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## **GUIDELINES FOR DIGITENS CONTRIBUTORS**

### **GENERAL GUIDELINES**

- All work should be original and not currently published elsewhere
- Entries can be written in English or in French
- Entries should be between 2000 and 2500 words.
- The topic should be connected to sociability in the abstract and within the first paragraph - this is the key focus.
- Primary and secondary materials should be properly referenced.
- Factual information should be included provided it is appropriately linked with the theme of sociability.
- Where relevant, entries may wish to include contemporary details (for example, film adaptations, restoration of buildings or places people can visit, etc).
- All entries should include at least ONE image and reference for that image.
- The entry should also include a reference to a text (or an illustration), in relation to the topic discussed in the entry, that could be part of the anthology. Please specify the exact references of the document and the page numbers of the extract of the text.
- We recommend the inclusion of a further reading paragraph to acknowledge the state of the art and encourage references to current research debates.
- Each entry can include a limited number of footnotes that should be kept short.

### **SPECIFIC GUIDELINES**

#### ***People:***

- Biographic material should be included through the lens of sociability
- For key relationships (friends, relatives, social circles etc) significant to the entry, ensure details are kept minimal.
- Where necessary, it is possible to include a list of the individual’s social circles

### ***Places and Institutions:***

- Entries on Places and Institutions should remain focused on their role and development into areas of sociability.
- Locations and dates should be included
- Architectural information can be included where appropriate

### ***Practices:***

- Awareness of the practice's link to sociability should be made explicit (preferably at the beginning of the entry).
- Include appropriate time frames where applicable
- Use examples that might help illustrate the practice

### ***Objects:***

- The focus should remain on the object's use in sociability
- Practical details such as commerce, availability, popularity, specific skills for making said object, influences, importation, advertisement, workshop location, businesses etc, should be included (where appropriate) as a point of interest.

### ***Concepts***

- Highlight the connection between the concept and eighteenth-century sociability
- When relevant, use practical examples to complement theoretical development
- Include appropriate time frames

## **DETAILS TO SUBMIT YOUR PROPOSAL AND ENTRY**

(1) First submit your proposal (name, institution, contact details, title of entry and 100-word description) by email to:

- Prof. Annick Cossic (G.E.): [annick.cossic@univ-brest.fr](mailto:annick.cossic@univ-brest.fr)
- Prof. Alain Kerhervé (M.E.): [alain.kerherve@univ-brest.fr](mailto:alain.kerherve@univ-brest.fr)
- Dr Valérie Capdeville (M.E.): [valerie.capdeville@univ-paris13.fr](mailto:valerie.capdeville@univ-paris13.fr)
- Dr Kimberley Page-Jones (M.E.): [pagejones@univ-brest.fr](mailto:pagejones@univ-brest.fr)

(2) Once your entry is accepted, you will be given a template to complete it with the following sections:

- ✓ Category
- ✓ Title of entry
- ✓ Abstract (between 80 - 100 words max.)
- ✓ Keywords (5 – 10 keywords max.)
- ✓ Content including footnotes
- ✓ Further reading (list of 5 to 10 references that reflect key debates on topic)
- ✓ Links to images and precise references of the images

(3) You will use the following font:

- calibri 12 ; blank line 1
- short quotation: enclose the quotation within simple quotation marks: '...'
- long quotation (over 50 words): indent of 1; calibri 11; between quotation marks '...'
- font for the footnotes : calibri 10
- footnote numbers should be placed immediately after the last punctuation sign.

(4) Once completed, you will send you entry formatted accordingly to the general editor ([annick.cossic@univ-brest.fr](mailto:annick.cossic@univ-brest.fr)) for the reviewing process to start.

## EDITORIAL GUIDELINES FOR DIGITENS ENTRIES

**1. The first bibliographical reference will be given in a footnote then further references will be in-text references.** Ex.: Andrew states ‘...’ (189) Or (Andrew 189)

- For 2-3 authors, all the names can be listed along with the page number in the following format: (Mitchell, Thomson & Smith 189)

- For 3+ authors, only the surname of the first author should be listed followed by ‘& al’:  
(Mitchell & al. 189)

- If there are no authors, the whole title italicized, a shortened title within quotation marks or an article or webpage in quotation marks should be used in place of the author.

