Stylesheet

1 General Information

There are two ways of producing a *mimesis* 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.
- Leave no comments, modification traces or highlighting in your file.
- 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 and journals) and for emphases (please use italics for emphases only where needed)

*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 Quotation Marks, Punctuation Marks, Dashes

In texts written in English, quotation marks should be used as follows:

‘...’ for quotations within the text

‘...’ for short quotations and emphases within quotations as well as for words, terms, expressions and phrases used in a specific, context-dependent sense (e.g. ...the so-called ‘Belles Infidèles’...)

For dashes, please generally use en dashes (–) with a space before and after.

Longer quotations appear in smaller font size and must be indented. For indented quotations please do not use quotation marks, e.g.

As this example suggests, the focus on Yiddish literature (poetry, fiction, drama [...]) means not to exclude other kinds of texts, Rather, it draws frequently on such texts, which help illuminate the poetics [...]. (I, 1)

Comments or additions by the author must be placed in [...]. If you leave out parts of a quotation, please mark this by using [...].

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.

Footnotes start with a capital letter and close with a full stop.

3.7 Abbreviations

Please use the standard abbreviations commonly used in the language you are writing in (e.g., i.e., ed./eds., etc.). Please avoid unclear references such as: op. cit.

3.8 References

References must be placed in footnotes. Names of authors that have already been named in the text must be repeated in the references.

When a title is first mentioned, the full title information should be provided.¹

If mentioned again, please choose a shorter title reference.²

² For example: David Lagmanovich (ed.): *La otra mitrada*, p. 52.
Should there be several consecutive footnotes referring to the same title, please use “ibid.”. Please use en dashes (rather than hyphens) to indicate a span or range of numbers: 25–196. References in footnotes should be adapted to the following style:

**Monographs**
First name Name: *Title: Subtitle*. Place: Publisher Year.
Series information can be added:
First name Name: *Title: Subtitle*. Place: Publisher Year (Series, Number).

**Collected volumes**
(one editor) First name Name (ed.): *Title: Subtitle*. Place: Publisher Year.
(two editors) First name Name (eds.): *Title: Subtitle*. Place: Publisher Year.
Should there be more than two editors, only name the first two and use “et al.”:
First name Name/First name Name et al.(eds.): *Title of collected volume*. Place: Publisher Year.

**Publications in collected volumes**
(one editor) First name Name: Title: Subtitle. In: First name Name (ed.): *Title of collected volume*. Place: Publisher Year, p. xx–xx.
(two editors) First name Name: Title: Subtitle. In: First name Name/First name Name (eds.): *Title of collected volume*. Place: Publisher Year, p. xx–xx.

**Journal publications (for well-established journals standard abbreviations can be used)**
Please provide the DOI (= Digital Object Identifier) for online journals.

**Editions**
First name Name: *Title: Subtitle*. Edited by First name Name. Place: Publisher Year.

**Newspapers and magazines**
First name Name: Title: Subtitle. In: *Newspaper* Number (Date of Month and Year), p. xx–xx.

3.9 Bibliography
At the end of your manuscript, please provide a bibliography in alphabetical order, numbered as a chapter of its own. 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. In your bibliography, last names should come first (Name, First name: ...). Other than that, the structure must follow the guidelines listed in 3.8.
If you list 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.

---

3 For example: Ibid., p. 13; ibid., p. 99.