

**NORTH AMERICAN SARTRE SOCIETY**  
**SUBMISSIONS INSTRUCTIONS FOR *SARTRE STUDIES INTERNATIONAL***

The Board of Editors welcomes contributions for publication in the journal. Authors wishing to submit articles should send them as word attachments by e-mail to David J Detmer ([Djdetmer@pnw.edu](mailto:Djdetmer@pnw.edu)). Submissions are preferred as e-mail attachments (formatted for Microsoft Word).

Hard copy submissions will be considered only if accompanied by an electronic copy on disc (also formatted for Microsoft Word). Please mail to:

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The document file must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references.

Clearly note *contact details* (including e-mail and mailing address) up to the planned date of publication. Include an abstract of no more than 150 words and 5 to 8 keywords, along with a short biographical note of approximately 100 words. The abstract should include the research question or puzzle, identify the data, and give some indication of the findings, but avoid duplicating the main body of text verbatim.

Manuscripts that have been accepted for publication but do not conform to the *Sartre Studies International* style may be returned to the author for amendment. Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials. The author is fully responsible for obtaining all permissions.

## **SSI NORTH AMERICAN STYLE GUIDE**

The NA style guide is based on the *Chicago Manual of Style (CMS)*, with some deviations based on house style preferences. Please note that issue uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary* or the *American Heritage College Dictionary*. Italicize non-English words that do not appear in the standard dictionary.

### **ARTICLE TITLE AND HEADINGS**

- Use capitalization in the article title and headings for nouns, pronouns, verbs and adjectives.
- Prepositions and conjunctions are not capitalized (or, but, over, through, between).

**Introduction to the Many Forms of Money**  
*The Euro versus the Pound*

## **ABBREVIATIONS**

- Avoid unnecessary abbreviations.
- Acronyms must be spelled out on first appearance. Provide parenthetical explanations: rapid eye movement (REM).

## **PUNCTUATION**

- All punctuation should be followed by a single space and not a double space.
- There should be no period at the end of headings or subheads.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

## **QUOTATION MARKS**

- Always use double quotes. Single quotes are only applied within a quotation.  
He remarked: "This charge of 'fraudulent conversion' will never stick."
- The closing quote mark follows all punctuation except colons and semicolons (unless the colon or semicolon is part of the original quote). The question mark may also appear inside or outside as it makes sense.
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

## **DASHES**

- Omit spaces before and after the dash.
- An author may substitute two hyphens for the em dash if necessary. The typesetter will later convert the hyphen to the em dash:  
He spoke in a whisper--the room was quiet.  
He spoke in a whisper—the room was quiet.
- The en dash is commonly used in ranges: 129–173, Monday–Thursday, vi–xii.

## **ELLIPSIS POINTS (...)** (**. ...**) (**, ...**) (**... !**)

- Three points should be used for omitted text. There should be one space before and after the Ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a period (full stop). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first period ending the sentence.

## **(PARENTHESES) AND [BRACKETS]**

- Reserve square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used with parenthetical material that appears within parentheses:  
(he used to go there [to Venice] every spring).

## **DATES, NUMBERS AND RANGES**

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- In general, use words for numbers that are less than 10, and numerals for all other numbers.
- Number ranges should not be abbreviated.
- In text number ranges should employ prepositions not dashes:  
Use "from 1924 to 1928" or "between 1924 and 1928"  
Do *not* use "from 1924–28," or "between 1924–28"

## **ENDNOTES SYSTEM FOR PUBLISHED SOURCES**

- This system provides bibliographical citations in endnote form with full details provided in a note at the first mention of the work. Subsequent citations should provide last name(s) and a short-title form.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

## **ENDNOTE EXAMPLES**

### **BOOK:**

#### *First note citation*

1. Klaus Hartmann, *Sartre's Ontology* (Evanston: Northwestern University Press, 1966), 70.

#### *Later citations*

2. Hartmann, *Sartre's Ontology*, 112.
3. *Ibid.*, 70–86.

### **TWO AUTHORS:**

#### *First note citation*

1. M. Contat and M. Rybalka, *The Writings of Jean Paul Sartre* (Evanston: Northwestern University Press, 1974), 336–344.

