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 your manuscript 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. Arial/Times New Roman, pt. 11)
- do not leave any track changes, comments or highlighting in the document (other than for indexing purposes, see below)

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 are the editor of a volume with a special focus, please merge all texts into one single document and place them in the correct order, including a front page and the table of contents. Please state the name of each individual author before the title of the article or chapter. Please make these guidelines available to all authors.

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 the respective document. The most important aspects are:
- supply graphics and text separately, i.e. do not incorporate images in the text
- name image 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 (no less than 300 dpi in relation to the printed size)
- mark the places in your manuscript where illustrations should be inserted, using a reference that includes the file name of the image
- 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., authors must obtain all usage rights to previously published portions of their contribution, including tables, figures, etc., in advance)
3. General formatting

3.1. Headings and subheadings
Label headings consistently. We recommend simply using a larger font than the main body (e.g., if you use Arial 11 pt. for your main text, format all headings in 14 pt.)
Use subheadings sparingly. Avoid numbering sub-headings.
Headings never end with a full stop or colon.
Do not use title capitalization for subheadings.

3.2. Spelling
Use American not British. Hence, use -ize, not -ise, -or not -our, etc.
More specifically, use *Merriam-Webster’s Eleventh New Collegiate Dictionary* as the reference dictionary for all of the following matters:
1) the spelling of words in English; always select the first spelling given (e.g., between “traveled” and “travelled,” choose “traveled” because that is listed first)
2) the spelling of place names and names of people
3) decisions regarding where a word may be hyphenated
4) decisions about which words of recent foreign origin should not be italicized; that is, if a word that might seem “foreign” to English (such as “genre”) is listed in that dictionary, then it does not need to be italicized.

Non-English words
Italicize all words or phrases from languages other than English the first time they are mentioned—with the exception of words or phrases found in *Merriam Webster’s Eleventh New Collegiate Dictionary*. If the meaning of a foreign word is made clear in the text and frequently reused, that word can be given in roman type after the first mention.
Textual quotations in foreign languages and foreign ranks, institutions, buildings, names of societies etc. are not italicized, e.g. Rathaus, Stanza della Segnatura.

3.3. Numerals
In continuous text, normally use Arabic numerals for numbers above twenty but spell out if less. Use numerals for percentages in the text, and spell out ‘percent’, e.g., 10 percent.
Insert a comma for thousands and tens of thousands, e.g. 10,000 and 2,000 (the comma is not followed by a space).
When giving number spans, do not drop digits: 3421–3426 (not 3421–6).

3.4. Dates
Set dates out as follows:
July 20, 1969
on July 20
eighteenth century (not 18th century) when used as a noun
eighteenth-century (not 18th-century) when used adjectivally

3.5. Dashes
Please distinguish between the hyphen - and the n-dash –
To insert syntactical comments in between dashes, always use n-dashes with spaces – as in this illustration – and do not use hyphens or m-dashes.
Use en-dashes for all numerical and date ranges, including page ranges for bibliographical information, without spaces before and after.

3.6. Brackets and Parentheses
For parentheses within parentheses, use square brackets within round brackets. This also applies for source documentation in parentheses (see below). Square brackets are also used for editorial comment, e.g. [My italics].

3.7. Abbreviations
Use a stop for all abbreviations: e.g., Dr., Mr., vols., eds., p., vol., ed., no., nos. Do not use stops for acronyms or initialisms but capitalize all letters:
- Acronyms: UNESCO, AIDS, NATO
- Initialisms: EU, EC, US, UN, UK, EU, EC, CIA, FBI, PDF, BC, AD
  - Exception: G.I. (to refer to American troops in World War II)
  - NB: BC and AD should appear in small caps
  - “Alphabetisms”: JPEG, MS-DOS
Always use spaces when giving first name initials:
- E. M. W. Tillyard, rather than E.M.W. Tillyard
Always follow the abbreviations e.g. and i.e. with commas:
- e.g., this sentence is an example
- i.e., this sentence is also an example
(NB: avoid frequent use of these abbreviations)

3.8. Footnotes
To place and administer footnotes, use the footnote function of your word processing program only. Editors: Please restart the numbering of footnotes at 1 for each contribution. Footnotes always end with a full stop. Titles and subheadings should not end with a footnote.

3.9. 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).

3.10. 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.

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. Please use “smart quotes” instead of ”Straight quotes” (the same applies to apostrophes).

