

ZAA

Zeitschrift für Anglistik und Amerikanistik
A Quarterly of Language, Literature and Culture

STYLE SHEET FOR ARTICLES

A. Abstract

Before the beginning of the article, there should be an abstract which is to be written in English. Its maximum length will be 1000 characters. The abstract should not be divided into paragraphs and should not contain indented quotations. Please do neither use footnotes nor key words in the abstract. References should be written in full (if cited). Figure/Table citations are not allowed within the abstract.

B. Main Text

1. General

Do not use automatic hyphenation, and in all cases avoid manual hyphenation at ends of lines. When referring to centuries, avoid superior script (19th century), but use instead one of the following options: 19th century, nineteenth century. There are no spaces between initials: D.H. Lawrence.

2. Division of the Text

Division is recommended through numbered subtitles. New paragraphs begin on a new line and are indented (one tab stop) from the margin. After chapter headings and indented quotations, new paragraphs are not indented.

3. Quotations

References for quotations must be given parenthetically within the text; do not use footnotes to provide references. Omissions within quoted passages are to be indicated by square brackets [...]. Please make sure to use **typographical** inverted commas (“,” ‘,’ instead of " ," ' ') throughout the article. These are placed above the words (in all languages).

a. Prose quotations: Short quotes (up to two lines long) will appear within the prose texts and should be indicated by double inverted commas. Quotes within a quote are distinguished by single inverted commas.

Full stops and commas are generally to be placed before the closing quotation mark. All other punctuation marks are placed after the closing quotation mark (i.e. “American quotation style,” which also applies if the text should be written in British English). If the quotation is followed by parenthetical documentation, however, full stops and commas are placed after the closing bracket.

b. Indented quotes: Quotes with three or more lines are indented from the left margin and do not have inverted commas. Parenthetical documentation is given after the last punctuation mark in the quote. There is no punctuation after the brackets.

c. Page references appear without the abbreviation “p.” (pages) or “S.” (Seite). To provide page spans, do not use abbreviations like “f.” or “ff.” but provide both the first and last page number: (23-25).

4. Emphasis on Single Words or Parts of a Sentence

Where possible, the style of the text should indicate emphasis. Only as an exception should typographical methods be used. Typographical emphases are indicated by the use of italics in standard texts and vice versa. Bold print, underlining and spaced out type are not accepted as a form of emphasis. Technical terms should appear in italics if they are not in common use in English (*lingua franca*, *style indirect libre*). Words that have a special meaning, for example those that are used ironically, should appear in single inverted commas. For italics in quotes, see section D.

C. Footnotes

Footnotes should be used to comment on or give additional information to the main text. They must not function as references for the source texts. If the additional information or comment given in the footnote itself requires a reference, please use the parenthetical system (see D). Footnotes are numbered consecutively throughout the entire article. Footnotes must be cited sequentially in the text so as the list. The ‘superior’ or ‘superior script’ footnote numbers within the text are typed after all punctuation marks – except the dash. Punctuation of a footnote is as for a normal sentence, that is, begins with a capital letter and ends in a full stop etc.

D. Parenthetical Documentation

As a rule, *ZAA* employs a shortened form for referring to sources using parentheses within the prose text. The full bibliographical details should be placed at the end of the article as a list of ‘References’.

The parenthetical documentation includes the author’s last name, the year of publication, and the page number after a comma: (Esslin 1987, 22-23), (Adam and Tiffin 1991, 55). The full parenthetical documentation is always given, even if the author should be already named in the text.

If two or more authors with the same last name are quoted, initials are included as a distinctive marker: (M. Esslin 1987, 4). If two or more publications by one author are published in the same year, use small letters attached to the date of publication both in the parenthetical documentation and the list of Works Cited for distinction: (Esslin 1987a, 4).

If the source has no pagination, as for example in the case of some electronic sources, this is indicated in the parenthetical documentation: (Silverman 2011, n.pag.). If the date is not given, this is also indicated: (Silverman n.d., n.pag.).

If the quote preceding the parenthetical documentation features italics as emphasis (see section B.4), please indicate whether they can be found in the original quote (Esslin 1987, 22; original emphasis) or if they were added by you (Esslin 1987, 22; emphasis added).

REFERENCE STYLE CHICAGO MANUAL OF STYLE *author date*

Full guide

In-text citation

Direct citation

Single author

O'Quigley (2000, 9-15)

Two authors

Greenland and Maldonado (1994)

Three authors

Robins, Breslow, and Greenland (1986)

More than two/three authors

Mantel et al. (1977)

Series of references

[order given in manuscript will not be altered]

Same author group with different years

Smith et al. (1985, 1986)

Same author group with same year

Lawrence and David (2009a, 2009b)

Author (with same surname and different initials) with same year

[order given in manuscript will not be altered]

T. H. E. Smith et al. (2003) and A. Smith et al. (2003)

Single author (multiple articles in different years)

[order given in manuscript will not be altered]

Single author (multiple articles in one year)

[order given in manuscript will not be altered]