#### *Later citations*

2. Contat and Rybalka, *The Writings of Jean Paul Sartre*, 339.

### **CHAPTER/ESSAY IN A BOOK:**

#### *First note citation*

1. Virginia M. Fichera, "Simone de Beauvoir and 'the Woman Question': *Les Bouches inutiles*," in *Simone de Beauvoir: Witness to a Century*, ed. Hélène V. Wenzel, spec. issue of *Yale French Studies* 72 (1986): 51-64,

#### *Later citations*

2. Fichera, "Simone de Beauvoir and 'the Woman Question'", 60.

### **ARTICLE IN A JOURNAL:**

#### *First note citation*

1. Andrew Ryder, "Sartre's Theater of Resistance: *Les Mouches* and the Deadlock of Collective Responsibility," *Sartre Studies International*, 15, no.2, (2009): 78-95.

#### *Later citations*

2. Ryder, "Sartre's Theater of Resistance," 88.

**TRANSLATIONS:***First note citation*

1. Florence Dupont, *The Invention of Literature: from Greek Intoxication to the Latin book*, trans. Janet Lloyd (Baltimore: Johns Hopkins University Press, 1999).

*Later citations*

2. Dupont, *The Invention of Literature*, 98.

**ARTICLE IN A NEWSPAPER OR MAGAZINE:***First note citation*

31. Eric C. Fontanelle and Valerie Mandible, 'Iron Despair: Postwar Bewilderment', *World Spectator* (6 April 1951), 12.

*Later citations*

35. Fontanelle and Mandible, 'Iron Despair', 15.

**PAPERS READ AT MEETINGS:***First note citation*

36. Peter Schweitzer, 'Rediscovering a Continent: Siberian Peoples and the Hunter-Gatherer Debate' (paper presented at the Seventh International Conference on Hunting and Gathering Societies, New York, 24 May 1993).

*Later citations*

37. Schweitzer, 'Rediscovering a Continent'.

**DISSERTATION:***First note citation*

40. Joshua Downer, 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (Ph.D. diss., University College of North Wales, 1975), 136-143.

*Later citations*

42. Downer, 'Necessity and Knowledge', 156.

**UNPUBLISHED MATERIAL:***First note citation*

46. Edward Marciniak and Nancy Jefferson, 'CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report' (unpublished mimeograph, U.S. Department of State, Washington, D.C., December 1985).

*Later citations*

47. Marciniak and Jefferson, 'Final Report', 12.

**ORGANIZATION AS 'AUTHOR':***First note citation*

50. Metropolitan Housing and Planning Council, *Map 2000: Metropolitan Area Plan for the Year 2000* (Chicago: Metropolitan Housing and Planning Council, 1982).

*Later citations*

53. Metropolitan Housing, *Map 2000*.

**MATERIALS IN ARCHIVES:***First note citation*

55. James Oglethorpe to the Trustees, Phillips Collection of Egmont Manuscripts, (University of Georgia Library, Athens, n.d.), 14200:53.

#### *Later citations*

58. Oglethorpe, Egmont MSS, 14200: 53.

#### **INTERNET / WORLD WIDE WEB SITES:**

##### *First note citation*

59. World Health Organization (WHO), 'Committee on Technical Barriers to Trade—Notification—Mexico—Tequila' (WHO notification, 3 April 2000)  
<http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

##### *Later citations*

60. WHO, 'Barriers to Trade'.

#### **ARTWORK**

- Every table and figure should be referred to directly in the text.
- Mark the typescript clearly to show where tables and figures should go in the text: (Table 2 here; Figure 2 here). It will not always be possible for the typesetter to place them exactly where you indicate, so in-text references should be by table number and not as 'the above' or 'the following'. For the same reason, any explanatory notes should appear beneath the table or figure.
- There should be no full point at the end of table or figure heading.
- Number the tables and figures independently and consecutively (Table 1, Table 2, Table 3; Figure 1, Figure 2, Figure 3) as opposed to grouping items together (Table 1a, Table 1b).
- As necessary, the source should appear beneath the legend in this form:  
Source: Smith, 1994, reproduced with permission from ...

#### **TABLES**

- Tables can be supplied as either Word or Excel files.
- Table titles should appear above the table in the following form:  
Table 1: Title of table

#### **FIGURES**

- For optimal reproduction photos and maps should be submitted as TIFF (resolution at 300 dpi) and line art as EPS (800 dpi), grayscale, with all fonts embedded. Additionally, all images should be approximately the size they will appear in print at the resolution indicated.
- Photocopies, laser printed artwork and web resolution JPEGs are not acceptable for reproduction.
- Figure legends should appear beneath the figure in the following form:  
Figure 1: Title of figure