

A Style Sheet for Authors

Comparative Literature Studies (CLS) adheres to the guidelines of the most recent edition of *The Chicago Manual of Style* with some exceptions. For example, we use the endnote style, but we do **not** ask for a separate list of “Works Cited” or bibliographies; all works cited should be incorporated into endnotes. For more information, see the section “Documentation Guidelines” at the end of this document.

All quotations from primary literary sources should be provided in both the original language and in English translation (see the section “Quotations” below). Quotations from secondary sources should be cited in English translation only.

Authors are responsible for correct spelling and correct placement of accent or diacritical marks, and will be required to check these at all stages of production.

For issues not covered in this style guide, refer to *The Chicago Manual of Style*, 17th ed. (CMS17).

Submissions should be formatted as a Word document. Please double-space the entire manuscript (including notes and block quotations) in Times New Roman, 12-point font, 1-inch margins all around. Pages should be numbered consecutively at the top right margin from beginning to end.

For submissions accepted for publication

If your manuscript includes figures or other artwork, please contact the CLS editorial assistant to discuss the preferred format for these materials and the necessary permissions documents required. Authors are responsible for seeking and securing permission from the rights holders for images, figures, text, lyrics, and some epigraphs, and for payment of any fees associated with the use of these materials.

Images should NOT be embedded in the manuscript; they should be submitted separately as .tiff or .jpg “Figure” files via the Editorial Manager. These should be at 300 DPI or greater and be no smaller than 2x2 inches. A full page image is 4.5x6.5 inches. Please state clearly in the manuscript where you want the images to be placed by providing captions and credits for all your figures. Tables created in Word can be embedded in the manuscript.

ABBREVIATIONS

When abbreviating names, months, and states/provinces the author should follow these guidelines set out by the University Press:

You must add a space between the **initials** of people’s names.

Example: W. E. B. Du Bois

Spell out months and the names of **states/provinces** fully in the text.

Example: In July 1966 a motorcycle accident caused Dylan to disappear from public view.

Example: The inability is equivalent to the incongruity of someone raised in the cold, humid environment of Quebec describing the hot, dry desert of the American Southwest.

Use abbreviations for months in notes. Example: Jan., Feb., etc.

Use the abbreviation “chap.” to denote a specific chapter in a note.

Example: Jane Tompkins, chap. 5 in *Sensational Designs: The Cultural Work of American Fiction 1790-1860* (New York: Oxford University Press, 1985).

ACKNOWLEDGMENTS

CLS does NOT print acknowledgments. Personal acknowledgments are permissible only if they constitute cited source material (e.g. citing a personal conversation, written exchange, etc.).

CAPITALIZATION. See also SPELLING AND TERMS

The UP uses the CMS **capitalization** style (“down” style).

Example: President Lincoln, the president; Pope Pius, the pope; Professor Jones, the professor

Capitalize “Black” and “Indigenous” when you are using these terms to describe people, shared histories, and cultural identities. CLS does NOT capitalize the term “white” in racial, ethnic, and cultural senses.

CAPTIONS AND CREDITS

Captions take sentence-style capitalization; captions that are complete sentences include terminal punctuation. Credit or source information follows the caption. Example:

Figure 1. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville

Figure 2. Coal miners in Matewan, West Virginia, April 1920. The miners' strike was depicted in John Sayles's film *Matewan*. Photograph courtesy Matewan Historical Society

CONTRIBUTOR'S NOTE

CLS articles do not include a contributor's note. At the conclusion of the essay, the author should give his or her affiliation hard against the right-hand margin in italics. Example:

The Pennsylvania State University

EMPHASIS

Words or sentences that you wish to **emphasize** with italics (in a quote) should have the words "emphasis added" in parentheses immediately after the note's number.

Example: A reviewer of Hannah More's *Coelebs in Search of a Wife* (1808) expressed the mores of the early modern period which drove fiction to seek adaptive coloration: "By the usual furniture of circulating libraries [i.e. novels], deceptive views of life, a false taste, and pernicious principles, have been disseminated; and it is the commendable object of the writer of these volumes before us to counteract the poison of novels by *something which assumes the form of a novel*"¹¹ (emphasis added).