NB: Punctuation marks, except colons and semicolons, are always placed inside quotation marks.
NB: All verse quotations, and prose quotations that run to more than three lines, are set off from the text. and should appear as a separate indented block. NB: In this case, do not use quotation marks.

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)

Quotations in foreign languages should be accompanied by a translation either following it [in square brackets] or in a footnote.

The omission of words from quotations should be indicated by ellipses placed within square brackets: […] . A space should be left in front of the first bracket, and a space should follow the bracket if what follows is a word. If a punctuation mark follows the bracket, it should be placed flush against the bracket. Note that the ellipses should be entered as three stops with the kind of semi-space in between that, for instance, Microsoft Word produces automatically; if in doubt, just use three stops in a row. Please only indicate ellipses at the beginning and end of quotations when not doing so would result in the quotation appearing ambiguous or unnatural. Otherwise, do not use […] at the beginning or end of quotations.

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.”

4.3. References within the text
Titles of books, journals, plays, long poems, films, newspapers are in italic;
titles of short stories, short poems, and articles are in roman and in single quotation marks.

Notes should be presented as footnotes (not endnotes). Indicators in the text should appear outside the punctuation, except for closing parentheses when the note is part of the parenthetical matter.

EXCEPTION: Primary works referred to very frequently in the text should only be given in a first footnote reference, and all further references should then be given in the text in brackets in abbreviation. For instance, an essay primarily concerned with Hanif Kureishi’s Love in a Blue Time, would have the first reference to the novel in a footnote with full bibliographic details followed by a colon and the note:

further references in the text, abbreviated as “BT”.
Quotations in the text would then be followed by (BT [Comma] [Page Number]).

4.4. Acknowledgements
Acknowledgments should appear as the first, unnumbered note. Unnumbered is key: no titles, epigraphs, etc. should end in a reference number.

4.5. Note reference system
In general, please provide the full bibliographical data for all quotations in your contribution. Use common abbreviations such as “UP” for “University Press”, “U” for “University” and “P” for “Press”. 
• A monograph should be referred to as, for example:

• An article in a collection should be referred to as, for example:

• A journal article should be referred to as, for example:
  For journals, do not include month or season of publication but give the issue number after the volume number; separate these elements with a period but no space.

• An article in a newspaper, popular magazine or other publication without issue numbers should be referred to as follows:
  If newspaper sections are distinguished by pagination, do not give the section name but only the unique page number. This holds true for magazines as well.
  If the publication is identified by month/season and year only, separate these only with a single space.
  For example, use (January 2008) instead of (January, 2008).

• Translator information, if any, should be given immediately after the work’s title, only preceded by an editor, if any. For example:

• For reprinted works, please insert the original year of publication, enclosed in square brackets, immediately following the title. For example:

• When quoting from plays, please use Arabic numerals, separated by periods, to refer to act, scene, and line(s). For example:
  Note use of en-dash in page and line ranges.

In subsequent references to a work, author, abbreviated title, and page should be adopted in the footnotes. Each of these should be separated by commas. For example:
  Luckett, “Image and Nation,” 89.
  Metz, “Fiction Film,” 75.

NB: Do not use ibid. or op. cit.

Please include full page/line numbers for both ends of the range; i.e., use 123–143, NOT 123–43.

Page ranges for multi-volume texts: place the volume number after the bibliographical information, followed by a colon and the page numbers. Do not include a space. For example, give 3:234 to indicate page 234 of volume 3 of that work.

Electronic references
Always provide the doi (preferably) or full URL for online sources and include the date on which you accessed the information in brackets.
5. Additional requirements

5.1. Index
All volumes must contain an index of names and subjects. When submitting the final manuscript of your article, please include a list of all names and subjects that should be indexed. Please indicate terms from your contribution that should be included in the volume’s index by highlighting them in yellow in your contribution. Note: Keep the index simple. You should include important topics as well as proper names but not items which are mentioned only in passing or without relevance to the argument. Footnotes should be indexed only if they provide additional information. If you wish to include index entries that are not included in the text verbatim, please use the comment function to indicate what should be indexed.

5.2. Abstract
Please provide an abstract for your contribution. The text should be no less than 100 words and no more than 200. It should be placed immediately preceding the first paragraph of your contribution, following the title.

5.3. Contributor information
Please provide a short biographical sketch, including major publications. The text should be no less than 100 words and no more than 200. It can be appended following the article text. The volume editors will use these biographical sketches to compile an alphabetical “List of Contributors” at the end of the volume.