



# STYLE GUIDE FOR ENGLISH-LANGUAGE TEXTS

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## I. GENERAL INFORMATION

Heidelberg University Publishing provides you with a template (.docx format) for your submission, which features integrated formatting for headlines, texts, citations, captions and references.

The template does not convey the final layout of the book or any other format (PDF, HTML), but simply allows to work with standardized elements, text hierarchies and facilitates file exchanges between parties. Submissions in .doc and .odt format will also be accepted.

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## II. CITATION STYLE

Please feel free to adopt the citation style predominantly used in your field of study. If there are no preferences, we recommend following the Chicago Manual of Style, 16<sup>th</sup> Edition ([Quick Guide by Purdue OWL](#)) and using a reference manager, such as the free browser plug-in [Zotero](#) to inventory, annotate and manage your references, as well as to automatically generate citations in your chosen style for your foot- or endnotes.

Please use quotation marks according to the language of your text (“quotation”, ‘quotation’ for English submissions, „Zitat“, ‚Zitat‘ for German texts), and any foreign-language citations.

*Italics* should be used for emphasis, subject-specific terms (*Haber process*), foreign-language terms (*objet trouvé*) and for names of organizations (*FDA*, *UNHCR*).

Diverging from the Chicago Manual of Style, numbers from zero to twelve are written out, except when in combination with year specifications (“2<sup>nd</sup> century”, “8 A.D.”), units (5 g, 8 Euro) or measurements. Commas indicating the decimal place are to be set at the thousands digit (4,000; 50,000).

## III. FORMATTING

Please ensure that you consistently apply the specified formats of the template to build a logical hierarchy within your document. Large (>12pt) and bold text will automatically be interpreted as a headline by our converter.

For text indentations use “Indented Body text” or the list-function of your text-editor (instead of the space- or tab-key). You do not need to insert page numbers, a table of content, header, or footer – all these will be generated automatically later on at typesetting. Please refrain from using hyphens as these will impede the typesetting process. Submit your manuscript chapters, abbreviation lists, glossary etc. as individual files.

Please insert no-break spaces between number and units (15 cm, 80 kg), abbreviations (e. g., d. Ä.), and names and titles (Dr. Peter Schmidt) by using [ctrl +

shift + space]. For spans (p. 88–91, 1772–1819) use the ‘en dash’ by either using [ctrl + –] or by copying it from the character map or this style guide. Citation blocks should be formatted in “indent quote” to become more distinguishable.

You find a table overview of formatting requirements in the appendix.

## IV. ILLUSTRATIONS AND TABLES

### Illustrations

Images should be embedded in the text and, additionally, need to be transferred as separate files in a graphic format such as TIFF or PNG with a resolution of 300 dpi or higher. Please include the filename of the image directly into your manuscript, introduced with “#IMAGE<Image number>:” e. g.

#IMAGE1: authorname\_guinea\_pig.png.

In edited volumes, the numbering re-starts in each chapter with number 1, in monographs, the images are numbered continuously. Each figure must also have an in-text caption that elaborates on it and that states where the image originates from. Don’t forget to insert an image anchor in your text paragraphs (e. g. “see fig. 1”).



#IMAGE1: authorname\_guinea\_pig.png

#CAPTION: Figure 1: A Guinea Pig Called Jane (© Reed 2009/CC-BY-SA 2.0)

Please note: File names must include only Latin characters and numbers and may not include spaces.

## Tables

Tables may be inserted directly into the text, using the table function, as shown here.

Note that this table does not include a header outside of the table cells. Place all your data within the cells themselves and the table name on the first line of the caption, e. g. “Table 1: Name. Caption.” Place a hyphen in those cells that do not contain any data values.

Table 1: This is a table name and caption. The table name goes here. Place the table caption immediately after the name.

Header A	Header B	Header C	Header D	Header E
10	-	10	10	10
10	-	10	10	-
10	10	-	10	10

Please don't forget to insert a table anchor in your text paragraphs (e. g. “see table 1”).

## V. RESEARCH DATA AND MULTIMEDIA FILES

A multitude of files and formats can be connected with your work or referenced, following the same process as described for illustrations. Please contact us for more specific information on larger amount of data or any other questions regarding your manuscript.

