

## GUIDELINES FOR MANUSCRIPT PREPARATION

Culture & Conflict

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(updated 04 February 2014)

### General instructions

- Space between author's name/affiliation and beginning of the text: three paragraphs
- Extended quotes only have to be indented on the left, not on the right.
- Space between text's end and "Works cited": three paragraphs
- No extra space between sub-headings and text

### 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);
- please use Times New Roman 12pt throughout, including quotations, endnotes/footnotes and "Works cited" section;
- indent each new paragraph, except at the beginning of a section;
- 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.

As a volume editor, 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, including fees).

## 3. General formatting

### 3.1. Headings

Label headings consistently and use **bold** typeface.

Please number all subheadings, which makes it easier to navigate and reference the text for your readers. Use Arabic numerals with a full stop: 1., 2., 3., for main chapters, and 1.1., 1.2., etc. for subheadings. E.g.:

#### 1. The battlefield

You may use the automated numbering of your word processor.

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.

Footnotes always end with a full stop.

Titles and subheadings should not end with a footnote.

### 3.3. Numbers and dates

For volume numbers + page number(s): (Jones 1998: I, 36–39)

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

Volume numbers of books should be in upper-case Roman numerals, “books” within volumes in lower-case Roman numerals: *De natura humana* II, ii

For Volume number + book number + page number(s): (Jones 1998: I, i, 36–39)

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.

Chapter numbers in bibliographical references should be indicated as follows: ch. 3 or ch. 3–5.

Line numbers should be indicated with ‘l.’ or ‘ll.’ as appropriate.

### 3.4. Quotation marks

Use “double” quotation marks for citations (quotations) as well as for expressions that are not citations.

### 3.5. 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 (such as dates or page numbers), use the n-dash without spaces, e.g. 1971–1988; 112–115.

### 3.6. 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).

### 3.7. 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] or [emphasis added].

### 3.8. Abbreviations

ed. (= edited by). Use preceding the name(s) of one or more editors; use without the period in parentheses, such as (ed), or (eds) for multiple editors.

introd. (= introduction by)

trans. (= translated by)

1<sup>st</sup> edn, 2<sup>nd</sup> edn etc

2 vols, 3 vols etc.

## 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 (when they refer to cuts in the original text) 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 [square brackets].

When quotations enclose less than a complete sentence, the closing quote should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. E.g.:

Mary L. Dudziak describes: “One year exactly after the first plane exploded into the World Trade Center, a moment of silence was observed in New York City.” (2003: 212)

vs.

This very fact was indeed noted by Lee Rodney, who wrote that “[i]n the coverage of September 11, from its start as a ‘breaking news event’ to the media frenzy that followed for months afterward, it became clear that real-time footage took on a new status in terms of its relationship to spectacle” (2005: 38).

## 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 (each chapter by a separate author) or book.

#### 4.4. Reference List/Bibliography

All references cited in the text (except review texts in the case of review articles, see above) should be listed in full at the end of the chapter, beneath the heading “**Works cited**”. The reference list should be arranged in one alphabetical list by surname. If it contains more than one work of the same author, repeat the name for each entry and 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.

References to works by the same author, but in different years should be listed with a repetition of the name.

##### General book format

Aulnoy, Madame d’ (1994) *L’Histoire d’Hypolite, comte de Douglas*, ed. and introd. Shirley Jones Day (London: Institute of Romance Studies).

Bremmer, Jan and Herman Roodenburg (eds) (1992) *A Cultural History of Gesture* (Cambridge: Polity Press).

##### Article/Essay in a book/edited volume

Burke, Peter (1992) “The language of gesture in early modern Italy,” in *A Cultural History of Gesture*, ed. Jan Bremmer and Herman Roodenburg (Cambridge: Polity Press), 71–83.

##### Journal articles

McLaughlin, Martin and David Robey (1997) “Tasso’s epic style: changes in theory and changes in practice,” *Journal of the Institute of Romance Studies* 5, 23–46.

(if it is necessary to use an issue number as well as a volume number, please punctuate as follows: 5.1)

##### Video or film

Sort by title.

*An Inconvenient Truth* (2006) Dir. David Guggenheim. Narr. Al Gore (Paramount).

Online source

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

Online sources should be given under the author's name, if appropriate. Otherwise, list them under a subheading of "Internet sources." Give dates when the sites were accessed if possible:

<<http://www.imdb.co.uk>> (accessed 23 October 2007)

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

Herbst, Alban Nikolai (2004–) *Die Dschungel. Anderswelt*.

<<http://albannikolaiherbst.twoday.net/>> (accessed 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 second 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 make it possible to create a reliable index speedily and cost effective during the typesetting process (also via xml-data).

## 6. Language

Text should be formatted to the US spelling norm.

Quotations from Western languages should be given in the original, followed by an English translation in square brackets. You may also give the translated quotes in the body of the text and the original text in footnotes.

Quotations from other languages should be in English translation only.

Updated

04 February 2014