Series Editors

Prof. Dr. Claudia Polzin-Haumann (Saarbrücken)
Prof. Dr. Dr. h.c. Wolfgang Schweickard (Saarbrücken)

Stylesheet

1 General Information

There are two ways of producing a BZrP title: we either work with a professional typesetter, or the author/editor produces his/her own camera-ready copy (CRC). All manuscripts have to be in line with the following styleguide, no matter which form of production we go for. If you have agreed to submit a CRC, there will be further formal aspects to consider. You will receive all necessary information from De Gruyter publishers.

2 Manuscript Submission

The following applies to titles handled by a professional typesetter:

Please submit your manuscript (finalized both in terms of content and style) electronically to De Gruyter publishers (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.
3.2 Highlighting

Highlighting should be used as follows:

*italics* for titles 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* 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

(not: 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., ebd., op. cit.
3.7 Numbers and Dates


Volume numbers should be indicated with Arabic rather than Roman numerals: vol. 2 (not: vol. II).

No spaces must be used in information such as §3 or 50%.

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 English: i.e., in German: d.h.).

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).

3.11 References

References must comprise the name(s) of the author(s)/editor(s) (up to three names can be listed, separated by forward slash without spaces; if there are more than three authors, only the first name should appear followed by: et al.), 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)…
… and it has also been stated that “in Italia […] non si dice così” (Berger 1980, vol. 2, 112–123), …

Several titles should be separated by means of a semicolon:


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 your manuscript, please provide a bibliography in alphabetical order, 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.

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


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]

When referring to a title with more than three authors/editors, only use the first name, followed by: et al.:


Articles in collected volumes


Journal articles (please always provide the full title of the journal)


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).

Please provide the DOI (= Digital Object Identifier) for online journals.

Editions


Dictionaries (can be used with abbreviations)


Online sources

Please provide the complete information (including DOIs for journals) and indicate the date of your last access as follows: [last access: 04.10.2011].

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

The following applies to titles handled by a professional typesetter:

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. This means that the manuscript you submit must be finalized in terms of content, language and style.

5 List of Latin Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>adj.</td>
<td>adjective</td>
</tr>
<tr>
<td>adv.</td>
<td>adverb</td>
</tr>
<tr>
<td>anon.</td>
<td>anonymous</td>
</tr>
<tr>
<td>ca.</td>
<td>approximately</td>
</tr>
<tr>
<td>cap.</td>
<td>chapter</td>
</tr>
<tr>
<td>cf.</td>
<td>see / compare</td>
</tr>
<tr>
<td>ed. / edd.</td>
<td>editor(s)</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>etc.</td>
<td>and so forth</td>
</tr>
<tr>
<td>f. / ff.</td>
<td>folium / folia</td>
</tr>
<tr>
<td>fasc.</td>
<td>fascicle</td>
</tr>
<tr>
<td>i.e.</td>
<td>that is</td>
</tr>
<tr>
<td>loc. cit.</td>
<td>in the place cited</td>
</tr>
<tr>
<td>pers.</td>
<td>person</td>
</tr>
<tr>
<td>pl.</td>
<td>plural</td>
</tr>
<tr>
<td>r°</td>
<td>recto</td>
</tr>
<tr>
<td>s. / ss.</td>
<td>sequens / sequentes (with page numbers: 75s. / 143ss.)</td>
</tr>
<tr>
<td>s.a.</td>
<td>without a year</td>
</tr>
<tr>
<td>sg.</td>
<td>singular</td>
</tr>
<tr>
<td>s.l.</td>
<td>without a place</td>
</tr>
<tr>
<td>subst.</td>
<td>noun</td>
</tr>
<tr>
<td>s.v.</td>
<td>under the word / heading</td>
</tr>
<tr>
<td>v°</td>
<td>verso</td>
</tr>
<tr>
<td>vol.</td>
<td>volume(s)</td>
</tr>
</tbody>
</table>