Glossen

Style Sheet

**

Glossen **is a bilingual publication. We use two different style sheets – one for texts in English, one for German texts. These are the guidelines for texts in English.**

1.) Manuscript submission

Please keep the formatting of the manuscript to a minimum: The online editor 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, hyphenation, justification etc.) will be taken care of in the online posting process. Please try to format as little as possible, especially with pictures.

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.)
- label your file as follows: yourname_keywordfromtitle.docx
    - example: Ludwig_Kulturen.docx
- use the Times New Roman font, pt. 12
- align text on left of the page; do not justify text
- use 1.5 line spacing for the entire manuscript
    - mark all and go to "Home" -> Line and Paragraph Spacing, then select "Line Spacing Options" and choose an option in the Line spacing box.
    - adjust the spacing on "Before" and "After" both to "0 Pt.", not "Auto" or anything else, choose 1.5 spaced
- do not leave any track changes, comments or highlighting in the document

Please also

- add automated page numbers to all files (on the bottom right)
- add running heads with the title of the article and author

- disable automatic hyphenation

2.) General formatting

2.1) Headings

If you would like to subdivide your article, please give each section a heading. Please label headings consistently:

- use the same font and size (Times New Roman, pt. 12) and format the heading in **bold**
- insert a blank line before the subheading (but not after)
- do not number subheadings
- headings never end with period (full stop) or colon.
- **do not use title capitalization for subheadings or captions.**

2.2 Footnotes

Set footnotes to Times New Roman, pt. 10. Please do not use endnotes and no in-text citation.

2.3 Numbers and dates

Please use US spelling.

Use American-style dates: October 3, 2001.

Give decades without apostrophes: 1950s

2.4 Commas

We do not use "Oxford commas."

2.5 Dashes

Please distinguish between the

- hyphen -
- the n-dash –
- and the m-dash —

For parenthesis we use the "m-dash," a long dash without empty spaces before or after.

- Example: We use—for parenthesis only—the m-dash.

The hyphen is used for double names, compounds or date ranges such as: 1965-66.

The "n-dash" – is only used in German texts.

2.6 Emphasis

Italic script should be used for book titles, plays, films, published documents, newspapers, journals, paintings, foreign language expressions. Articles, poems and the like, however, should have quotation marks, and institutions, buildings and such no highlighting (except for capital letters).

Also use italics as a marker for emphasis, but sparingly, and do **not** use other forms of emphasis such as underlining, bold, spacing, CAPS or SMALL CAPS.

If you emphasize words or phrases within a quotation, you should always reference this with your initials [emphasis JL].

2.7 Paragraphs and indentation

Please do not indent paragraphs. Just use the "Enter" key to start a new paragraph.

   3.) Bibliographical references and quotations

3.1 Quotations

Quotations should be enclosed in "double quotation marks"; quotations within quotations should be enclosed in 'single' quotation marks (unless they are in a block quote). **Please use English "double quotation marks."**

Periods or commas precede closing quotation marks: "I am not interested in answers and solutions," Müller often said. "I cannot offer any. I am interested in problems and conflicts." (Colons and semicolons, by contrast, come after quotation marks: As Müller often said, he was "not interested in answers and solutions"; he was interested only in "problems and conflicts.")

If a quotation is longer than three lines in your document, it should appear as a separate **indented block and should not be enclosed in quotation marks.**

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.

In all quotations, please

- mark ellipses with square brackets and three dots […].
- mark changes to the original text with square brackets: "[His] accent."
- insert author comments within square brackets: "Her [i.e. Mary's, JL] act of will."

3.2 Bibliography

Since we use footnotes, we do not have a bibliography. References are quoted within footnotes. Please follow the formats given below exactly, as they differ significantly from German conventions.

General book format

Ludwig, Janine. *Macht und Ohnmacht des Schreibens: Späte Texte Heiner Müllers.* Berlin: Kadmos, 2009.

Work in an anthology

Horkheimer, Max. "Traditional and Critical Theory." In: *Critical Theory: Selected Essays.* Trans. Jeremy J. Shapiro. New York: Herder & Herder, 1972, pp. 17-32.

Journal paginated by issue

Adelson, Leslie A. "Contemporary Critical Consciousness: Peter Sloterdijk, Oskar Negt/Alexander Kluge, and the 'New Subjectivity'." In: *German Studies Review* 10, no. 1 (1987), pp. 57-68.

Video or film

Winterkinder: Die schweigende Generation. Dir. Jens Schanze. Sunfilm Entertainment, 2005.
The End of the Neubacher Project. Dir. Michael Carney, Filmladen Filmverleih, 2006.
War einst ein wilder Wassermann. Dir. Claudia von Alemann, Women Make Movies, 2000.

Online source

Lindner, Bernd. "Jugendkultur in der DDR zwischen Staatsgründung und Mauerbau." In: *bpb*

Deutschlandarchiv 12. Mai 2011,

https://www.bpb.de/geschichte/zeitgeschichte/deutschlandarchiv/53890/jugendkultur-in-der-ddr?p=all (cited on 21. Jul. 2020).

Newspapers and Magazines

Reichelt, Mathias. "Falsche Befreiung, falsche Katharsis." In: *taz* 8. Dez. 2005, pp. 16.

Healy, Jack. "Black, Native American and Fighting for Recognition in Indian Country." In: *The New York Times* Sep. 8, 2020.

➔ Dates are used in American format for English sources and in German format for German sources.

4.) Important general formatting advice

4.1 Empty spaces

Please check your text for and delete all double empty spaces. You can see those when you hit the "enter" ¶ sign under "Paragraph" which shows all underlying formatting. The easiest way is to use "search" and type two empty spaces in the search bar. It will highlight all double empty spaces.

We do not use the older American convention of having double empty spaces between each sentence.

4.2 Pictures

Please do not format pictures (with regard to or within the text). Please write below the picture where you want it to be placed: left aligned, right aligned or centered.

Please write under each picture: caption, copyright. Font: 10 pt.