1. **Italics**
   - Use italics for: words in a foreign language, book and publication titles.
   - Some Latin terms are italicized (for instance *op. cit*; *id*.; and *ibid*).

2. **Capital letters**
   - Compulsory capital letters: first letter of each sentence; first letter of names and surnames; acronyms.
   - For publication titles in English, nouns and adjectives must be capitalized. Example: *Pride and Prejudice*.
   - For publication titles in French, only the first letter is capitalized, unless the title contains a personal or geographical name. Example: *Orgueil et préjugés; L’homme de la Havane*.
   - However, if the title begins with “le”, “la” or “les”, the noun that follows is also capitalized. Example: *Les Misérables*.
   - Regarding institutional names, adjectives are not capitalized in French. Compare “Parti communiste français” with its English equivalent, “French Communist Party”.
   - Months, weekdays, language and nationality adjectives are capitalized: Tuesday, June, an English-speaking Frenchwoman, etc.

3. **Institutional names** must be first quoted in full and followed by their acronym between brackets. Example: Scottish Nationalist Party (SNP). The acronym can then be used throughout the rest of the paper.

4. **Punctuation**
   - Use hard spaces before “:” “!” and “?”
   - No spacing before “,” “.” And “…”

   In any case, spacing issues are checked with the Prolexis software by our copyeditor before publication.

5. **Quotations**
   - Short in-text quotations (under three lines) must be placed between quotation marks (“…”)
   - Longer in-text quotations must be written as a separate paragraph, with no quotation marks and in a lower font size. The first line of the paragraph must be indented
   - Use single quotation marks (‘…’) for quotes within quotes
   - If the author’s words are featured in the quote, they must be italicized. Example: “… life, he said, is hard”.
   - Use French quotation marks (« … ») when quoting from a French-language source in the footnotes.

6. **Notes and references**
   - Footnotes must only be used for quoting bibliographical sources and information. Avoid writing footnotes as an addendum to your paper. All essential information must therefore be mentioned in-text.
   - Footnote references must be placed before quotation marks.
Sample citations in French and English

**Books**: Titles must be cited in full, followed by place name, publisher and date of publication. The authors’ names and first names must be cited in full.

**Edited books**

**Journal articles**: The article’s title must be put between quotation marks (French or English depending on the language of the source). The publication title must be in italics, and followed by the month and year of publication, and page numbers.

**Chapter or other part of an edited book**

7. Repeating references
- Archival sources: mention the repository in full first, and then use the accepted abbreviation, if applicable. Example: "Archives Nationales, F5 3487", then “AN, F7 3487”.
- Articles: use an abbreviated title, followed by “art.cit” and page numbers if applicable. Do not repeat the publication title. Example: Bernard Gordon, “Ouvrières et maladies professionnelles”, art.cit.
- If using the same source in the following notes, use “Ibid.”

8. Language inclusivity
The RH19 welcomes contributions written in a gender-neutral or gender-inclusive language.