CANADIAN JOURNAL OF FILM STUDIES
REVUE CANADIENNE D'ÉTUDES CINÉMATOGRAPHIQUES

INSTRUCTIONS FOR PREPARING FINAL COPY

Please submit your text by e-mail attachment, saved in MS Word.
The article including the notes should be saved in one file.
An abstract of 100 to 150 words should be sent in a separate file.
A short author's bio should be sent in a separate file.

Initial Settings
Use the following settings: font size 12; line spacing 1.5; left justification; margins 1"; tabs 0.5"; page number at the bottom right. Maintain these settings for the full article, including endnotes and author data. Avoid headers/footers and font size changes in any part of the article.

Indented Quotations
Maintain 1.5 space setting for indented quotes, and strike ENTER [HRT] twice before and after the quote.

Heading of Article
Use **bold** ALL CAPS for the author's name and title of the article

Author Bio
Use a separate file for a short author's bio of under 100 words. Begin with your name, all letters upper case. For books, give date of publication only.

Images
Authors are responsible for
1. providing images
2. providing captions
3. identifying where in the article the images should appear
4. acquiring necessary permission to use selected images

Saving & Sending Images
Images should be saved as a TIF, BMP or PNG, or in the JPEG format with the quality settings set at maximum.

Please name your images properly (see below), prepare a Word document with your caption information (see below), and e-mail everything to cjfsedit@filmstudies.ca

Or, if your images are very large, please burn everything to a CD and mail it to us at
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<u>Image Quality</u>
Images should be the highest possible quality. Please remember that your computer screen is 72 dpi (dots per inch) while a printed journal like CJFS is 250 dpi. This means that an image that looks big on your screen will look 3 times smaller on the printed page.

You can check the number of pixels in your image by right clicking on the image (in the Explorer window on a Windows PC or using the Finder on a Mac) and selecting Properties (on a Windows PC) or Get Info (on a Mac).

The minimum we will accept is DVD frame grab quality: around 720 pixels (width) by 480 pixels (height).

If you have an image around 2000 pixels in height, it is an excellent candidate for our cover.

Excellent Sources for High Resolution Images (1000-3000 pixels in height)
Filmmakers, production companies, distribution companies, DVD production companies
Scans from Press Kits
Cinematheques
The BFI online image archive
AllMovePhoto.com

Adequate Source for Images (480-1000 pixels in height)
Frame grabs from DVDs
Please Remember: Some screen capture programs make it easy to accidentally capture the onscreen DVD player and mouse cursor. Please double check your frame grabs to make sure they are mouse free.
Please Remember: Authors are responsible for obtaining permission from copyright holders of all images, including frame grabs.

Inadequate Sources for Images (less than 480 pixels in height)
IMDb, film websites, frame grabs from online video

<u>Naming your Image Files</u>
Please name the images thusly: your-last-name_figureNUMBER_filmName

<u>Image Placement</u>
If you wish to reference images and illustrations directly, please do so in the body of the text, and refer to them as "figures" using the abbreviation "fig." as shown below:

> … and thus we can see quite clearly how the shadow in this scene foreshadows Citizen Kane's eventual demise (fig. 1).

Please label your captions in a similar way (see below).

If you do not wish to number your figures or refer to them in the body of your text, simply write [FIGURE NUMBER] in bold text in the body of your article approximately where you want the

image to appear, and we will replace [FIGURE NUMBER] with the appropriate image before we go to print.

<u>Captions</u>
Please provide your image captions in a separate Word document, and indicate the figure number, the file name, and the caption.

A good caption provides information regarding the contents of the image: e.g. the film title, director, date and names of actors. Please refrain from offering interpretive explanation unless it is absolutely necessary.

Notes
Use endnotes, not footnotes, by using the automated feature in Word, which will place superscript numbers, for endnote references, in the main body of the article and then allow you to type your notes at the end of your text. Please add the heading **NOTES** to this section. Follow the directions for citations in endnotes in *The Chicago Manual of Style*.

References to a previously cited work require only the author's last name and relevant page number(s). Include the title of the work only if more than one work by the same author is cited in the notes. Do not use *op. cit.* Use *ibid.* as sparingly as possible.

For journal articles list author(s), title, volume number, issue number, year, and page(s):
Jerry White, "Arguing with Ethnography: The Films of Bob Quinn and Pierre Perrault," *Cinema Journal* 42.2 (2003): 101-102.

For an article in an anthology, use the following format:
Melek Ortabasi, "National History as Otaku Fantasy: Satoshi Kon's *Millennium Actress*," in *Japanese Visual Culture: Explorations in the World of Manga and Anime*, ed. Mark W. MacWilliams (Armonk, NY and London: M.E. Sharpe, 2008), 274-294.

For articles in a monthly, bi-monthly, or weekly, include month or month and day along with year and page(s); volume and issue numbers are optional:
Ed Buscombe, "Man to Man," *Sight and Sound* (January 2006): 34.
Alternatively:
Ed Buscombe, "Man to Man," *Sight and Sound* 16.1 (January 2006): 34.

For articles in a newspaper, include page number:
Editorial, *Philadelphia Inquirer*, 30 July 1990, 2.
Use full title of journals, not abbreviations.
Titles of newspapers, books and journals should be italicized, not underlined.

For reprints and translations of books, include original date of publication:
 Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), 152-53.
--Please note this example is a revised edition; however, if the edition has a number, it would be

used instead (eg., 3rd ed.).

