

EDITORIAL PROTOCOL

For Dossier + Event articles

All texts must be in Word format (Times New Roman, 12pts, 1.5 line spacing, left aligned). Please include a short biography (80 - 100 words) at the end of the text, along with your mailing address.

- Previously unpublished texts between 1500 and 2000 words (excluding footnotes);
- Subtitles preferred, but not mandatory;
- Reasonable number of footnotes (maximum 20);
 - - No bibliographies;

For an Exhibition Review

All texts must be in Word format (Times New Roman, 12pts, 1.5 line spacing, left aligned). Please include a short biography (60 - 80 words) at the end of the text, along with your mailing address.

- Previously unpublished texts between 900 and 1000 words (excluding footnotes);
- Reasonable number of footnotes (maximum 4);
 - - No bibliographies;

General rules for articles in all sections

- We encourage authors to use an inclusive style of writing. ESPACE magazine suggests this guide by McGill University: https://libraryguides.mcgill.ca/inclusive_writing
- Please submit your final texts in .docx format;
- Within the article or in biographies, titles of works or exhibitions are italicized, as are the names of journals and magazine;
- In the title of an article, the title of a work or exhibition is in italics;
- After the title of a work, indicate the year of production in brackets;
- Words in another language (e.g. Latin) are italicized;
- Artists' names should be spelled correctly, please double check;
- Quotations should be in quotation marks (" ") and not in italics;
- Quotations longer than three lines should be indented and without quotation marks;

- When writing out years, they must be written in full (e.g. 1990 or 1990-1991);
- Quotations translated from their original language into English should be indicated in the footnote as follows: [Author's translation]
- When first used, the full name of an institution should be mentioned with its acronym in brackets, the acronym is then used in subsequent mentions. Ex. Janelle studies at the Université du Québec à Montréal (UQAM).
- When first used, a person's name must be entered in full. The person is then referred to by their surname only.
- Titles of works must remain in their original language. However, if the title is in a language other than English or French, a translation is welcome. This should be placed in brackets after the original title;

Footnotes

- ◆ Footnotes can be either be placed at the end of the text or at the bottom of the page
- ◆ Font: Times New Roman, 10 pts
- ◆ Single line spacing

Citing a book

Name Surname, *Title of the book* (publication location: publication house, date of publication), page number(s).

Example:

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Citing a website

Name Surname (if there are), *Title of the website*, date of publication. [Online]: web address.

Example:

Didier Morelli, *Colossal*, 2015. [Online]: www.thisiscoolossal.com

Citing a specific page on a website

Name Surname (if there are), "Page title," *Title of the website*, date of publication. [Online]: web address.

Example:

Didier Morelli, "Design," *Colossal*, 2015. [Online]: www.thisiscoolossal.com

Citing a journal article

Name Surname, "Title of the article," *Title of the journal* volume, number (date): page(s).

Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

When a work (book, journal, article) is cited more than once, shortened notes are recommended.

Example:

Notes

1 - Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

2 - Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

3 - Smith, *Swing Time*, 320.

4 - Grazer and Fishman, *Curious Mind*, 37.

For more information and examples, please consult the online Chicago Manual of Style, ["Notes and Bibliography: Sample Citations"](#) page.