

## Main Text

### General Formatting Guidelines

- Please keep text formatting to a minimum.
- Use italics for accentuations sparingly.
- Do not use any accentuations like special fonts, letter spacing, boldface, underlining, etc. besides italics.
- Italicize book and magazine titles in the main text.
- Institutions (university, academy, etc.) should be in basic font.
- Use single quotation marks for non-actual speech: ‘...’
- Write abbreviations such as i.e. or e.g. (c.f. list of abbreviations) without spaces between the characters; always write out the word "and".
- Please write, "in the 1990s" – do not write, "in the nineties."

### Citations

- Either the traditional style (references in footnotes) or the Harvard style (author/year in the text) should be used.
- If there are several publications by the same author from the same year, mark them with a, b, c.
- If possible, use the latest edition of a monograph.
- Quotes are marked by double quotations marks: “...”
- Quotes longer than 2 lines should be set off from the text by starting a new paragraph and by indentation. Omit quotation marks in this case.
- Omissions in the quote are marked by square brackets [...].
- Avoid “ibid.” or “loc. cit.”

## **Illustrations**

All illustrations require the author's copyright declaration that the publication of the illustration(s) in question is permitted in the open access format.

Illustrations have to be numbered and must be accompanied by captions.

## **List of References**

The list of references is always at the end of the article.

## **Structure**

**Main header: "Works Cited" or "List of References"**

### **Subheadings/ subdivisions:**

1. Primary Literature (alternative: Corpus)
2. Secondary Literature
3. Further Literature

## **Please note**

- Ad 1.) Choose only one heading based on what is common for your discipline. Every cited primary source must be listed here.
- Ad 2.) Every cited secondary source must be listed here.
- Ad 3.) This part includes all titles that are cited but would not count as a scholarly source, such as newspaper articles, etc.
- Internet resources are not a category on their own and should be categorized into categories 1-3.
- In general, a subdivision is only required if secondary sources or further literature are used. If only primary sources are used, it is sufficient to use the heading "Works Cited" or "List of References."

## **General Citation Rules**

In the list of references, do not use initials but write out at least one of author's first names.

### **Monograph**

#### **One author**

Last name, first name (year): *Title. Subtitle.* Place: Publisher. (= series; series number).

#### **More than one author**

Last name, first name/ last name, first name (year): *Title. Subtitle.* Place: Publisher (=series; series number).

- More than 3 authors: Abbreviation "et al." after the third Author.
- Series number only if applicable.

### **Anthology or Collection**

#### **One editor**

Last name, first name (ed.) (year): *Title. Subtitle.* Place: Publisher. (= series; series number).

#### **Multiple Editors**

Last name, first name/ last name, first name (eds.) (year): *Title. Subtitle.* Place: Publisher. (= series; series number).

- More than 3 editors: Abbreviation "et al." after the third editor.
- Series number only if applicable.

### **A Work in an Anthology or Collection of Articles**

#### **One author**

Last name, first name (year): Title. Subtitle. In: Last name, first name (ed.): *Title. Subtitle of the anthology or collection.* Place: Publisher (= series; series number), p. X-Y.

#### **More than one author**

Last name, first name/ last name, first name (year): Title. In: Last name, first name (ed.): *Title. Subtitle of the anthology or collection.* Place: Publisher (= series; series number), p. X-Y.

- More than 3 authors: Abbreviation "et al." after the third author.

## **Anthology or Collection with Multiple Editors**

Last name, first name (year): Title. Subtitle. In: Last name, first name/ last name, first name (eds.): *Title of the anthology or collection*. Place: Publisher (= series; series number), p. X-Y.

- More than 3 authors: Abbreviation “et al.” after the third author.

## **Article in a Magazine**

Last name, first name (year): Title. Subtitle. In: *Name of the magazine*, volume/no., p. X-Y.

- More than 3 authors: Abbreviation “et al.” after the third author.
- If no volume is given, omit it.

## **Information on Citing Internet Resources**

Internet resources are categorized into one of the three categories: *Primary Literature*, *Secondary Literature* or *Further Literature*.

### **General Format**

Author (year): Title. Subtitle. Publisher/platform: URL. If possible with the access date.

## **Abbreviations (should be used sparingly)**

etc.	et cetera (and so forth)
e.g.	exempli gratia (for example)
i.e.	id est (that is)
BC	before Christ (follows a date)
AD	anno Domini (precedes the date)
BCE	Before Common Era
CE	Common Era

## **Important Information on Uploading Articles with the Editorial Manager**

### **(!!!)**

- When uploading your article into the system, please separate keywords relevant for your article with semicolons in the respective field in the online form.
- To ensure that the peer review process is double blind, do not use your name or that of a co-author in the article.
- Similarly, your name (or that of any of your co-authors) must not appear in the file's name.