First releases

Mansfield ([1922] 1993)

Indirect citation

Single author

(O'Quigley 2000, 9-15)

Two authors

(Greenland and Maldonado 1994)

Three authors

(Robins, Breslow, and Greenland 1986)

More than two/three authors

(Mantel et al. 1977)

Series of references

[order given in manuscript will not be altered]

Same author group with different years

(Smith et al. 1985, 1986)

Same author group with same years

(Lawrence and David 2009a, 2009b)

Author (with same surname and different initials) with same year

[order given in manuscript will not be altered]

Single author (multiple articles in different years)

(Wald 2019; Wald 2021)

Single author (multiple articles in one year)

(Wald 2021a; Wald 2021b)

First releases

(Mansfield [1922] 1993)

Reference type

Issue number

Mandatory

Author initials

Expanded, Initial allowed if given in manuscript

Reference list label/order

Alphabetical order

DOIs must be provided wherever available. If no DOI is available for a journal or magazine article, the URL and access date must be included, e.g.:

Farkas, Meredith 2017. "Never Neutral: Critical Librarianship and Technology." *American Libraries*.
<https://americanlibrariesmagazine.org/2017/01/03/never-neutral-critlib-technology/> (accessed January 7, 2021).

For all documents on the web that do not have a DOI a URL and access date must be provided.

Short URLs (e.g., URLs with bit.ly, tinyurl, shortURL etc.) are not acceptable and the full URL must be provided.

Punctuation b/w journal title and volume

Journal

Kamtekar, Rachana. 2016. "The Soul's (After-) Life." *Ancient Philosophy* 36 (6): 115–32.
<https://doi.org/10.5840/ancientphil20163618>.

Journal with supplement/article number

Agha, Asif. 2015. "Tropes of Branding in Forms of Life." In "The Semiotic Corporation," edited by K.-N. Koh and G. Urban. Supplement, *Signs and Society* 3, no. S1: S174–94. <https://doi.org/10.1086/679004>.

et al. usage

If more than 10 authors only first 7 listed + et al.

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189 (5): 463–73.

Epub ahead of print (DOI)

Tang, Rong, and Kyong Eun Oh. 2022. "The Impact of Types of News on Mobile News Consumption Behavior: A Mixed-Method Research." *Libri*. <https://doi.org/10.1515/libri-2021-0071>.

Journal – in press/forthcoming

Choi, Sangyup, Davide Furceri, Yifei Huang, and Prakash Loungani. Forthcoming. "Aggregate Uncertainty and Sectoral Productivity Growth: The Role of Credit Constraints." *Journal of International Money and Finance*.

Book/monograph

Reeve, C. D. C. 1989. *Socrates in the Apology*. Indianapolis: Hackett Publishing.

Book with edition

Scherer, Frederic, and David Ross. 1990. *Industrial Market Structure and Economic Performance*, 3rd ed. Boston: Houghton Mifflin.

Edited book

Parker, Robert Henry, and G. C. Harcourt, eds. 1969. *Readings in the Concept and Measurement of Income*. London: Cambridge University Press.

Edited book with chapter title (and editors)

Annas, Julia 2015. "Plato's Defense of Justice: The Wrong Kind of Reason?" In *The Quest for the Good Life: Ancient Philosophers on Happiness*, edited by E. K. Øyvind Rabbås, H.F. Emilsson, and M. Tuominen, 275–94. Oxford: Oxford University Press.

Book series

Stole, L. 2007. "Price Discrimination and Competition." In *Handbook of Industrial Organization*, Vol. 3, edited by M. Armstrong, and R. H. Porter, 2221–99. Amsterdam: Elsevier Science Publishers B.V.

Piosik, M., J. Taborek, and M. Woźnicka, eds. 2021. *Korpora in der Lexikographie und Phraseologie*. Lexicographica. Series Major, Vol. 160. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110716955>.

Fuertes-Olivera, P. A., and S. Tarp. 2014. *Theory and Practice of Specialised Online Dictionaries: Lexicography versus Terminography*. Lexicographica. Series Major, Vol. 146. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110349023>.

Proceedings/Conferences

Herculano-Houzel, S., C. E. Collins, P. Wong, J. H. Kaas, and R. Lent. 2008. "The Basic Nonuniformity of the Cerebral Cortex." In *Proceedings of the Seventh International Conference on Enterprise Information Systems, Miami, FL*, 97–108. Berlin: Springer-Verlag. <https://doi.org/10.1073/pnas.0805417105>.

Lee, D. J., D. Bates, C. Dromey, X. Xu, and S. Antani. 2003. "An imaging system correlating lip shapes with tongue contact patterns for speech pathology research." In *c2003. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; 2003 Jun 26–27; New York*, edited by M. Krol, S. Mitra, and D. J. Lee, 307–13. Los Alamitos: IEEE Computer Society. <https://doi.org/10.1109/CBMS.2003.1212807>.

Electronic publications with DOI

Clifford, P. G. 2021. *The China Paradox: At the Front Line of Economic Transformation*. Berlin, Boston: De Gruyter. <https://doi.org/10.1515/9783110724233>.

