

GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION

FABULA

1. Manuscript submission

FABULA publishes scholarly contributions to folk narrative research in German, English and French. On an average, articles should not exceed 16 printed pages. They should be accompanied by a 50–80 word abstract in German, English, and French.

For publication, please submit a paper copy of your contribution plus an electronic text file in Rich Text Format (rtf), WINDOWS Microsoft (from 6.0 onwards) and WordPerfect (from 5.2 onwards) to the editor's address.

Please send your manuscripts to:

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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:

- 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

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 Arial 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.

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.

Titles and subheadings should not end with a footnote.

3.3. Numbers and dates

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

Use spacing to indicate emphasis.

Example: In the n i n e t e e n t h century, however, ...

Emphasized words or phrases by the author within a quotation should always be referenced with [emphasis mine].

Throughout the text, titles of books, articles, periodicals, or individual works as well as headings of tale types and motifs are italicized:

Examples:

The Grimms' Household Tales

Charles Perrault's Cendrillon

Axel Olrik's essay Epic Laws of Folk Narrative

Poe's poem The Raven

AaTh 303: The Twins or Blood-Brothers

Mot. D 1664: Summer and winter garden

3.7. Abbreviations

The following abbreviations can be used in English articles:

cf. = compare

col. = column

ead. = eadem (the same, fem.)

ed. = editor, edited by

eds. = editors

eid. = eidem (the same, fem. pl.)

et al. = et alii

f. = the following

ff. = the following (pl.)

fig. = figure

ibid. = ibidem (in the same place)

id. = idem (the same, m.)

iid. = iidem (the same, m. pl.)

n.d. = no date

no. = number

n.p. = no place

p. = page

vol. = volume

4. Bibliographical references

Fabula accepts two different reference systems, either citations within the text or footnotes. Authors should choose one system or the other and follow it consistently.

4.1. Citations within the body of the text

Example for a bibliographic reference: This theory seems to tally with the observations of fieldworkers (Dégh 1962, 172).

Example for a quotation: “Myth, like the rest of language, is made up of constituent units.” (Lévi-Strauss 1955, 86)

This reference system requires an alphabetical list of works cited which is to be placed at the end of the article.

Please cite as follows:

Dégh, Linda: *Folktales and Society. Story-Telling in a Hungarian Peasant Community*. Bloomington/London 1969.

Lévi-Strauss, Claude: *The Structural Study of Myth*. In: Sebeok, Thomas A. (ed.): *Myth. A Symposium*. Bloomington/London 1955, 81–106.

4.2. References in footnotes

Book citation forms:

Aarne, Antti/Thompson, Stith: *The Types of the Folktale. A Classification and Bibliography. Second Revision* (FF Communications 184). Helsinki (1961) ³1973.

Hervieux, Léopold: *Les Fabulistes latins. Depuis le siècle d'Auguste jusqu'à la fin du moyen âge* 1–2. Paris (1884) ²1893–94; vol. 3–5. Paris 1894–99, here vol. 1, 475–495.

Dundes, Alan (ed.): *The Study of Folklore*. Englewood Cliffs, N.J. 1965.

Citation of articles in an **edited work**:

Bausinger, Hermann: Märchen. In: *Enzyklopädie des Märchens* 9. eds. Rolf Wilhelm Brednich et al. Berlin/New York 1999, 250–274, here 264f.

Journal articles:

Mills, Margaret A.: Cultural Properties, Cultural Documents, and Cultural Effects: An Ethics Discussion for ISFNR. In: *Fabula* 40 (1999) 1–16, here 3.

Always give inclusive pages for articles, reviews, etc. that appear in journals or in edited volumes: Luomala, Katharine: Survey of Research on Polynesian Prose and Poetry. In: *Folklore Research around the World: A North American Point of View*. ed. Richard M. Dorson. Bloomington 1961, 135–153, here 135–139.

A **title that has been cited in an earlier footnote** should be referred to as follows:

cf. Tenèze (above, note 5) 793.

Titles from non-Germanic and non-Romance languages should be translated. Transliterations from non-Latin script systems into English should follow the transliteration systems of the British Library or the Library of Congress:

Narodnye russkie skazki A. N. Afanas'eva (A. N. Afanas'ev's Russian Folktales) 1–3. ed. V. Ia. Propp. Moscow 1957, no. 367.

Do not use italics in footnotes and bibliographic references. Please do not apply abbreviations for titles of books, journals etc.

5. Quotations

Double inverted commas should be used for quotations or original texts. Single inverted commas should be used for translations of original quotations, for quotations or direct speech within quotations, or to set off certain words or terms.

Omissions within quotations are indicated by three dots in square brackets. 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.”

Longer quotations should appear as a separate indented block. 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. Please do not indent line by line, but highlight the whole paragraph and then hit the tab key.