GUIDELINES FOR MANUSCRIPT PREPARATION

PARADIGMS
Literature and the Human Sciences
Ed. Rüdiger Campe & Paul Fleming

1. Manuscript submission

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.). 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:
- use standard word processors only (Word for Windows or Mac, Open Office etc.)
- 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. Times New Roman, pt. 12)
- do not leave any track changes, comments or highlighting in the document

If you are familiar with text-editing programs, please also
- add automated page numbers to all files
- add running heads with the title of the publication and/or article/chapter title and author
- disable automatic hyphenation

If you prepare a work that consists of individual chapters or contributions (e.g. an edited volume), please put all texts into one single document and place them in the correct order, including a front page and the table of contents.

If you are editing a volume with multiple authors, please state the name of each individual author before the title of the article or chapter. If you wish to include detailed information on the authors of the volume, please compile a separate contribution “About the authors” and add it at the end of the volume.

Please make these guidelines available to all contributors.

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 Times New Roman 12 pt. for your main text, format all headings in 14 pt.)
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.
Footnotes always end with a full stop.
Titles and subheadings should not end with a footnote.

3.3. Numbers and dates
When giving number spans, do not drop digits: 3421–3426 (not 3421–6).
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
*Italic script* should be used to emphasize book titles, plays, films, published documents, newspapers, journals, paintings, specific words, phrases, foreign language expressions.
Key terms in a discussion should be set in italics at first mention only.
Use *italics* as a marker for emphasis, but sparingly, and do not use other forms of emphasis such as *underlining*, **bold**, spacing, CAPS or SMALL CAPS.
Emphasized words or phrases by the author within a quotation, should always be referenced with [emphasis mine].
4. Bibliographical references

4.1. General

Please use a consistent system for indicating bibliographical references and citing texts. Make sure that the same system of reference is used throughout the whole volume, in all chapters, and by all individual authors.

We recommend Chicago style with full citation first time, abbreviated thereafter and a full bibliography at end of book (see below, 4.3 and 4.4.). You can, however, also use MLA style with brief in-text-citations plus year for your citation method. Most importantly, be clear and consistent in your chosen method.

4.2. Quotations

Quotations should be enclosed in “double quotation marks,” citations within citations should be enclosed in ‘single’ quotation marks unless they are in a block quote.

Longer quotations should appear as a separate indented block and should not be enclosed in quotation marks. If you are citing a longer passage from a source other than English, please cite in the original language first and then, in a further block quote separated by one line, the English translation.

The source of the citation should be stated in a footnote. 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 (the tab key on your keyboard can be found on the upper left, next to the letter Q). Please do not indent line by line, but highlight the whole paragraph and then hit the tab key.

and one thing for the future bear in mind, that thou curb and restrain thy loquacity in my company; for in all the books of chivalry that I have read […] I never met with a squire who talked so much to his lord as thou dost to thine; and in fact I feel it to be a great fault of thine and of mine: of thine, that thou hast so little respect for me; of mine, that I do not make myself more respected. (Cervantes 1605, 23)

Mark ellipses with square brackets and three dots […].

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.”

A translation of a quotation in a language other than the main text should be in “eckige Klammern” [square brackets].

4.3. References within the text

In the text, state the full citation – first name surname, title (place: publisher, year), page – in a footnote when the publication is mentioned the first time. For subsequent mentions, use the abbreviated citation – surname, short title, page. The format for cited literature should be consistent throughout. (for further reference see http://www.chicagomanualofstyle.org/tools_citationguide.html):

One author
2. Pollan, Omnivore’s Dilemma, 3.

Two or three authors

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

1. Dana Barnes et al, Plastics: Essays on American Corporate Ascendance in the 1960s . . .
2. Barnes et al., Plastics . . .

Give page numbers in full: avoid the use of “f.”, “ff.”, please do not drop digits.

Always give the full or abbreviated citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”
4.4. Reference List/Bibliography

The reference list should be arranged in one alphabetical list by surname. If it contains more than one work of the same author, arrange the works by date. If there is more than one work by the same author, please repeat the name for each entry.

General book format

Work in an anthology
Add editor(s) after book title.


Journal paginated by issue
Name of journal in italics. Give volume, issue number and year.


Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. If no DOI is available, list a URL.


Video or film
Sort by title.


Online source
Include as much information as possible. Do not highlight URL. Add date of last access.


5. Index

If your volume contains an index of names and/or a subject index, there are two options:
1. You can prepare the index by using the index tool in Word before submitting the final manuscript. For simple indices, use the index tool to “tag” the relevant entries in the text. Tagging the entries in the manuscript will enable us to create a reliable index speedily and cost effective during the typesetting process (also via xml-data). For more complex indices with sub-entries or multiple indices please contact us.
2. When submitting the final manuscript of the book or article, please include a list of all names and/or subjects that should be indexed and sort by type of index (names, subjects, or e.g. works). The page numbers will be added to the index by the authors of the volume with the first proof corrections.