered consecutively throughout the manuscript (Table 1, Table 2, etc.).

References

Monographs should have a single Bibliography at the end of the manuscript.

Guidelines for Edited Volumes

Figures and Tables

Edited volumes should have figures and tables numbered individually within each chapter (e.g. Chapter 1 contains Table 1.1, Table 1.2, etc.). This helps to accommodate the sale of individual chapters in edited volumes in electronic form.

References

Edited collections should have a bibliography at the end of each chapter or full bibliographic references should be available in footnotes to each chapter.