Style Sheet for the Creation of a Printable Manuscript

Style Sheet

For submitting self-produced manuscript pages ready for printing please follow the guidelines stated below. A printable PDF-file with already embedded fonts and graphics, an up-to-date printout made from this file as well as the open data (e.g. word file and separately all graphical files as jpg or tif) will have to be submitted.

Format/Type area (grouped style without running title)

Large Format	Mid Format	Small Format
book size 16.5 x 24.5 cm	book size 15.5 x 23.5 cm	book size 13.5 x 21.0 cm
Type area 12.5 x 19.5 cm	Type area 11.5 x 18.5 cm	Type area 10.3 x 16.3 cm

Titles

- Times, left-aligned, light face.
- First category titles always begin with a page on the right, omitting pagination and running title.
- If a chapter (main part) ends on a right page, the following page is blank and another blank page has to be inserted.
- Please do not place a dot after Arabic or Roman numbers in titles, neither in the text nor in the contents.

    Example: I   Introduction

- Please bear in mind that the spacing between the number and the corresponding title should not be too close. We recommend to set a tab stop of 1 cm. The different hierarchies of the titles shall be nicely set in one line.

    Example: 1   Other Worlds Are Possible: Some Trends in European Fantastic Film after
                                 the Cold War

                     1.1   Borders and Borderzones

Indentations/Paragraphs

- Please mark a new paragraph with an indentation of 0.5 cm.(0.2 inches).
- Do not insert blank lines between paragraphs.
- Do not set an indentation at the beginning of a new page, neither after a block quote nor a title.

Font

- Times or Times New Roman.

Point Size

page size:	10 pt.	running text:.	10 pt.
running title:	9 pt.	quotations:	9 pt.
names (footnotes):	10 pt.	footnotes:	9 pt.
headings:		references:	9 pt.
1st category:	14 pt.	index:	9 pt.
2nd category:	10 pt.	caption:	9 pt.

Line spacing always 2pt larger than the corresponding font size for example running text 12pt, footnotes 11pt, headings 1st category 16pt and so on.

Cover / Title Pages

- Cover and title pages are produced by the publishing house.
- The title pages include four pages, please pay attention to this fact concerning the pagination, i. e. your first page (e. g. table of contents) starts with page 5.

Spacing, Type area

Before headline first category	3 blank lines (without running title)
After headline first category	2 blank lines
Before citation	1 blank line (omitted if it is at the top of the page)
After citation	1 blank line
Before headline second category	2 blank lines (omitted if it is at the top of the page)
After headline second category	1 blank line

Running Title

- On the right page, first and last name of the author (centred).
- On the left page, the title of the article, also centred.
- Spacing running title – text: one blank line.
- There is no running title at the first page of a chapter.

Emphasis in the Running Text

- Proper nouns as well as the name of authors recte (not italic).
- *All titles italic.*
- Idioms or technical terms in single quotes.
- Avoid to emphasise by **bold-setting** or L E T T E R S P A C I N G. Please emphasise by *italic-setting*.

Hyphens and dashes

- Please be attentive to the correct application of hyphens and dashes

Footnotes

- There is no dividing line between text and footnotes.
- The footnotes are at the end of every page numerically ascending (number in superscript).
- There is no spacing between several footnotes.

Quotations

- Quotations exceeding four lines should be indented and set off as block quotes (right justified) without quotation marks.
- Quotations in the running text "double quotation marks".
- Quotation with an ellipsis at the end:
  For quotations containing an ellipsis in the original, three periods without brackets are used.
- Omissions: three fullstops points in square brackets mark omissions in quotations. Quotation with an ellipsis in the middle:

  Example: Louis D. Rubin explains that "[h]istory, as a mode for viewing one's experience and one's identity, remains a striking characteristic of the Southern literary imagination [...]."

- Single quotations marks ('...') are used for quotations within quotations.
- Please indent the whole block quote 1,0 cm. (0,39 inches), right justified.

References

- Monographs.
  First and last name of the author colon: *title* dot. *subtitle* comma, place of publication year of publication, page number. Please put the Edition number first (in superscript), then the year of publication. Editors Abbreviations: English titles: "ed. by" German titles: "hg. v." French titles: "éd. par"

  > Example: Caren Kaplan: *Questioning of Travel. Postmodern Discourses of Displacement*, London 1996, p. 167.

- Articles in journals and edited volumes.
  First and last name of the author colon: *title* , in colon: title of the journal or miscellany italic number of the volume year of publication in round brackets, page number.

  > Example: Georg Basalla: *The Spread of Western Science*, in: *Science* 156 (1967), pp. 616–622.

- Abbreviated references.
  Is a title cited several times, you can use already defined abbreviations (name of the author, short title, page number). To refer to a title stated immediately before use, use "ibid.", pagenumber.

  > Example: Kaplan: *Questioning of Travel*, p. 167. Ibid., p. 168.

Web Publications (Please be as precise as possible)

- Include URLs only when the reader may be unable to locate the source without it and when it is likely that the URL is not subject to frequent changes.
- Avoid including long and complicated URLs.
- Avoid including URLs. Giving the date of access is essential. It appears after 'Web.'

  > Example: GREEN, Joshua: *The Rove Presidency.* The Atlantic.com. Atlantic monthly group, Sept. 2007, Web, 15 May 2008.
  >
  > EAVES, Morris/ESSICK, Robert/VISCOMI, Joseph (Eds.): *The William Blake Archive*, Library of Congress., 28 Sept. 2007, Web, 20 Nov. 2012. <http://www.blakearchive.org/blake>.

Hyphenation

- Texts should *not* automatically be hyphenated. Please apply manual hyphenation.
- Please do not use more than 3 or 4 hyphens in consecutive lines.