Style Sheet

1 General Information

The BZrP series publishes both monographs and collected volumes. Unless specified otherwise, the following guidelines apply to all types of publication.

Every BZrP publication must contain an index (typically a subject index will suffice). In case you are not planning to prepare an index for your volume, we kindly ask you to discuss this question with the series editors. Ideally index terms should be tagged in the manuscript (using the index function in Word). If you need further information or cannot do so, please contact the editorial office.

2 Manuscript Submission

Please submit your manuscript (finalized both in terms of content and style) electronically to De Gruyter publishers or the series editors (Word and PDF files).

When preparing your manuscript, please bear in mind the following:

- Use a font that is commonly available (e.g. Arial or Times New Roman). Should you need to use special fonts (e.g. for transcriptions), please inform us which font(s) you used and ideally submit them with your manuscript.
- Deactivate automatic hyphenation.
- It is important that the typesetter can easily identify specific text sections such as headings, indented quotations, etc. Please format these consistently and clearly differentiate between different sections of your text (ideally using the available Word styles).
- In case you wish to use illustrations, we kindly ask you to submit them separately and make sure that they are in a high enough resolution (at least 300 dpi). Please only use images that are not copyrighted or where the copyright is your own. If this is not the case, please make sure you obtain the necessary printing permission both for the print and online version of your title.

3 Stylistic Guidelines

3.1 Structure and Headings

Please number your headings with Arabic numerals:

1 Main Heading
1.1 Subheading 1
1.1.1 Subheading 2

Hierarchies should be formatted consistently and should be easy to identify.
Please note that in collected volumes, article titles are not numbered:

**Article Title (main heading)**
1 Main Heading within the article (subheading 1)
1.1 Subheading 1 within the article (subheading 2)

In collected volumes, each article must contain an abstract and keywords, which are placed between the article title and the introduction.

**3.2 Highlighting**

Highlighting should be used as follows:

- *italics* for titles and subtitles of books, journal articles, and contributions from collected volumes (however do not italicize journal titles) as well as for word examples, foreign-language expressions and emphases (please use italics for emphases only where needed)
- **SMALL CAPS** for etyma
- smaller font size for longer quotations (more than five lines of your text), verses etc. (indented)
- **bold/semibold** should be avoided

**3.3 Blank Lines**

Blank lines should only be used to mark important breaks in your argumentation.

**3.4 Indentations**

In order to indent parts of your text, please use tabs rather than spaces.

**3.5 Quotations Marks, Punctuation Marks, Dashes**

In texts written in German or a Romance language, quotation marks should be used as follows:

- «...» for quotations within the text as well as for words, terms, expressions, and phrases used in a specific, context-dependent sense (e.g. ...la cosiddetta «Questione della lingua»...)
- (…) for quotations and emphases within quotations
- ‘...’ for meanings of words (translations), paraphrases and definitions

If your text is written in French, please make sure to use the standard non-breaking spaces before and after quotation and punctuation marks.

In English texts, English double quotation marks (“...”) and English single quotations marks (‘...’) should be used.

For dashes, please generally use en dashes (–) with a space before and after. In Spanish texts, please use the em dash commonly used in Spanish (—) with no spaces before and after the embedded passage.
3.6 Footnotes

Please use the footnote function in Word. Number your footnotes consecutively, starting from 1 in each main chapter. Note reference numbers must appear in superscript and should follow any punctuation:

According to Chomsky,² or There is no evidence for this.¹⁴
(nor: *According to Chomsky², or *There is no evidence for this¹⁴.)

Footnotes start with a capital letter and close with a full stop. Avoid abbreviated references such as a.a.O., ib./ibid., ebd., op. cit. Do not include internal references to other footnotes.

3.7 Numbers and Dates

Volume numbers should be indicated with Arabic rather than Roman numerals: vol. 2 (not: *vol. II).
Do not use spaces in indications such as §3 or 50%. When referring to several paragraphs, please put §§5–8 (not: *§5–8).
For larger figures, please use the format 34,000/500,000 (or 34.000/500.000 in non-English texts).

3.8 Accents

When using capital letters, we recommend considering standard accents (Moyen Âge rather than *Moyen Age).

3.9 Abbreviations

For references and bibliographical entries, please use standard Latin abbreviations (cf. appended list, 5). In your text, we recommend that you use the standard abbreviations commonly used in the language you are writing in (such as, in French: “par ex.”; in German: “d.h.”). Should you make wide use of abbreviations, please provide a separate list of abbreviations.

