GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION

1.   Manuscript submission

Please keep the formatting of the manuscript to a minimum: The typesetter needs to be able to identify all parts of the manuscript correctly (headings, main text body, indented quotations, figures, bibliographical references etc.). All details of the typesetting (margin width, font type and size, hyphenation, justification etc.) will be taken care of in the typesetting process.

Please prepare your manuscript in a way that makes it easy to handle for editorial and production staff:

- use standard word processors only (We strongly prefer Word.)
- choose easy-to-identify file names (e.g. Title of Publication_Name of Author.doc)
- choose a widely available, readable font and size (e.g. Arial/Times New Roman, pt. 11)
- do not leave any track changes, comments or highlighting in the document

Please also

- add automated page numbers to all files
- add running heads with the title of the publication and/or article/chapter title and author
- disable automatic hyphenation

2.   Instructions for tables and figures

Only incorporate images, tables and figures, if they are absolutely necessary to your paper. Please make sure that you are the copy-right holder of anything you wish to include. Please follow the following guidelines:

- supply graphics and text separately, i.e. do not incorporate images in the text
- name image files according to the file to which they belong (e.g., *Title of Publication_Name of Author_Fig1.jpg*)
- supply all images in digital and fully processed form with a printable resolution (no less than 300 dpi in relation to the printed size)
- mark the places in your manuscript where illustrations should be inserted, using a reference that includes the file name of the image

3.   General formatting

3.1.   Headings and subheadings

Label headings consistently. We recommend simply using a larger font than the main body (e.g. if you use Arial 11 pt. for your main text, format all headings in 14 pt.)

Use subheadings sparingly. Avoid numbering sub-headings.

Headings never end with a full stop or colon.

3.2.   Spelling

Use American or British. Please just make sure that you are consistent.

More specifically, use *The Oxford English Dictionary* as *the* reference dictionary for all of the following matters:

1) the spelling of words in English; always select the first spelling given for the variety (British or American English) you chose, i.e. "travelled" for British English and "traveled" for American English

2) the spelling of place names and names of people

3) decisions regarding where a word may be hyphenated

4) decisions about which words of recent foreign origin should not be italicized; that is, if a word that might seem "foreign" to English (such as "genre") is listed in that dictionary, then it does not need to be italicized.

Non-English words

Italicize all words or phrases from languages other than English the first time they are mentioned— with the exception of words or phrases found in the OED.

If the meaning of a foreign word is made clear in the text and frequently reused, that word can be given in roman type after the first mention.

Textual quotations in foreign languages and foreign ranks, institutions, buildings, names of societies etc. are not italicized, e.g. Rathaus, Stanza della Segnatura.

3.3.   Numerals

In continuous text, normally use Arabic numerals for numbers above twenty but spell out if less. Use numerals for percentages in the text, and spell out 'percent', e.g., 10 percent.

Insert a comma for thousands and tens of thousands, e.g. 10,000 and 2,000 (the comma is not followed by a space).

When giving number spans, do not drop digits: 3421–3426 (not 3421–6).

3.4.   Dates

Set dates out as follows:

> July 20, 1969
> on July 20
> eighteenth century (not 18th century) when used as a noun
> eighteenth-century (not 18th-century) when used adjectivally

3.5.   Dashes

Please distinguish between the hyphen - and the n-dash –

To insert syntactical comments in between dashes, always use n-dashes with spaces – as in this illustration – and do not use hyphens or m-dashes.

Use en-dashes for all numerical and date ranges, including page ranges for bibliographical information, without spaces before and after. The MLA uses hyphens, please follow this style sheet in this point.

3.6.   Brackets and Parentheses

For parentheses within parentheses, use square brackets within round brackets. This also applies for source documentation in parentheses (see below).

Square brackets are also used for editorial comment, e.g. [My italics].

3.7.   Abbreviations

Use a stop for all abbreviations: e.g., Dr., Mr., vols., p., vol., ed., no., nos.

