Style Guide for *Lingua Romana*
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Lingua Romana is an online journal of French, Italian, and Romanian culture. Six professors from Brigham Young University are on the editorial board, as well as one each from the University of Bucharest, the University of Cluj-Napoca, the University of Washington, the University of Kansas, and the University of California, Los Angeles. Lingua Romana considers for publication articles that are under 6,000 words, and articles can be submitted by members of the editorial board as well as other authors not affiliated with *Lingua Romana*. Articles deal with literary, cultural, or linguistic issues relevant to communities of French, Italian, or Romanian speakers. Lingua Romana gives priority to articles in French, Italian, and Romanian, but the publication also accepts submissions in English.

The guidelines set forth in this style guide are intended for use with the articles written in English on French topics. This in-house style guide is based on the sixteenth edition of the *Chicago Manual of Style* (*Chicago*) and Rachel McAlpine's "Global English for Global Businesses" (2005 Wellington: CC Press ISBN 0-476-01386-0). The decisions included in this in-house style guide explain where *Lingua Romana* departs from *Chicago* and how to treat such differences, as well as explain rules in *Chicago* that are especially applicable to *Lingua Romana*. Please note that the chapters used in this style guide correspond to the chapters in *Chicago*, but the numbering within the chapters in this style guide does not directly correspond to the numbering in *Chicago*.

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6 Punctuation

6.1 Single quotation marks next to double quotation marks

When single quotation marks appear next to double quotation marks, use a non-breaking space in between the single and the double quotation marks. Because *Lingua Romana* is an online publication, using a non-breaking space will enhance readability.

> Example:
> "Elle ne 'sort de la raison' que pour 'mieux entrer dans la raison.' "
>
> *Not*
>
> "Elle ne 'sort de la raison' que pour 'mieux entrer dans la raison.'"

6.2 Serial commas

As *Chicago* dictates, always maintain the serial comma, even in titles.

> Example:
> The Living Death of the Past: Body Parts, Money, and the Fetish in *La Peau de chagrin*
>
> *Not*

The Living Death of the Past: Body Parts, Money and the Fetish in *La Peau de chagrin*

6.3 "That" with restrictive relative clauses

Restrictive relative clauses are usually introduced by *that* and are never set off by commas. If a sentence is just as clear without the word *that*, omit *that*. Eliminating this word when it is unnecessary will enhance readability.

> Example:
> We have reason to believe it is not yet finished.
>
> *Not*
>
> We have reason to believe that it is not yet finished.

6.4 Commas with *however, therefore, indeed,* and so forth

According to *Chicago*, commas are traditionally used to set off adverbs such as *however, therefore,* and *indeed*, but commas are not needed if a pause is not desired. However, when this situation occurs multiple times, it is necessary to maintain parallelism. Thus, always set adverbs at the beginning of sentences off with a comma.

> Example:
> Likewise, it must turn around important matters. Usually, writers raise the intellectual level of their works by the expedient of exploiting the potential of another level of meaning.
>
> *Not*
>
> Likewise, it must turn around important matters. Usually writers raise the intellectual level of their works by the expedient of exploiting the potential of another level of meaning.

7 Spelling, Distinctive Treatment of Words, and Compounds

7.1 Organization name

Italicize *Lingua Romana* when referring to the actual publication. Do not italicize it when referring to the organization or representatives of the organization.

> Examples: Many people worldwide read *Lingua Romana.*
> Lingua Romana is now accepting submissions.
>
> *Not*

Many people worldwide read Lingua Romana.
Lingua Romana is now accepting submissions.

7.2 Parentheses and quotation marks for foreign words and phrases

No translation of French text is needed. When an author feels that a translation is vital to the argument, however, italicize the French word or words. The English translation should follow in parentheses.

Example:
Others compare this *martyr de la probité* (martyr of integrity) to the *Christ de la Paternité*.

