



Guidelines

GENERAL TYPOGRAPHIC CHOICES

- Page references are written as ‘p.’ followed by the page number; for two pages, use a single ‘p.’ and a hyphen between the concerned pages; the abbreviations ‘t.’ will be used for tome, ‘vol.’ for volume, ‘chap.’ for chapter, and ‘n°’ for number:
Ex. — p. 35 ; p. 15-45 ; 2 vol. ; t. 3 ; chap. VI ; vol. 6, n° 135
- Put words in a foreign language and Latin expressions that refer to pages or volumes in italics:
Ex. — *ibid.*, *loc. cit.*, *op. cit.*, *passim*, *sq.*, *in* (*in* will, however, be in Roman type before the mention of a title in italics).
- Put a full stop between the title and subtitle of a work:
Ex. — *Renouveler toutes choses en Christ. Vers un renouveau thomiste de la théologie morale.*
- Month names will be abbreviated (Jan., Feb., March, April, May, June, July, August, Sept., Nov., Oct., Dec.).
- Centuries are written in Roman numerals and small capitals:
Ex. — XXth century.
- Names of saints or ancient authors shall be considered as a single expression in small capitals:
Ex. — THÉRÈSE D’AVILA ; PHILON D’ALEXANDRIE ; DIOGÈNE LAËRCE.
- The names of popes are written with the number in capital letters; even when they are cited in references in small capitals:
Ex. — Léon XIII ; LÉON XIII

MAIN TEXT

- Justified text, paragraph indentation.
- Short quotations (less than three lines) should be inserted into the text in quotation marks; deleted passages are replaced by [...].
- Long quotations (more than three lines) should be formatted as a separate paragraph indented from the left and right margins. The font size is reduced compared to the body text. Neither quotation marks nor italics are used.



- No line breaks between paragraphs.
- The footnote reference must be placed outside the quotation marks:
Ex. — « [...] morale liturgique »¹.
The use of footnotes in a title (section or chapter) is to be avoided.
- Non-breaking spaces: all double punctuation marks are preceded by a non-breaking space (colons, semicolons, exclamation marks, question marks); a non-breaking space is also required after the opening quotation mark (‘’) and before the closing quotation mark (’’). However, no space is placed between numbers (p. 3-5, 1914-1918).

FOOTNOTES

- General format of footnotes:

— First name in lowercase, SURNAME in small capitals; two authors are linked by &; for more than two authors, place a comma between the names, except before the last name, where & is used; the first name is given in full when it first appears.

— The original language is specified after the words ‘translated from’ (the translator's name is optional).

— The original year of publication of a work, article or chapter is optional: it can be added in square brackets after the year of the new edition.

Ex. — Thomas S. KUHN, *La structure des révolutions scientifiques*, translated from English by Laure Meyer, Paris, Flammarion, 2018 [1962], p. 27.

— Cross-references between notes: *ibid.* (not *id.*) should be used; *ibid.* should be used for the same reference when it immediately follows the previous one, otherwise *op. cit.* should be used.

- For a monograph:

First name LAST NAME, *Title. Subtitle*, « Series », Place of publication, Publisher's name, year of publication^{edition n° (if applicable)}.

Ex. — Thierry COLLAUD, *Le statut de la personne démente. Éléments d'une anthropologie théologique de l'homme malade à partir de la maladie d'Alzheimer*, « Études d'éthique chrétienne », Fribourg, Academic Press, 2003.

— Guy DURAND, *Introduction générale à la bioéthique*, Montréal, Fides, 2005².

- For a collective book:

First name LAST NAME, First name LAST NAME & First name LAST NAME (eds.), *Title of the book. Subtitle*, « Series », Place of publication, Publisher's name, year of publication.



Ex. — Patrick SUTER & Corinne FOURNIER KISS (éd.), *Poétique des frontières. Une approche transversale des littératures de langue française (XX^e et XXI^e siècles)*, « Voltiges », Genève, MétisPresses, 2021.

- For a journal article:

First name LAST NAME, « Article title », *Journal name* Journal number, « Journal issue title », (if applicable), volume (if applicable)/(month and) year of publication, pages.

Ex. — Peter Alexander MEYERS & Nancy S. STRUEVER, « Esquisse sur la modernisation de la rhétorique comme enquête politique », *Littérature* 149, « La Rhétorique et les autres », mars 2008, p. 4-23.

