

## STYLE SHEET FOR *THE LETTER*

**Layout:** Single spacing, Times New Roman, Font size: 12, 13cm, justified.

**Title:** In upper case, centred, bold, font size 14.

**Line Spacing:** single spacing.

**Author's name:** To appear below title and centred, bold, font size 14.

**Abstract of 100 – 200 words:** To appear in italics under author's name

**Keywords (approx. 6):** To appear in italics after abstract

**Paragraphs:** One line between paragraphs, no indentation

### **Quotations:**

1. of **less than** 5 lines of type within text enclosed in single inverted commas.
  - (b) reproduced exactly as found in original text (style, spelling, etc)
  - (c) quotation within quotation, enclosed in double inverted commas.
  - (d) quotation in foreign language should be given in italics. Translation in English should be given in footnote if included
2. of **more than** 5 lines of type within text
  - (a) italics and not enclosed in inverted commas
  - (b) indented 5mm on either side (left and right justified)
  - (c) quotations within them are enclosed in single inverted commas.

### **Footnotes:**

should appear at end of the relevant page, font size 10pt  
should be numbered within the text: this number should be placed after the punctuation mark.

At the end of the page, the footnote number should be followed by a single space; it should not be enclosed within brackets, either in the text or in the footnote.

### **Citations/References (see examples at end):**

**References to author's work must be inserted in footnote form and not as part of a reference list at the end of the paper.**

- (A) Where the title of a work is given in the main text this should be italicised and should not be enclosed in inverted commas
- (B) Where the title of a work is given in a footnote, references should be full and given in the following format:
- (i) Surname of author, comma, initial of author's first name, full-stop, space.
  - (ii) Title of work: in italics.
  - (iii) If in English, the first and last words of all titles and subtitles as well as all other nouns, adjectives, adverb and verbs have a capital letter.
  - (iv) If in French, Italian, Spanish only the first word of the title (and subtitle) has a capital letter. German follows the rules peculiar to the language.
  - (v) Title followed by full-stop and space.
  - (vi) Date of original publication in brackets (if applicable), full-stop, space.
  - (vii) Place of publication, comma, space.
  - (viii) Publisher, comma, space.
  - (ix) Date of publication, full-stop.
  - (x) Where a translator's name is given it should appear before the place of publication and should follow the rules for authors' names.
  - (xi) Where an editor's name is given it should appear after the title of the work and should follow the rules for authors' names.
  - (xii) Page numbers, where given, should appear at the end of the completed reference.
- (C) References to Freud's works should be from the Standard Edition and should follow the format in the example given below:
- (D) References to works appearing in collections / journals / periodicals should follow the same rules as given for books, with the following addition:
- (E) The title of the paper should be given in italics within single inverted commas, followed by the word 'in' (not in italics), followed by the title, in italics, of the collection / journal / periodical. The volume number should be given at the end of the completed reference before the page number.
- (F) Expressions such as *ibid*, *op.cit*, *sic*, may be used where applicable.

### **Examples:**

(a) Freud, S. *On Narcissism: An Introduction*. (1914). Standard Edition XIV, London, Hogarth Press. p. 91.

(b) Lacan, J. *Ecrits*. Paris, Seuil, 1966. pp. 63-100.

(c) Lacan, J. *Ecrits, The First Complete Edition In English*. Translated by B. Fink, Norton, New York and London, 2006. p.279

(d) Lacan, J. *The Formations of the Unconscious: Book V*. (1957-1958). Translated by Cormac Gallagher [www.lacaninireland.com](http://www.lacaninireland.com). Session of 8.1.58, p.110.

(e) Melman, C. *Le Noeud phobique* in *La phobie*. Paris, l'association freudienne, 1989.

### **Other rules:**

**If a submission in whole or in part, in English or in another language has appeared in another print or electronic medium, permission must be provided by the editor of the original publication to the editor at [patricia.mccarthy@ucd.ie](mailto:patricia.mccarthy@ucd.ie) before it can be considered for publication in *The Letter***

Where numbers appear in text these should be spelled out, unless these are used mathematically

e.g. 'three sisters' not '3 sisters'

'nineteenth century' not '19th century'

'the one who is one' not 'the 1 who is 1'.

All non-English words in the text should be italicised, e.g. *jouissance, objet-a, Weltanschauung, das Heimlich*.

Each article for publication should be accompanied by a contact e-mail address, given at the end of the article as an address for correspondence.

Any further queries regarding the style of the journal should be addressed to the editor: [editor@theletter.ie](mailto:editor@theletter.ie)