Pierre Bourdieu, *Distinction: A Social Critique of the Judgment of Taste* (1979), trans. Richard Nice (Cambridge, MA: Harvard University Press, 1984), 63.

References to Films, Television Programs, Videos, DVDs
Titles of films, videos and DVDs should be italicized and identified (in parentheses) by name of director(s) and year of release: *Exotica* (Atom Egoyan, 1994).
Titles of television series should be italicized: *Seeing Things.*
Individual episodes within a series should be cited within double inverted commas: "Seeing in the Country." Additional information regarding director, producer and date should be included only if relevant.
For DVD special editions, include date of release in parentheses. Additional information regarding DVD editions should be included in an endnote.

References to Electronic Sources
Titles of articles in on-line journals should include name of author(s), title of article, name of journal in italics, volume/issue number and date, URL, and date accessed:
> Alain Kerzoncuf and Nándor Boker, "Alfred Hitchcock's Trailers," *Senses of Cinema*, http://www.sensesofcinema.com/contents/05/35/hitchcocks_trailers.html (accessed 6 June 2005).

Websites should be identified by as much of the following information as is available: author of content, title of the page, title or owner of the site, URL, and date accessed:
> Fred Camper, "My Favorite Films," Fred Camper's Web Site, http://www.fredcamper.com/ Film/Filmmakers.html (accessed 5 November 2004).

Contributions to electronic mail groups (listserves) should be identified by author, subject, name of group/listserve, email address, and date of message:
> Konrad, "Poets do Film: SF Cinematheque Screening," Experimental Film Discussion List <frameworks@listserv.aol.com>, 28 November 2004.

The following recommendations address some specific matters of style that arise frequently. For other recommendations concerning style use *The Chicago Manual of Style*.

Spelling
Both British/Canadian and American spelling, used consistently throughout the text of the article, are acceptable.

The following are preferred:
Anglophone (as noun), anglophone as adjective
cinemagoer, cinemagoing (as noun), cinema-going (as adjective: the cinema-going experience)
close-up
crosscutting (as noun), cross-cut (as verb: they are cross-cut with...)
filmgoer, filmgoing (as noun), film-going (as adjective: the film-going experience)
filmmaker, filmmaking
Francophone (as noun), francophone (as adjective)
intercutting (as noun), inter-cut (as verb: they are inter-cut with...)

moviegoer, moviegoing (as noun), movie-going (as adjective: the movie-going public)
off-screen (as adjective), off screen (as adverb: the action taking place off screen...)
on-screen (as adjective), on screen (as adverb: it is seen on screen when...)
outtake
re-cut
soundtrack
sound-off
videomaker, videomaking
voice-off
voice-over
8mm, 16mm, 35mm, etc., but Super-8

Numbers
Spell out whole numbers from one through one hundred, round numbers, and any number beginning a sentence. The same rules apply to ordinal numbers: second, fifty-fourth, thousandth; but 125th, 152nd.

French Usage in English Texts
Do not italicize French terms if they are familiar and in general use: recherché, oeuvre, montage, otherwise they should be italicized: *film noir*, *mise en scène*, *nouvelle vague*.

Use accents in Montréal and Québec (but not in Quebec City).

For titles of films, books, etc., the first article and following word are capitalized: *La Moitié gauche du frigo*, but *Deux femmes en or*; *L'Âge du roman américain*, but *Histoire comparée du cinéma*. Accents on capital letters are maintained: *L'Écran français*.

Abbreviations
Use two-letter (postal) abbreviations for provinces and states: ON (not Ont.), MA (not Mass.).For countries, use periods: the U.K. and the U.S.A.

Punctuation
For italicized titles, punctuation marks are placed outside the italics command, unless they are part of the title.

Quotations are indicated by double inverted commas (" "); quotations within quotations are indicated by single inverted commas (' ').

Periods, commas, question marks and ellipses in quotations are placed inside the quotation marks.

Use double inverted commas as an indication of qualification or doubtfulness: In this case, "truth" was a matter of opinion. Use single inverted commas only in a quotation: Jones writes, "In this case, 'truth' was a matter of opinion."
Ellipses are indicated by three periods (**not by an automatic ellipsis command**) with no spaces between them or on either side of them. A fourth period is added if the ellipsis ends the sentence:

"Painting was forced, as it turned out, to offer us illusion.... Photography and cinema...satisfy, once and for all and in its very essence, our obsession with realism."

No space is left between dashes and the preceding and following words:
It was discussed—indeed, hotly debated—everywhere.

Both words and sentences are separated by one space.

Use only an apostrophe to form the possessive of singular and plural nouns ending in s (the actors' expressions) and nouns that are plural in form but singular in meaning (politics' appeal, economics' influence). Use an apostrophe and s to form the possessive of names ending in s (Peter Morris's book, Charles Dickens's novel) and nouns ending with a double s (a lass's charms, the mass's demands).

For emphasis, use italics; do not underline or use bold font.

Dates
The order of day, month, year should be consistent throughout the article: 20 June 1935 or June 20, 1935.

Months should be spelled out and years designated in full: 10 March 2002, (not 10-03-02).

Decades may be indicated according to either of the following examples: the 1970s (without an apostrophe), the seventies.

Reminder
It is the author's responsibility to proofread the text carefully, as well as to verify the accuracy of titles, quotations and references, including accent marks and other diacritical markings for material in languages other than English.