3.10 Quotes

Longer quotes (comprising more than five lines in your manuscript) must be indented. Please use a smaller font size.
Please conclude the indentation with a full stop (following any reference and/or quotation marks).

3.11 References

References must comprise the full name(s) of all author(s)/editor(s) (cf. 3.12), the year of publication and, following a comma, the page number(s), e.g.:

Pérez (1979) a bien analysé cet aspect …
Comme nous avons déjà vu (cf. Althaus/Henne/Wiegand 1980, 24–26) …
… there is also evidence of delateralisation of /ʎ/ in non-Romance languages (cf. Šimičić/Houtzagers/Sujoldžić/Nerbonne 2013, 25)…

Several titles should be separated by means of a semicolon:

(cf. Sabatini 1946; García et al. 1988; Müller/Schweickard 2005, 50–67; Meyerhöfer 2010).
In round brackets, no further parentheses (round or square brackets) should be used.

The abbreviations “ed.” and “edd.” for editor(s) and superscript numbers indicating the edition of a title must not be used in references.

3.12 Bibliography

At the end of a monograph, please provide a bibliography in alphabetical order, numbered as a chapter of its own. In collected volumes, an alphabetical bibliography must be placed at the end of each article (numbered as a chapter of its own). Use hanging indent, and conclude every entry by a full stop. The bibliography should contain all titles that you refer to in your text. Do not abbreviate first names, and provide information on the publisher, together with the place and year of publication. Please separate titles and subtitles with a full stop. In non-German titles please only capitalize words that must be capitalized following the rules of the respective language (e.g. the first title word, proper names, or terms for languages in English); all other title words shall be written in lower case. Do not use short references within the bibliography (*in: Holtus 1994), but give the full details of every title (even if the name of an author appears more than once), including titles of journals.

Monographs/Collected volumes

Appel, Carl, Provenzalische Chrestomathie mit Abriss der Formenlehre und Glossar, Leipzig, Reisland, 1930 (Nachdruck Hildesheim/New York, Olms, 1974).
Martínez, Juan (ed.), The Spanish language in the world, 3 vol., Frankfurt, Lang, 2010. [= one editor]
Beck, Hans-Georg/Manoussacas, Manoussos/Pertusi, Agostino (edd.), Venezia centro di mediazione tra Oriente e Occidente (secoli XV–XVI), Firenze, Olschki, 1977. [= several editors]

If there are several authors/editors, we kindly ask you to list all names:


In particular cases (i.e. a great number of authors or editors), it is possible to only indicate the first name, followed by “et al.” (in which case please separate the first name and “et al.” with a comma):


Articles in collected volumes


Journal articles


Please always provide the full title of journals and refrain from using abbreviations.
It normally suffices to indicate the volume and year. Individual issues must figure only if pagination starts from scratch for each individual issue. Please separate volume and issue numbers with a colon: 34:3 (2011).

Editions


Dictionaries (can be used with abbreviations)


Online sources

Please always provide the complete information and indicate the date of your last access as follows: [last access: Oct. 4th, 2011].

For all freely accessible online sources, please provide the DOI (= Digital Object Identifier), if available (alternatively, the URL).

DÉRom = Buchi, Éva/Schweickard, Wolfgang (edd.), Dictionnaire Étymologique Roman (DÉRom), Nancy, ATILF, 2008–, http://www.atilf.fr/DERom. [last access: February 26th, 2020]


Should you quote more than one title by the same author(s) of the same year, please differentiate as follows:


If you quote several titles by the same author published in different years, please arrange them proceeding from “old” to “new” (e.g. first 1978, then 1987, then 1999, then 2001).

4 Correction of Galley Proofs

You will receive your galley proofs as PDFs. Please mark your corrections in the PDF document itself or in a paper copy and send the proofs back to De Gruyter. Later changes and amendments (compared with the submitted manuscript) will be carried out at the expense of the author. For this reason it is crucial that the manuscript you submit is finalized in terms of content, language, and style.

5 List of Latin Abbreviations

adj. adjective
adv. adverb
anon. anonymous
ca. approximately
cf. see/compare
ed./edd. editor(s)
et al. and others
etc. and so forth
f./ff. folium/folio
fasc. fascicle
i.e. that is
pers. person
pl. plural
r° recto
s.a. without a year
sg. singular
s.l. without a place
subst. noun
s.v. under the word/heading
v° verso
vol. volume(s)
vs. versus