

GUIDELINES FOR MANUSCRIPT PREPARATION

LAW & LITERATURE

The series editors have accepted your title for publication in the book series *Law & Literature*. De Gruyter publishers are very much looking forward to working with you on this project.

De Gruyter will take care of the professional typesetting of your book (i.e., the work process that will make your manuscript look like a book with proper page layout, page numbering, running heads, etc.). You can help us prepare this work by copy-editing and formatting your manuscript according to the details given in this style sheet. The structure you now give to your manuscript will help the typesetters identify certain parts of the text (headings, subheadings, footnotes, etc.) and format them accordingly. The most important thing is **consistency**.

Should details remain unclear, please do not hesitate to contact De Gruyter.

File System

Please submit all chapters or articles in one file, already put in the correct order:

Paragraphs

First paragraph of main text—and first paragraph after all subheads and following indented quotations—not indented. All other main text paragraphs indented 0.6 cm.

Spacing

- Use a single space between sentences and after all stops (exceptions: e.g.; i.e.), commas, colons, semicolons.
- Do not leave line spaces between paragraphs.

Word Division

Word division at the end of a line will be taken care of in the typesetting process.

Should you want to make suggestions, please use only optional hyphens (entered with control-hyphen), never regular ones. Be sure to square decisions about where the word breaks with *Merriam Webster's Eleventh Collegiate Dictionary* or the online version (<http://www.m-w.com/dictionary>). When correcting the formatted proofs, this is where you can check questions of word division.

Textual dashes

Use en-dashes with a space before and after – like in this example.

Use en-dashes for all numerical and date ranges, including page ranges for bibliographical information, without spaces before and after: p. 10–15, 1914–1918

Spelling

The use of American and British spelling is equally acceptable.

Please decide which one you want to use, and then apply it consistently.

In collected volumes, it is possible to accept contributions both in American and British English, but please make sure that every individual contribution is in itself consistent.

If you use American spelling, write -ize, not -ise, -or, not -our, etc.

If you use British spelling, write -ise, not -ize, -our, not -or, etc.

If unsure about the correct spelling of words or names, please use an American or British reference dictionary for all of the following matters:

- 1) the spelling of words; always select the first spelling given (e.g., between “traveled” and “travelled”)
- 2) the spelling of place names
- 3) the spelling of names of people
- 4) decisions regarding where a word may be hyphenated
- 5) decisions about which words of recent foreign origin should not be italicized; that is, if a word that might seem “foreign” to English (such as “genre”) is listed in that dictionary, then it does not need to be italicized; see subhead below, titled “non-English words” for more information

Numerals

- In continuous text, normally use Arabic numerals for numbers above one hundred but spell out if less. Use numerals for percentages in the text, and spell out ‘percent’, e.g., 10 percent.
- Insert a comma for thousands and tens of thousands, e.g. 10,000 and 2,000 (the comma is not followed by a space).

Dates

Set dates out as follows:

- May 15, 1969
- on May 15
- 1990s
- eighteenth century (not 18th century) when used as a noun
- eighteenth-century (not 18-century) when used adjectivally

Brackets and Parentheses

- For parentheses within parentheses, use square brackets within round brackets.
- Square brackets are also used for editorial comment, e.g. [My italics].

Abbreviations

Use a stop for all abbreviations: e.g., Dr., Mr., vols., eds., p., vol., ed., no., nos.

Do not use stops for acronyms or initialisms but capitalize all letters:

Acronyms: UNESCO, AIDS, NATO

Initialisms: EU, EC, US, UN, UK, EU, EC, CIA, FBI, PDF, BC, AD

Exception: G.I. (to refer to American troops in World War II)

NB: BC and AD should appear in small caps

“Alphabetisms”: JPEG, MS-DOS

Always use spaces when giving first name initials:

E. M. W. Tillyard, rather than E.M.W. Tillyard

Always follow the abbreviations *e.g.* and *i.e.* with commas:

e.g., this sentence is an example

i.e., this sentence is also an example

(NB: avoid frequent use of these abbreviations)

Non-English words

- Italicize all words or phrases from languages other than English the first time they are mentioned—with the exception of words or phrases found in *Merriam Webster’s Eleventh Collegiate Dictionary* and similar reference dictionaries

- If the meaning of a foreign word is made clear in the text and frequently reused, that word can be given in roman type after the first mention.
- Textual quotations in foreign languages and foreign ranks, institutions, buildings, names of societies etc. are not italicized, e.g. Rathaus, Stanza della Segnatura.

References within the text

Titles of books, journals, plays, long poems, films, newspapers are in italics; titles of short stories, short poems, and articles are in roman and in double quotation marks.

Quotations

- When quoting, use graphic double quotation marks (“ ”); for a quotation within a quotation use single quotation marks (‘ ’). Punctuation marks except colons and semicolons are *always* placed inside quotation marks.
- The omission of words from quotations should be indicated by ellipses placed within square brackets: [...]. A space should be left in front of the first bracket, and a space should follow the bracket if what follows is a word. If a punctuation mark follows the bracket that should be placed flush against the bracket. Note that the ellipses should be entered as three stops with the kind of sem-space in between that, for instance, Microsoft Word produces automatically; if in doubt, just use three stops in a row. Please only indicate ellipses at the beginning and end of quotations when not doing so would result in the quotation appearing ambiguous or unnatural. Otherwise, there should not be [...] at the beginning or end of quotations.
- Note: All verse quotations, and prose quotations that run to more than three lines are set off from the text (indent by 1cm on both sides; use a line space above and below the quoted text; smaller font size). In this case, do not use quotation marks.
- Quotations in foreign languages should be accompanied by a translation [in square brackets] either following it or in the footnotes.