Do not use stops for acronyms or initialisms but capitalize all letters:

      Acronyms: UNESCO, AIDS, NATO

      Initialisms: EU, EC, US, UN, UK, EU, EC, CIA, FBI, PDF, BC, AD

           Exception: G.I. (to refer to American troops in World War II)

           NB: BC and AD should appear in small caps

           "Alphabetisms": JPEG, MS-DOS

Always use spaces when giving first name initials:

E. M. W. Tillyard, rather than E.M.W. Tillyard

Always follow the abbreviations *e.g.* and *i.e.* with commas:

e.g., this sentence is an example

i.e., this sentence is also an example

      (NB: avoid frequent use of these abbreviations)

3.8. Footnotes

To place and administer footnotes, use the footnote function of your word processing program only.

Footnotes always end with a full stop.

Titles and subheadings should not end with a footnote.

Footnotes are placed after the closing quotation mark of a direct quotation or after a punctuation mark in case of indirect quotation.

3.9. Indentation

To indent text, please set a tab, not spaces (the tab key on your keyboard can be found on the upper left, next to the letter Q).

3.10. Emphasis

Italic script should be used to emphasize book titles, plays, films, published documents, newspapers, journals, paintings, specific words, phrases, foreign language expressions.

Key terms in a discussion should be set in italics at first mention only.

Use *italics* as a marker for emphasis, but sparingly, and do not use other forms of emphasis such as underlining, **bold**, spacing, CAPS or SMALL CAPS.

Emphasized words or phrases by the author within a quotation should always be referenced with [emphasis mine].

4. Bibliographical references

4.1. General

Please use MLA style for indicating bibliographical references and do so consistently.

4.2. Quotations

Quotations should be enclosed in "double quotation marks," citations within citations should be enclosed in 'single' quotation marks unless they are in a block quote. Please use "smart quotes" instead of "Straight quotes" (the same applies to apostrophes).

NB: Punctuation marks are *always* placed outside quotation marks and after parenthesis containing the source.

NB: All verse quotations, and prose quotations that run to more than three lines, are set off from the text, and should appear as a separate indented block. *In this case, do not use quotation marks.*

You do not need to use a smaller font size or insert blank lines before and after. To indent text, please set a tab, not spaces (the tab key on your keyboard can be found on the upper left, next to the letter Q). Please do not indent line by line, but highlight the whole paragraph and then hit the tab key.

> and one thing for the future bear in mind, that thou curb and restrain thy loquacity in my company; for in all the books of chivalry that I have read […] I never met with a squire who talked so much to his lord as thou dost to thine; and in fact I feel it to be a great fault of thine and of mine: of thine, that thou hast so little respect for me; of mine, that I do not make myself more respected. (Cervantes 1605, 23)

The **omission of words** from quotations should be indicated by ellipses placed within square brackets: […]. A space should be left in front of the first bracket, and a space should follow the bracket if what follows is a word. If a punctuation mark follows the bracket, it should be placed flush against the bracket. Note that the ellipses should be entered as three stops with the kind of sem-space in between that, for instance, Microsoft Word produces automatically; if in doubt, just use three stops in a row. Please only indicate ellipses at the beginning and end of quotations when not doing so would result in the quotation appearing ambiguous or unnatural. Otherwise, do not use […] at the beginning or end of quotations.

Mark changes to the original text with square brackets: "[His] accent."

Insert author or editor comments within square brackets: "Her [i.e. Mary's] act of will."

4.3.   References within the text

Titles of books, journals, plays, long poems, films, newspapers are in italics; titles of short stories, short poems, and articles are in roman and in single quotation marks.

EXCEPTION: Primary works referred to very frequently in the text should only be given in a first footnote reference, and all further references should then be given in the text in brackets in abbreviation. For instance, an essay primarily concerned with Hanif Kureishi's *Love in a Blue Time*, would have the first reference to the novel in a footnote with full bibliographic details followed by a colon and the note:

> further references in the text, abbreviated as "*BT*".

Quotations in the text would then be followed by (*BT* [Page Number]).

5.   Contributor Information

Please provide a short biographical sketch, including major publications. The text should be no less than 100 words and no more than 200. It can be appended following the article text.