— For foreign or lesser-known journals, the place of publication (city or institution) may be added after the title in brackets:

Ex. — Philippe HAMON, « Décrire le descriptif », *Degrés* 22 (Bruxelles), « Lieux du contemporain », été 1980, p. 1-16.

- For an article in a collective book:

First name LAST NAME, 'Title of article,' in First name LAST NAME (ed.), *Title of collective book*, Place of publication, Publisher's name, year of publication, pages

Ex. — Richard MARIN, « L'Invention du Sertão », in Michel BERTRAND & Laurent VIDAL (éd.), *À la découverte des Amériques. Les voyageurs européens au siècle des indépendances*, Toulouse, Presses universitaires du Mirail, 2002, p. 77-97.

Ex. — Livia PASSALACQUA, « Les "Témoins de l'Emmanuel" du Ribât es-Salâm (1996-2016) et leur lien avec les 19 bienheureux martyrs d'Algérie », in Marie-Dominique MINASSIAN, Thierry COLLAUD & Michael S. SHERWIN (dir.), *Le don de Tibhirine. La fécondité d'un martyr* (Actes de colloque, Université de Fribourg, déc. 2019), Fribourg, Academic Press Fribourg, 2022, p. 73-88.

- For ancient sources:

Ex. — PLATON, *Protagoras* 114b, éd. Alfred CROISSET & Louis BODIN, Paris, Les Belles Lettres, 1984, p. 27-28.

- For an unpublished thesis:

First name LAST NAME, *Thesis title*, Doctoral thesis (institution, date), volume number, pages.

Ex. — Jean-René MORET, *Dieu d'après Jésus*, Thèse de doctorat (Université de Fribourg, 2019), 280 p.



- For an electronic document:

After the usual bibliographical reference, add: [online] <https://...>, accessed on day, Month, year.

Ex. — Richard G. SPAVIN, « Reformuler l'expérience cinématographique et l'expérience littéraire », *Acta Fabula*, [online] <http://www.fabula.org/revue/document231.php>, accessed on 7th April 2012.

INTERNAL REFERENCES

For internal footnote references: indicate the current page number and, if applicable, the passage 'beginning of text... end of text' to which the reference refers on the page. This will enable us to include direct references for the electronic version.

BIBLIOGRAPHY

- Monograph:

LAST NAME, First name, *Title. Subtitle*, « Series », Place, Publisher, year of publication^{edition number (if applicable)}.

Ex. — BIÉLER, André, *Le développement fou. Le cri d'alarme des savants et l'appel des Églises*, Genève, Labor et Fides, 1974.

— DURAND, Guy, *Introduction générale à la bioéthique*, Montréal, Fides, 2005².

- Journal article:

LAST NAME, First name, 'Title of article', *Title of journal*, issue number, volume/year, pages.

Ex. — ORLIAC, Catherine, « Données nouvelles sur la composition de la flore de l'île de Pâques », *Journal de la Société des Océanistes* 107, 2/1998, p. 23-31.

- Article in a collective book:

LAST NAME, First name, 'Title of article,' in LAST NAME, First name of scientific editor/s (ed/s.), *Title of collective book*, Place of publication, Publisher's name, year of publication, pages.

Ex. — CABANEL, Patrick, « Les protestants français : une culture politique de gauche ? », in PELLETIER, Denis & SCHLEGEL, Jean-Louis (éd.), *À la gauche du Christ. Les Chrétiens de gauche en France de 1945 à nos jours*, Paris, Seuil, 2012, p. 177-202.



- Page or website:

LAST NAME, First name, *Website domain*, year, [online] [https://....](https://...), accessed on day, Month, year.

Ex. — FLYNN, Andrew & HACKING, Nick, *Développement durable. L'économie circulaire, choix sociétal et entrepreneurial*, oct. 2020, [online] <https://www.cpr-am.fr/particuliers/Local-content/Actualites-Presse-Recompenses/Develop-pement-Durable-L-economie-circulaire-choix-societal-et-entrepreneurial>, accessed on 7th April 2012.

IMAGE FORMAT

Use a scan in TIFF or JPEG format at 300 dpi in the current format (without enlargement or reduction). You may attach the original image to your file.

IMAGE COPYRIGHT

Where possible, please ensure that you have the rights to the images you use. If you encounter any difficulties with copyright, the publishing house is available to guide you through the necessary steps.