Title, headings and subheadings

- Use subheadings sparingly. If you decide to number them, please do so consistently.
- Use 16 pt bold for the title; use 14 pt bold for first and 12 pt bold for second subheadings and use 1 line spacing above and below the subheadings.

Acknowledgments

Acknowledgments should appear as the first, unnumbered note.

Unnumbered is key: no titles, epigraphs, etc. should end in a reference number.

Notes

Notes should be presented as footnotes (not endnotes). Note that indicators in the text should appear outside the punctuation, except for closing parentheses when the note is part of the parenthetical matter.

EXCEPTION: Primary works referred to very frequently in the text should only be given in a first footnote reference, and all further references should then be given in the text in brackets in abbreviation. For instance, an essay primarily concerned with Hanif Kureishi’s *Love in a Blue Time*, would have the first reference to the novel in a footnote with full bibliographic details followed by a colon and the note: further references in the text, abbreviated as “BT”.

Quotations in the text would then be followed by (BT [Comma] [Page Number]).

Note reference system

- A *monograph* should be referred to as, for example:
Tom Nairn, *After Britain: New Labour and the Return of Scotland* (London: Granta Books, 2000), 30.
- An *article in a collection* should be referred to as, for example:
Moya Lockett, "Image and Nation in 1990s British Cinema" in *British Cinema of the 90s*, ed. Robert Murphy (London: British Film Institute, 2000), 88–99, 98.
- A *journal article* should be referred to as, for example:
Christian Metz, "Fiction Film and its Spectator: A Metaphysical Study," *New Literary History* 8.1 (1976): 75–105, 75.
- An *article in a newspaper*, popular magazine or other publication without issue numbers should be referred to as follows:
Martin Amis, "The Voice of the Lonely Crowd," (London) *Guardian* (June 1, 2002): Features and Reviews sect., 4.
If newspaper sections are distinguished by pagination, do not give the section name but only the unique page number. This holds true for magazines as well.
If the publication is identified by month/season and year only, separate these only with a single space. For example, use (January 2008) instead of (January, 2008).
Note: A colon precedes the page numbers in all articles, regardless of whether they are part of a collection or in a journal. It makes proofreading much easier.
- *Translator information*, if any, should be given immediately after the work's title, only preceded by an editor, if any. For example:
Aristotle, *Historia Animalium*, trans. D'Arcy Wentworth Thompson (Oxford: Clarendon P, 1910), 588a.
- For *reprinted works*, please insert the original year of publication, enclosed in square brackets, immediately following the title. For example:
Virginia Woolf, *The Waves* [1931], ed. James M. Haule (Oxford: Blackwell, 1993).
- When quoting from *plays*, please use Arabic numerals, separated by periods, to refer to act, scene, and line(s). For example:
William Shakespeare, *Love's Labour's Lost*, in *Complete Works* (Walton-on-Thames: Thomas Nelson, 1998), 5.1.35–36.

Note use of en-dash in page and line ranges.

Note: Monographs or articles in a collection: page numbers are not preceded by a comma; journal articles: page numbers are preceded by a colon.

Note: For journals, do not include month or season of publication but give the issue number after the volume number; separate these elements with a period but no space. For example: 8.1 (1999) instead of 8 (January 1999).

- In **subsequent references** to a work, author, abbreviated title, and page should be adopted. Each of these bits of information should be separated by commas. For example:
Nairn, *After Britain*, 33.
Lockett, "Image and Nation," 89.
Metz, "Fiction Film," 75.

Do not use *ibid.* or *op. cit.*

Please include full page/line numbers for both ends of the range; i.e., use 123–143, NOT 123–43.

Page ranges for multi-volume texts: place the volume number after the bibliographical information, followed by a colon and the page numbers. Do not include a space. For example, give 3:234 to indicate page 234 of volume 3 of that work.

Bibliography

Should you have a full bibliographical list at the end of your contribution / monograph, please choose the same reference system, but list the surname first (this will make the single titles easier to find):

Nairn, Tom, *After Britain: New Labour and the Return of Scotland* (London: Granta Books, 2000), 30.

Electronic references

Always include the date on which you accessed the information in brackets.

Illustrations

If illustrations or photographs are to be inserted, high-definition master files (at least 300 dpi in relation to size) should be provided. Detailed guidelines for tables and figures are available via De Gruyter. If you wish to include pictures, please ask for this document.

It is the author's responsibility to request any permission required for the use of material owned by others.

Index

Please supply the volume editors with a list of index terms. Note: Keep the index simple. You should include topics as well as proper names but not passing mentions. Footnotes should be indexed only if they provide additional information.

The index can either be prepared manually with the proofs or alternatively you can prepare the index by using the index tool in Word before submitting the final manuscript.