Electronic publications without DOI

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed March 9, 2022).

[For all documents on the web that do not have a DOI, a URL and access date must be provided.]

Thesis/Dissertation

Rahman, M. 2013. "Using Authentic Materials in the Writing Classes: Tertiary Level Scenario." PhD diss., BRAC University. <http://dspace.bracu.ac.bd/xmlui/handle/10361/3112> (accessed December 15, 2021).

Report

U.S. Federal Energy Regulatory Commission. 2020. *Annual Report of the U.S. Federal Energy Regulatory Commission*. Washington, D.C.: GPO. <https://www.ferc.gov/sites/default/files/2021-02/2020-Annual-Report-of-FOIA.pdf> (accessed December 15, 2021).

Patent

Iizuka, M., and H. Tanaka. Cement admixture. US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986. <https://patft.uspto.gov/netacgi/nph-Parser?Sect1=PTO1&Sect2=HITOFF&p=1&u=/netahtml/PTO/srchnum.html&r=1&f=G&l=50&d=PALL&s1=4586960>. PN (accessed December 15, 2021).

Standards

National Information Standards Organization. *Bibliographic References*. ANSI/NISO Z39.29-2005. Bethesda, MD: NISO, approved June 9, 2005; reaffirmed May 13, 2010. <http://www.niso.org/publications/ansiniso-z3929-2005-r2010> (accessed December 15, 2021).

Multiple articles by the same author in one year

[alphabetized by title]

Wald, C. 2021a. "The Spectral Returns of *The Merchant of Venice* in Marina Carr's *Portia Coughlan*: 'Only his shadow?'" *Shakespeare Bulletin* 39 (2): 241–60. <https://doi.org/10.1353/shb.2021.0023>.

Wald, C. 2021b. "Why Didn't You Just Stay Where You Were, a Relic in the Memory of Poets?": Yoruban Ritual and Sororal Commonality in Femi Ọsófisan's *Tẹ̀gònni: An African Antigone*." *The Journal of Commonwealth Literature* 56 (2): 201–17. <https://doi.org/10.1177/0021989418773142>.

Multiple articles by the same author in different years

[chronologically from old to new]

Wald, C. 2012. "Medieval Shakespeare?": Introduction." *Shakespeare* 8 (4): 351–5. <https://doi.org/10.1080/17450918.2012.731703>.

Wald, C. 2021. "The Spectral Returns of *The Merchant of Venice* in Marina Carr's *Portia Coughlan*: 'Only his shadow?'" *Shakespeare Bulletin* 39 (2): 241–60. <https://doi.org/10.1353/shb.2021.0023>.

Websites

Evstatieva, M. 2020. "Anatomy of a COVID-19 Conspiracy Theory." *NPR All Things Considered*. <https://www.npr.org/2020/07/10/889037310/anatomy-of-a-covid-19-conspiracy-theory> (accessed January 7, 2021).

Williams, L. 2014. "Library Programming: Don't Just Follow the Crowd." *Illinois Library Association Reporter* 32: 18–20. https://www.ila.org/content/documents/Reporter_1014.pdf (accessed May 10, 2019).

Web documents

American Library Association. 2014. *National Impact of Library Public Programs Assessment: White Paper*. American Library Association. https://nilppa.org/wp-content/uploads/2014/NILPPA_White_Paper_FINAL_web.pdf (accessed July 1, 2019).

Database

Milberger, S. 2002. *Evaluation of Violence Against Women With Physical Disabilities in Michigan, 2000–2001*. ICPSR version. Detroit: Wayne State University. Distributed by Ann Arbor, MI: Inter-University Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR03414>.

Cited film works

Weir, P., dir. *Picnic at Hanging Rock*. 1975. London: Picnic Productions, 2008. DVD.

Weir, P., dir. *The Truman Show*. 1998. Los Angeles: Paramount Pictures. 1 hr., 43 min. <https://www.netflix.com/watch/11819086> (accessed June 3, 2020).

Social Media Sites

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151> (accessed January 21, 2022).

Souza, P. (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNCt> (accessed January 21, 2022).

Translations

Kant, I. [1781] 1929. *Critique of Pure Reason*. Translated by N. Kemp Smith. London: Macmillan & Co., Ltd.

Special Issues

Tomii, R., and M. Yoshimoto, eds. 2013. "Collectivism in Twentieth-Century Japanese Art." Special issue, *Positions: Asia Critique* 21, no. 2. <https://doi.org/10.1215/10679847-2018256>.

Translated titles

Takeuchi, Y. 武内義雄. 1939. *Jukyō no seishin* 儒教の精神 [The Spirit of Confucianism]. Tōkyō: Iwanami shoten 岩波書店.

Corporate publication

IFLA. 2021. *IFLA Annual Report 2020*. The Hague: International Federation of Library Associations and Institutions (IFLA). <https://repository.ifla.org/handle/123456789/1095> (accessed April 26, 2021).