You should use the above format when you **remove emphasis** from a quote. When you do this, please write "emphasis in original" in parentheses after the note's number. This also pertains to the removal of an **ellipsis**. If you choose to remove an ellipsis from a quote, type "ellipsis in original" in parentheses after the note's number.

FOREIGN INSTITUTIONS AND TITLES

For foreign institutions and publishers, follow CMS17, 8.

For **Latin titles** follow the *SBL Handbook*: capitalize only the first word and proper nouns (not proper adjectives; per SBL, and if the case ending of the proper word is the same as that of the noun it's probably an adjective).

Example: Beata Virgo Maria

When providing a title's **transliteration** give the original script as well as the English translation in the running text. Typically, the order is the transliterated title followed by the original script in parentheses followed by English title in parentheses.

Example: *Han Shan Shih Zhu* 《寒山詩注》 (*Annotated Poems of Han Shan*).

NUMBERS and DATES

Follow the CMS guidelines for spelling out numbers. There are also other requirements, specific to the UP, which the author must consider:

For **contiguous page numbers** and years you must repeat the last one to three digits of numbers following a dash per CMS 8.69 (1-3, 14-26, 506-78, 608-9, 618-19, 699-723, 1700-1787, 1702-3, 1756-75).

Example: 29. Louis Althusser, *For Marx*, trans. Ben Brewster (New York: Random House, 1970) 233-34.

For **dates**, use a format that resembles the following: 2 January 1492. In notes, you should abbreviate the month.

When providing a **range of years** in the text use all digits:

Example: A second edition followed in 1842-1844.

PUNCTUATION

The UP has various guidelines with regards to the use of commas, quotation marks, and colons and it is important that the author takes these into account:

Please use the **series comma**. This requires the use of an oxford comma before the conjunction in a list of three or more.

Example: The user of the manual can then choose one from several choices for subject, verb, indirect object, and so on.

No comma should follow abbreviations.

Example: Bobby Simms Jr. (no comma)

A complete sentence should come after a **colon**. The first letter should be lowercase unless it is in a quotation.

Example: An alternative approach would be pragmatic: we simply do not know what to do with texts without the “user’s guide” that genre provides.

Example: Westerners remove the unwanted partners whose presence brings about the male double bind: “Be a hero, but don’t rock the boat.”

QUOTATIONS

Quotations should be given in the original language with English translations immediately following in square brackets. When providing *your own translation* of a short passage (fewer than five lines), place the English in parentheses, without quotation marks, followed by a citation and a period.

Example: The grandfather’s first words—“Il me semble qu’il ne fait pas très clair ici” (201) (It seems to me that it is not very light here)—signal his obsession with the signs indicating death’s approach.

If you are utilizing *a published translation*, follow the format below, adding quotation marks around the translation and including the page number inside the parentheses.

Example: The grandfather’s first words—“Il me semble qu’il ne fait pas très clair ici” (201) (“It seems to me that it is not very light here” [85])—signal his obsession with the signs indicating death’s approach.

When the quoted passage runs more than five lines in prose or three in verse, set the passage off from the main text, remembering to retain the double-spacing. After the quotation, the author should skip two lines and place the translation in parentheses. Neither the original nor the translation need be enclosed in quotation marks. Citations should follow the original, not the translation—unless, of course, the translation is a published one.

Example:

L’Aïeul: Personne n’est entré dans la chambre?
Le Père: Main non, personne n’est entré.
L’Aïeul: Et votre soeur n’est pas ici?
L’Oncle: Notre soeur n’est pas venue. (226–29)

(Grandfather: No one has come into the room?
Father: Why no, no one has come in.
Grandfather: And your sister is not here?
Uncle: Our sister has not come.)

If you modify a translation in any way, please see CMS 17, 11.15 for instructions on the proper format.

SPELLING AND TERMS

The UP has various guidelines for the spelling and capitalization of a whole range of words/phrases. What follows are particular words/phrases, and the UP's guidelines for their spelling and/or capitalization. When using any of these you must utilize the following format:

- A:** afterward, Anglophone, anti-semitic, Asian American
- B:** backward, biblical
- C:** catalog, Christianized, circumatlantic
- E:** earth, East Asia
- F:** façade, francophone
- G:** German Jewish
- M:** midcentury, mid-eighteenth century
- N:** naïve, naiveté, New Historicism, New World, Neoplatonic
- P:** panatlantic, post-totalitarian, post-traumatic, preexisting, Providence
- Q:** Qur'an
- R:** romantic (to refer to the period)
- S:** sinophone, Southeast Asia
- T:** toward, transatlantic
- U:** United States (n), U.S. (adj)
- W:** website, well-being (n)

Use a lowercase "a" when spelling out Arab names beginning with "al."

