MA French Literature and Culture
MA Critical Methodologies

Short Style Guide

Formatting

- Use double or 1.5 spacing throughout.
- Insert page numbers
- There is no set format or house style. However, the bibliographical and reference system you use should be consistent and full. If in doubt consult the MHRA or the MLA style books (in the library or free to access online).
- Some general guidelines:
  - The first lines of paragraphs beginning sections or sub-sections are not indented; all others are.
  - Quotations of more than 4 lines should be indented and a smaller font used (10 point).
  - Do not use quotation marks for indented quotations. (Nonetheless, inverted commas may be quoted as part of the original text, e.g. in the case of dialogue.)
  - For quotations within the body of the text, use single quotation marks, and double quotation marks for quotations within the quotation.
  - Footnote markers should come after punctuation, and usually at the end of sentences after the full stop.
  - Titles of books, films and paintings should be italicised.
  - Titles of articles or chapters of books should not be italicised but should be within quotation marks.
  - All the first letters of principal words in titles of English books should be capitalised, e.g. *Remembrance of Things Past*. In French only the first letter of the words up to and including the first noun should be capitalised (apart from articles and prepositions), e.g. *A la Recherche du temps perdu*, *La Nausée*, *La Condition humaine*.

Bibliography

The bibliography should feature all works you have cited or used in your dissertation, and nothing you have not used.

References

Broadly, two forms of reference are possible, the short title method, and the author/ date system.

a. Short title method.

The first footnote reference to a text in the body of your dissertation should include full details.


Subsequent references can give a short title, e.g. ffrench, *The Cut*, p. 5.
 ffrench, ‘A Different Life’, p. 293.
 Or (only if the reference is in the footnote immediately above): ibid., p. 5.
 Or (only if you are citing only one book by this author): ffrench, op.cit., p. 5.

If your dissertation features extensive reference to one or two primary texts, you may give full details at the first footnote reference, and subsequently add page numbers in parentheses after quotations in the body of the text (explaining what you are doing: ‘Further references will be given in parentheses after quotations’).

b. Author/date system

The author/date system requires you to set out your bibliography in the following manner:

References


And so on.

References in the text may thus follow any quotation or paraphrase and take the form:

(Deleuze: 1995, p. 6)

Or

(Barthes: 1972a, p. 7)

Whichever system you choose to use, make sure it is consistent, and that whenever you quote from or draw directly on a particular source, a clear reference is given.