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## VI. APPENDIX: STYLE GUIDE AT A GLANCE

Manuscript File Formats / Dateiformat für Manuskripte	Microsoft Word for Windows or Apple Macintosh, Version 2010 or higher. File format: docx	Microsoft Word für Windows und Apple Macintosh ab Version 2010. Dateiformat: docx
Figures / Abbildungen	Size, Resolution: > 2000 pixels width and corresponding height, 300 dpi.  Figures should be embedded into the Word manuscript <i>and</i> additionally provided in separate image files. Include the author name and figure number in the name of the file.  Recommended file formats: TIFF or PNG.	Größe, Auflösung: > 2000 pixel Breite, Höhe entsprechend den Seitenrelationen, 300 dpi.  Abbildungen sollten in das Word- Manuskript integriert und als separate Dateien zur Verfügung gestellt werden. Autoname und Abbildungsnummer müssen im Dateinamen enthalten sein.  Empfohlene Dateiformate: TIFF oder PNG.
Numbering of footnotes, figures, tables etc. / Nummerierung von Fußnoten, Abbildungen, Tabellen etc.	Monographs: a) Recommended: Numbering begins with the first chapter and continues through the whole book. b) Numbering starts at 1 for each chapter. Conference proceedings: Numbering starts at 1 for each chapter.	Monographien: a) Empfohlen: Nummerierung beginnt mit dem ersten Kapitel und geht durchgängig durch das gesamte Buch. b) Nummerierung beginnt mit jedem Kapitel neu. Sammelbände: Nummerierung beginnt mit jedem Kapitel neu.
	<b>Typographie</b>	<b>Typographie</b>
Abbreviations / Abkürzungen	Use non breaking spaces between abbreviated words. Example: e. g.  No spaces for abbreviations that are names, e. g. of institutions. Example: UN, UNHCR	Zwischen Abkürzungen von mehreren Wörtern ein geschütztes Leerzeichen setzen. Beispiel: z. B., Frankfurt a. M.  Kein Leerzeichen bei Abkürzungen, die sich als Eigenname eingebürgert haben. Beispiel: CDU, F.A.Z.
Numbers and Units / Zahlen und Einheiten	Use a comma to indicate the decimal place. Example: 4,543,230,000  Use a non breaking space between number and unit. Example: 10 V; 10,000 BC; p. 20	Dezimalstellen mit Punkt oder geschützten Leerzeichen. Beispiel: 4.543.230.000 oder 4 543 230 000  Geschützte Leerzeichen auch zwischen Ziffer und Einheiten. Beispiel: 10 V; 13. Jh.; S. 10
Dashes / Bindestriche	Em dash for parentheses, without spaces.  Example: It is—particularly for parentheses—good to use the right dashes.	Halbgeviertstrich mit geschütztem Leerzeichen davor und normalem danach für Parenthesen. Beispiel: Es ist – besonders für Parenthesen – gut, den Halbgeviertstrich zu verwenden.

	En dash in the meaning of “to”, without spaces before and after. Example: p. 10–15	Halbgeviertstrich in der Bedeutung „bis“, ohne Leerzeichen davor und danach. Beispiel: Hauptstraße 207–209, S. 10–12
Quotations / Anführungszeichen	“Double” and ‘single’ quotation marks (66 and 99, 6 and 9 scheme).	„Doppelte“ und ‚einfache‘ deutsche Anführungszeichen. Etwas hübscher: Die französischen »doppelten« und ›einfachen‹ Guillemets ohne Leerzeichen danach und davor.
Emphasis and foreign language text / Hervorhebungen und fremdsprachiger Text	Emphasis or foreign language texts in <i>italics</i> : <i>Omnia vincit amor</i> . Small caps can be used for emphasizing names of authors or other persons. Example: Jacques DERRIDA argues ...  Bold or bold italic should be avoided.	Hervorhebungen in <i>kursiv</i> , ebenso wie fremdsprachiger Text: <i>Omnia vincit amor</i> . Kapitälchen können zur Hervorhebung von Autoren- und anderen Namen verwendet werden. Beispiel: Jacques DERRIDA Fett oder Fett in Verbindung mit Kursivierung sollten nach Möglichkeit zur Hervorhebung vermieden werden.