Example: al-Ṭaḥṭāwī

No accents should be used on capital letters of Romance languages.

Example: "A la carte" versus "À la carte," "Etats-Unis" versus "États-Unis"

TITLES WITHIN TITLES

Use quotation marks for titles within titles.

Example: *The Other Virgil: "Pessimistic" Readings of the "Aeneid" in Early Modern Culture.*

DOCUMENTATION GUIDELINES

General principles

Endnotes are used; there is no bibliography. The first citation of a work provides full bibliographic information; subsequent citations provide the author's last name, a shortened title, and the page number.

If you intend to cite frequently from a particular work, you should write, “Hereafter cited by page number” at the end of a note. After you do this, you can simply cite the work with the relevant page number, parenthetically in the text.

If there is any ambiguity about the source referenced in the text, the author’s name should be included along with the relevant page number in the parenthetical citation. If there are several works by the author, a shortened title should be included in the parenthetical citation as well.

Example: Aphra Behn, *Oroonoko; or, The Royal Slave. A True History in The Works of Aphra Behn*, ed. Montague Summers, vol. 5 (New York: W. W. Norton, 1973), 129. Hereafter cited by page number.

Parenthetical citations should mostly be used for primary texts being analyzed after first mention in notes; use notes for most references to scholarship (except in cases where a piece of scholarship is the primary text being analyzed and is cited many times).

Use the abbreviation “qtd. in” when you quote an individual quoted in another author’s text, and cite it in parentheses or a note.

Example: Gogol’s depictions of Cossacks in these stories... epitomized Lev Tolstoi’s exaggerated claim that “Cossacks have made the entire history of Russia” (qtd. in Bode 9).

University Press” should **NOT** be abbreviated “UP”; a cited page number should **NOT** be preceded by “p.”

Book by one author

Richard Wright, *Native Son* (New York: Harper & Brothers, 1940), 100–01.

Anthology

Sigmund Freud, *Notes Upon a Case of Obsessional Neurosis: Three Case Histories*, trans. James Strachey, ed. Philip Rieff (New York: Collier Books, 1963), 63–66.

Translation

Mikhail Bulgakov, *The Master & Margarita*, trans. Mirra Ginsburg (New York: Grove Weidenfeld, 1967).

Multivolume work

Rainer Maria Rilke, *Sämtliche Werke*, 6 vols. (Frankfurt: Insel, 1955).

Or, if referring to a specific volume and page number,

Rainer Maria Rilke, *Sämtliche Werke* (Frankfurt: Insel, 1955), 1:13–15.

Edition

Georges Rodenbach, *Oeuvres complètes*, ed. Claude Pichois, rev. ed. (Paris: Gallimard, 1975), 1:79–80.

Republished book

Thomas Maurice, *History of Hindostan* (1795; New Delhi: Navrang, 1973).

Journal article

Jerry Varsava, “Calvino’s Combative Aesthetics: Theory and Practice,” *Review of Contemporary Fiction* 6 (1986): 17.

If vol. and issue number is given for a journal, no month or season is necessary.

Online article

Royall Tyler, “Translating *The Tale of Genji*,” *Japan Association of Translators* (2003), <http://www.jat.org/jtt/tylergenji.html> (accessed September 15, 2004).

To include the original date of publication

Antoine de Rivarol, *Discours de l’universalité de la langue française* (Paris: Obsidiane, 1991 [1784]), 39.

Dual original language/English citations:

Pascale Casanova, *La république mondiale des lettres*, rev. ed. (Paris: Seuil, 2008), 28/Pascale Casanova, *The World Republic of Letters*, trans. M. B. DeBevoise (Cambridge, MA: Harvard University Press, 2004), 10.

In general, use the original title rather than the English title in discussions of titles not published in English.