Not

Others compare this "martyr de la probité," "martyr of integrity," to the "Christ de la Paternité."
Others compare this *martyr de la probité*, "martyr of integrity," to the *Christ de la Paternité*.

7.3 Square brackets for foreign words and phrases
When an author wants to include commentary or brief clarification immediately following an English translation, put the author's comment in square brackets to avoid two sequential sets of parentheses.

Example:
Others compare this *martyr de la probité* (martyr of integrity) [which is the last use of the word *probité*] to the *Christ de la Paternité*.

Not

Others compare this *martyr de la probité* (martyr of integrity) (which is the last use of the word *probité*) to the *Christ de la Paternité*.
Others compare this *martyr de la probité* [martyr of integrity] (which is the last use of the word *probité*) to the *Christ de la Paternité*.

7.4 Ligatures
When using a French word that has a ligature, use a ligature rather than two distinct letters. However, do not use ligatures if quoting Latin or transliterated Greek words.

Examples:
Après avoir opposé ces deux religions l'une à l'autre, au cœur de la nation, Catherine opposa le duc d'Anjou à Charles IX.
Techniques and ideas gleaned from some of academia's leading authorities on the matter.

Not

Après avoir opposé ces deux religions l'une à l'autre, au coeur de la nation, Catherine opposa le duc d'Anjou à Charles IX.
Techniques and ideas gleaned from some of acadæmia's leading authorities on the matter.

7.5 Italics for emphasis

Italics are appropriate when the author wants to particularly emphasize a word choice, but use italics for emphasis sparingly. Too many italicized English words will be confusing among the italicized French words. When possible, reword to achieve the desired emphasis.

Example:
To suggest that a novel is a relatively long, literary prose fiction is by no means to set the genre in concrete.
Not

To suggest that a novel is *a relatively long, literary prose fiction* is by no means to set the genre in concrete.

7.6 Capitals for emphasis

Never use capitals for emphasis. Whereas they used to lend importance to certain words, they now look clumsy and incorrect.

Example:
She always plays a hidden, subordinate role, and the novel focuses on the multiple forces that dominate her, that bear on her.

Not

She always plays a hidden, subordinate role, and the novel focuses on the multiple forces that dominate her, that bear On her.

7.7 Italics for unfamiliar foreign words and phrases

When using a word or short phrase of French in an English essay, italicize the French. However, when quoting French from another source, the quotation marks are sufficient and no italics are needed. In other words, if the French words are yours, use italics. If the French words are borrowed, use quotation marks.

Example:

The reconciliation of Republican values with features of the *ancien régime*, especially the cultural value of dilapidation.

Not

The reconciliation of Republican values with features of the "ancien régime," especially the cultural value of dilapidation.

7.8 Hyphenating compounds

An adverb not ending in *ly* combined with a participle or adjective should be hyphenated before a noun. No hyphen is needed when the combination occurs after a noun. However, a hyphen can be added or removed for the sake of parallelism when the word combination occurs with a similar combination.

Example:
Certainly, the nineteenth-century French novelist had a love of the Renaissance that was well-known and deep-seated.

Not

Certainly, the nineteenth-century French novelist had a love of the Renaissance that was well known and deep-seated.

8 Names and Terms

8.1 Introducing literary works

When introducing literary works, put the year in parentheses and in roman (not italicized) after the title. If the work is a classic that readers will be familiar with then no year is needed, although the year may still be helpful to readers.

Examples:
The empty lives recounted in Julio Cortásar's *Rayuela* (1963) reflect those of many people.
It is, of course, not enough for a writer to want his story to carry the burden of more or deeper meaning than the simple plotline of adultery in *Madame Bovary*.
Somehow, Flaubert had to go beyond stylistic excellence and realistic portrayal and make the reader understand that he had the middle class in his sights.

Not

The long novel *Sur Catherine de Médicis*—1830–42 is a masterpiece.