- Title: *A Guide to Citation* states ‘...’ (189) Or (*A Guide to Citation* 189)

- If you quote from different books of the same author, indicate the name, the title of the book and the page number: (Andrew, *Aristocratic Vice*, 137)

- Article Title: ‘APA Citation Guide’ states ‘...’ (189) Or (‘APA Citation Guide’ 189)

### 2. Book referencing

**Note: Author name, Title (Location: Publisher, Year of Publication)**

\* Footnote: Donna T. Andrew, *Aristocratic Vice: The Attack on Duelling, Suicide, Adultery, and Gambling in Eighteenth-Century England* (New Haven & London: Yale University Press, 2012)

\* Further reading: Andrew, Donna T., *Aristocratic Vice: The Attack on Duelling, Suicide, Adultery, and Gambling in Eighteenth-Century England* (New Haven & London: Yale University Press, 2012)

To quote a first edition: Wood, John, *An Essay towards A Description of Bath* [1742] (Bath: Kingsmead Reprints, 1969).

### 3. Edited and Translated Books

**(1) Note: Author name, Title, ed. name editor (Place: Publisher, year)**

\* Footnote: William Shakespeare, *Hamlet*, ed. Harold Jenkins (London: Methuen, 1982)

\* Further reading: Shakespeare, William, *Hamlet*, ed. Harold Jenkins (London: Methuen, 1982)

**(2) Note: Author name, Title, trans. name translator (Place: Publisher, year)**

\* Footnote: Kate Coyne and Nick A. Smith, *MLA Citation Rules*, trans. Chris Andrews (New York: New-York Publishings, 2004)

\* Further reading: Coyne, Kate and Smith, Nick A., *MLA Citation Rules*, trans. Chris Andrews (New York: New-York Publishings, 2004)

#### **4. Chapter (or Essay)**

**Note: Author name, 'Chapter', Title (Place: Publisher, year), p.**

\* Footnote: Gillian Russell, 'Sociability', in Edward Copeland and Juliet McMaster (ed.), *The Cambridge Companion to Jane Austen* (Cambridge: Cambridge University Press, 2011), p.176-191.

\* Further reading: Russell, Gillian, 'Sociability', in Edward Copeland and Juliet McMaster (ed.), *The Cambridge Companion to Jane Austen* (Cambridge: Cambridge University Press, 2011), p.176-191.

\* Footnote : Magali Soulatges, 'La Tragédie' dans Pierre Frantz et Sophie Marchand (dir.), *Le Théâtre français du XVIIIe siècle* (Paris : L'Avant-Scène théâtre, 2009)

\* Further reading : Soulatges, Magali, 'La Tragédie' dans Pierre Frantz et Sophie Marchand (dir.), *Le Théâtre français du XVIIIe siècle* (Paris : L'Avant-Scène théâtre, 2009)

#### **5. Journal**

**Note: Author name, 'title of article', Name of journal (vol., no., date), p.**

\* Footnote: James A. Mitchell, 'Citation: Why is it Important', *Mendeley Journal* (vol. 4, n° 6, Summer 1999), p. 607-674.

\* Further reading: Mitchell, James A., 'Citation: Why is it Important', *Mendeley Journal* (vol. 4, n° 6, Summer 1999), p. 607-674.

The only change when referencing an online article is the addition of the database title and a URL or DOI corresponding to the article.

Mitchell, James A., 'Citation: Why is it Important', *Mendeley Journal* (vol. 4, n° 6, Summer 1999, p. 607-674). Journal Database, <https://www.mendeley.com/reference-management/reference-manager>

#### **6. How to Cite Non Print Material**

##### Image in MLA Format

**Creator's surname, other names, 'Title of Image', Website Title, contributors, reproduction, number, date, URL.**

\* Millais, Sir John Everett, 'Ophelia', *Tate*, N01506, 1851-2, [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506)

##### Film in MLA Format

**Director name, director, 'Title of film', contributors, Distributor, year of release. Medium**

Hitchcock, Alfred, director, 'Rear Window', performances by Grace Kelly and James Stewart, Paramount Pictures, 1954. DVD

The format for a TV series is similar to that of a movie reference but includes the episode and season number:

**'Episode Title', Program Title, created by Creator Name, contributors, season #, episode #. Network, Year of Publication.**

'Fly', *Breaking Bad*, written by Sam Catlin and Moira Walley-Beckett, directed by Rian Johnson, season 3, episode 10, AMC, 2010.

Music in MLA Format

**Author name(s), 'Title of the Track', *Title of the Album*, other contributors, version, Record Label, Year of Publication**

Beyonce, 'Hold Up', *Lemonade*, Parkwood Entertainment, 2016.

A Webpage in MLA Format

**Last name of author, first name, 'Title of page/document', *Title of overall webpage*, date.**

**URL.**

Mitchell, James A. and Martha Thomson. *How and When to Reference*, 25 Jan. 2017.

<https://www.howandwhentoreference.com/>