

Cahiers d'études des cultures ibériques et latino-américaines - CECIL

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Style chart

General

Files, formatting, extension

- Please submit the article in a single Word or Open Office document. Times New Roman 12-point font. Footnotes: 10-point font. Maximum extension: 50 000 characters (including spaces and footnotes).
- Do not indent at the beginning of a paragraph. Never leave a blank line, even at the beginning or end of a section.

The author and article presentation sheet

Title: In lower case, without full stop.

Name(s) and first name(s) of the author: Except for initials, in lower case.

Indicate a university (paying center) or the academic research center to which the author belongs.

Write a short biography 5 lines max. with the most significant publications.

Indicate an institutional e-mail contact (to be published). This is optional.

Abstract: Insert at the beginning of the article an abstract of 8 to 10 lines in French, English (and in Spanish or Portuguese depending on the area covered by the article).

Please also translate the title of the article into the languages of the abstracts.

Keywords: Insert 6 to 8 keywords: subjects, country and century in each language after every abstract.

Shipping address

Please email your contribution to the issue coordinator at [cecil_\(at\)univ-montp3.fr](mailto:cecil_(at)univ-montp3.fr), preferably in .doc, .docx or .odt format.

The typography

- To indicate the centuries, choose the Roman numbering, in capital letters, and the superscript suffix. For example: 14th century, 21st century.
- Observe the grammatical rules of capitalization. Wherever possible, lower case letters should be used.

- Use italics only for foreign language terms or phrases, neologisms, and titles of books and journals.

Titles

- The different parts will be distinguished by headings of level 1 (1. ... 2. ... 3. ...) and may be introduced by headings of level 2, if necessary (1.1. ... 1.2. ...). With the exception of the first letter, titles and subtitles will be written in lower case.
- No full stop at the end of part, table or illustration titles.

Quotations

Quotations must be faithful to the original text. When they are in a foreign language :

- Either they are sufficiently contextualized so that their content can be grasped by the reader and the original is simply reproduced.
- Or they are translated into a body of text (including extracts from literary texts) and the original language quotation is reproduced as a note. If the translation is by the author of the article, follow the first translated quotation with the sentence: «Unless otherwise stated all translations are the author's own», in a footnote.

Short quotations (less than 3 lines)

Always enclose them in inverted commas («...») in the current text. If the inverted commas fit together, proceed in the following order: 1st angular quotation marks, 2^d English inverted commas: (curves) “...” and 3rd single inverted commas: ‘...’:

Long quotes (greater than or equal to 3 lines)

Place them as a separate paragraph, without inverted commas, with 1.5 cm left positive paragraph indentation. Same typeface.

If an item has been removed from a quotation, use the suspension points in square brackets [...] to mark the removal.

Footnotes

- Use footnotes (not endnotes) in 10 points font size.
- Place note calls *before* the punctuation (the comma or full stop).
- Notes are numbered consecutively and will be limited to the essential. They will be one paragraph long. Inside the footnote, the footnote number is followed by a space.

Bibliographical references

- In the notes

- **Bibliographical references** are presented as follows: in footnotes :
Boehmer 1904, vol. 3, p. 13; Bataillon 1991, III, p. 421; Schäfer 2014, III-A, pp. 181-182; Garbay-Velázquez unedited, pp. 126-127; Abranches Pinto, Okamoto & Bernard 1942; Castro 2017, § 4-5.
 - no comma between author's name and the date of publication ;
 - insert non-breaking space between the abbreviations p./pp. (or §) and the number;
 - successive references are separated by semicolons.

○ **Historical sources :**

- When first referring to an archival fonds, indicate the full name of the fonds and then, in brackets, the acronym. From the second occurrence, the acronym is sufficient:

Archivo General de Simancas (AGS), Guerra antigua, leg. 102-24; AGS, Estado, lib. 154, f^{os} 124 r^o-124 v^o.

- **In the "Bibliographical references" section (at the end of the article)**

- At the end of the article, a "**Bibliographical References**" section lists all the works and articles cited, **and only these**, all categories together (books, articles, etc.).
- Entries are listed in alphabetical order and then, if the same author has published different works, in chronological order, separating with a, b, c the different medias: 2017 a, 2017 b, 2017 c.

▪ **Presentation**

- **For a book**

Last name (s) in lower case, First name(s) in lower case, year of publication of the edition cited, *Title of the work in italics*, city, publisher [possibly in brackets the year of publication of the first edition], number of volumes or tomes.

Bataillon, Marcel, 1991, *Érasme et l'Espagne*, texte établi par Daniel Devoto, Genève, Droz [1937], 3 t.

If various authors, names are separated by an en dash (–):

Abranches Pinto, João do Amaral – Okamoto, Yoshitomo – Bernard, Henri, 1942, *La première ambassade du Japon en Europe, 1582-1592. Première Partie. Le traité du Père Frois*, Tokyo, Sophia University.

Names of editors or translators are presented after the *Title of the word in italics*, first name and last name in lower case followed by the mention ed./eds. or trad./trads. in parentheses:

Loureiro, Rui, 2020, «Livros europeus para o Japão: Algumas notas sobre o “De missione legatorum Iaponensium”» (Macau, 1590)», *Os Portugueses e a Ásia Marítima*, Vítor Gaspar Rodrigues & Ana Paula Avelar (eds.), Lisbon, Academia de Marinha, pp. 239-250.

- **For a review article**

Last name in lower case, First name in lower case, Year, «Title of article in inverted commas», *Title of periodical in italics*, issue, pages.

Saïd, Edward, 1985, «An Ideology of Difference», *Critical Inquiry*, 12, pp. 38-58.

- **For an article in an electronic periodical**

Last name (s) in lower case, First name(s) in lower case, «Title of article in inverted commas», *Title of periodical in italics*, volume, issue, <url>, the original publishing date if available, consulted on dd/mm/yyyy.

Castro Sánchez, Álvaro, 2017, «Construcción del discurso místico y plebeyización de la santidad en Lumbre del alma de Juan de Cazalla», *Cahiers d'études des cultures ibériques et latino-américaines – CECIL*, n^o 3, https://cecil-univ.eu/c3_3/, put online on 20/10/2017, consulted on dd/mm/yyyy.