DE GRUYTER

GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION

MONOGRAPHS, EDITED VOLUMES
Literary Studies & Cultural Studies (03.2013)

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, footnotes, figures, bibliographical references etc.). But 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 it in a way that makes it easy to handle for editorial and production staff:
- use standard word processors only (Word for Windows or Mac, Open Office etc.)
- 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

If you are familiar with text-editing programs, 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

If you prepare a work that consists of individual chapters or contributions (e.g. an edited volume), please put all texts into one single document and place them in the correct order, including a front page and the table of contents.

If you are editing a volume with multiple authors, please state the name of each individual author before the title of the article or chapter. If you wish to include detailed information on the authors of the volume, please compile a separate contribution "About the authors" and add it at the end of the volume.

Please make these guidelines available to all authors.

2. Instructions for tables and figures

Guidelines for tables and figures are available via De Gruyter. If you wish to include pictures, please ask for this document. The most important aspects are:
- supply graphics and text separately, i.e. do not incorporate images in the text
- name graphic 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 (min. 300 dpi in relation to the printed size)
- mark the places in your manuscript where images should be inserted, using a reference that includes the file name of the graphics
- deliver only images to which you hold the copyright, which can be used copyright-free or for which the image copyright has been clearly resolved or settled (i.e. the author is supposed to obtain all usage rights to previously published portions of his/her contribution, including tables, figures, etc., in advance)

3.   General formatting

3.1.   Headings

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.)

We recommend numbering subheadings, which makes it easier to navigate and reference the text for your readers. Please only use Arabic numerals: 1., 2., 3., for main chapters, and 1.1., 1.2., etc. for subheadings.

You may use the automated numbering of your word processor.

If your volume has several contributors, please make sure that they all use the same style of numbering subheadings.

Headings never end with a full stop or colon.

Do not use title capitalization for subheadings.

3.2.   Footnotes

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

Please restart the numbering of footnotes with 1 for each main chapter or article.

Footnotes always end with a full stop.

Titles and subheadings should not end with a footnote.

3.3.   Numbers and dates

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

Preferably use European style dates: 3 October 2001.

Spell out centuries in full: in the sixteenth century, a sixteenth-century novel.

Give decades without apostrophes: 1950s.

3.4.   Dashes

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

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

To give number spans, use the n-dash without spaces, e.g. 1971–1988.

3.5.   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).

3.6.   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**, s p a c i n g , 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 a consistent system for indicating bibliographical references and citing texts. Make sure that the same system of reference is used throughout the whole volume, in all chapters, and by all individual authors.

We recommend MLA style with brief in-text-citations plus year (see below).

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.

Longer quotations should appear as a separate indented block and should *not* be enclosed in quotation marks. The citation of the source should be placed at the end of the quote following the punctuation. 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)

Mark ellipses with square brackets and three dots […].

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."

A translation of a quotation in a language other than the main text should be in "eckige Klammern" [square brackets].

4.3. References within the text

In the text, state the *name* of author or editor, *year* of publication and *page* number in parentheses directly following the quotation, e.g. (Miller 2005, 21).

The format for cited literature should be consistent throughout. Brief citations should be used within the text (and footnotes) as follows:

- one author: (Bouissac 1985); two authors: (Smith and Jones 1995); more than two authors: (Ameka et al. 2006), but please do list all authors in the reference entry (up to six)
- several works by one author: (Bouissac 1987a, 1987b, 1994); when citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: Smith (2004a, 2004b, 2004c)
- works by different authors: (Bouissac 1985; Deakin 1993)
- citation of an entire chapter: (Auer 2007, Ch. 3)
- reprints: (Dickens 1987 [1854], 73)
- page number ranges: (Hockett 1964, 140–145); please do *not* drop digits (e.g., 140–5)
- if the name is part of the sentence, the date is always given in parentheses: Bloomfield (1933, 123–125) introduced the term . . .; In his article Sapir (1922) argued that . . .
- use the word "and" to conjoin author names in the running text
- give page numbers in full: avoid the use of "f.", "ff."
- always give the full author-date citation: do *not* use "op. cit.", "loc. cit.", or "ibid."
- when citing edited works, do not include the abbreviation "ed." or "eds." in the citation

You do not need to give the full title of your sources in footnotes, but need to compile a complete list of referenced sources at the end of the article or book.

4.4. Reference List/Bibliography

The reference list should be arranged in one alphabetical list by surname. If it contains more than one work of the same author, arrange the works by date. If it contains more than one work by the same author and the same year, add letters to the year (1980a, 1980b) and quote accordingly.

General book format

> Pollan, Michael. *The Omnivore's Dilemma*. New York: Penguin Group, 2006.

> Lakoff, George, and Mark Johnson. *Metaphors We Live By*. Chicago: University of Chicago Press, 1980.

Work in an anthology

Add editor(s) after book title.

> Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24–34.

Journal paginated by issue

Name of journal in italics. Give volume, issue number and year.

> Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature* 15.1 (1996): 41–50.

Video or film

Sort by title.

> *An Inconvenient Truth*. Dir. David Guggenheim. Narr. Al Gore. Paramount, 2006.

Online source

Include as much information as possible. Do not highlight URL. Add date of last access.

> Bhabha, Homi K. *Our Neighbours, Ourselves: Contemporary Reflections on Survival.* http://www.degruyter.com/view/product/177770. Berlin and New York: De Gruyter, 2011 (14 February 2012).

> Herbst, Alban Nikolai. *Die Dschungel. Anderswelt.* http://albannikolaiherbst.twoday.net/. Weblog 2004– (14 March 2012).

5. Index

All volumes should contain an index of names and/or a subject index. When submitting the final manuscript of your book or article, please include a list of all names and/or subjects that should be indexed and sort by type of index (names, subjects, or e.g. works). The page numbers will be added to the index by the editors or authors of the volume with the first proof corrections.

Alternatively you can prepare the index by using the index tool in Word before submitting the final manuscript. For simple indices, use the index tool to "tag" the relevant entries in the text. Tagging the entries in the manuscript will enable us to create a reliable index speedily and cost effective during the typesetting process (also via xml-data).