9 Numbers

9.1 Dates

Because *Lingua Romana* has a global audience and contributors from countries other than the US, the form for writing dates can be confusing. In American usage, the first numeral refers to the month and the second to the day, but in the usage of other English-speaking countries and of most European languages, it is the other way around. To avoid confusion, written dates in prose should follow this format: day month (spelled out completely) year. No commas are needed.

> Example:
> 27 December 1989
>
> *Not*
>
> December 27, 1989

11 Foreign Languages

11.1 Quotation marks for French words and phrases

In articles written in English on French topics, use quotation marks rather than guillemets (« »), even when quoting French text.

> Example:
> "Je trouve maintenant autant de plaisir à faucher un champ, fendre du bois ou élever quelques poules et lapins qu'à jouer du piano."
>
> *Not*
>
> « Je trouve maintenant autant de plaisir à faucher un champ, fendre du bois ou élever quelques poules et lapins qu'à jouer du piano. »

11.2 French and English cognates

It is especially important to distinguish between the English and French forms of words when the words are so similar that they are almost the same. When using a French word that looks like the English equivalent, still follow the rule of using quotation marks or italics, as appropriate. See also 7.8.

> Example:
> Despite beginning with an impassioned defense of Catherine, the long segment that was first called a *Préface*, then an *Introduction*, retains a certain distance from the object of its attention, Catherine de Medici.

Not

Despite beginning with an impassioned defense of Catherine, the long segment that was first called a Préface, then an Introduction retains a certain distance from the object of its attention, Catherine de Medici.

11.3 Accents on capital letters

In order to be helpful to readers who may not be familiar with French typographic usage, *Chicago* recommends preserving accents on capital letters. However, because *Lingua Romana* is a scholarly publication, we can assume that the readership will not be confused by omitted accents on capital letters. Do not use accents on capital letters.

Example:
Etienne bears a name that corresponds to the English "Stephen."

Not

Étienne bears a name that corresponds to the English "Stephen."

13 Quotations and Dialogue

13.1 Ellipses

Ellipses in quoted French text should still follow the rules as if the text were English. Ellipses indicate omissions from the original text by the use of three spaced periods. They always appear together on the same line, and they must not skew the original meaning. When ellipses link two complete sentences, a period in addition to the three indicates the end of the complete sentence.

Example:
Elle n'est pas soumise à l'exacte raison. . . . Elle échappe à la règle stricte

Not

Pourquoi non? [...] ce n'est ni par dédain, ni faute d'observation; peut-être y a-t-il impuissance. [...] pour sonder une nature creuse en apparence.

13.2 Whether translation is needed

According to *Chicago*, whether or not a translation of foreign text is required depends on the linguistic abilities of the likely readers. For *Lingua Romana*, no English translation is needed unless it is essential the author's discussion. For example, if the author is discussing word play or word choice, an English translation may be helpful.

Example:

She always plays a hidden, subordinate role, and the novel focuses on the multiple forces that dominate her, that bear on (*sur*) her.
Not

She always plays a hidden, subordinate role, and the novel focuses on the multiple forces that dominate her, that bear on her.

15 Documentation

15.1 The author-date system—overview

Lingua Romana follows the author-date system. Sources are cited in the text, usually in parentheses, by the author's last (family) name, the publication date of the work cited, and a page number if needed. Full details appear in the reference list—titled "Works Cited" or "Ouvrages Cités"—in which the year of publication appears immediately after the author's name.

Example:

"Vous présenterez la lutte sous une forme intéressante et moderne, sans épargner les épisodes, à la lumière de situations saisissantes, capable d'éveiller la colère, la compassion des âmes simples et douées du pouvoir de s'indigner et de s'émouvoir jusqu'aux larmes" (Schmulevitch 108).

Followed By

Schmulevitch, Eric , ed. *Une Décennie de cinéma soviétique en textes (1919-1930)*. Paris : L'Harmattan, 1997.

For more citation information, please see the *Chicago Manual of Style* chapter 15.