Department of French  
Short style guide for MA Students

Format

- Use double, or 1.5 spacing throughout.
- Insert page numbers
- There is no set format or house style. On the other hand 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).
- Some general guidelines:
  o Quotations of more than 4 lines should be indented and a smaller font used (10 point).
  o The first lines of paragraphs beginning sections or sub-sections are not indented, all others are.
  o Indented quotations do not take quotation marks.
  o For quotations within the body of the text, use single quotation marks, and double quotation marks for quotations within the quotation.
  o Footnote markers should come after punctuation, and usually at the end of sentences after the full stop.
  o Titles of books, films, paintings should be italicised.
  o Titles of articles or chapters of books should not be italicised but should be within quotation marks.
  o Use abbreviations for publishing details. Eg. ‘Edited by’ = ed. or eds; ‘Translated by’ = trans.
  o Use forms of emphasis (eg. bold, capitalisation, italicisation etc.) sparingly but effectively.
  o Foreign words should be italicised. Eg. informe, jouissance.
  o All the first letters of principal words in titles of English books should be capitalised. Eg. Remembrance of Things Past. In French only the first letter of the words up to an including the first noun should be capitalised (apart from articles and prepositions) eg. A la Recherche du temps perdu, La Nausée, La Condition humaine.

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 essay/dissertation should include full details.


- Subsequent references can give a short title

  Eg. 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 work 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.


Second and subsequent references (in body of text):

Lacan proposes that anxiety is without object: ‘L’angoisse […] est une crainte sans objet’ (p. 155).

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 all references are referred to their source.