

GUIDELINES FOR MANUSCRIPT PREPARATION

Interdisciplinary German Cultural Studies

Edited by Irene Kacandes

1. General information on the series and procedures

The series editor of *Interdisciplinary German Cultural Studies* subjects the manuscript to peer review. The editor normally promises an eight-week turnaround on acceptance or rejection after the submission of a complete manuscript. No incomplete manuscripts will be read. Do not submit your manuscript to other publishers simultaneously. We should be the only readers of your manuscript. Once a finished manuscript has been approved by the editor and the author and submitted to the press (“in press”), the book will normally appear in about 6 months. Subventions are generally not required or expected, as is consistent with North American practice.

De Gruyter handles contracts, all details of publication, marketing, etc. De Gruyter does typesetting, but editing and proofreading is the responsibility of the author under the guidance of the editors.

Permissions (for images, any complete poems beyond fair use, figures, etc.) are the responsibility of the author.

Please include a short CV with your submission.

Manuscripts should have a minimum length of 540.000 characters (incl. spaces) to fit our book format.

2. Contacts

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3. Writing guidelines

Look at some other books in the series to get a sense of the purpose of the series.

Think of your readers: scholars and advanced students in the academy in the arts, humanities, or social sciences, but not necessarily readers of German. You should keep this audience in mind throughout the whole book. Therefore:

- Write English only in the main text, supply original German quotations in the notes, but only where they are necessary for the argument.
- Include somewhere in the early part of the book (presumably in the introduction) a clear theoretical framework and explain your methodological assumptions.
- Notes are for references, arguments go in the text.
- Minimize jargon.
- Be interdisciplinary.

4. 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 further details (margin width, font type and size, hyphenation, justification etc.) will be taken care of in the typesetting process and need not be set up in advance.

Please prepare the document in a way that makes it easy to handle for the series editors and De Gruyter's production staff:

- format the manuscript in US letter format (8.5 × 11 in / 215.9 × 279.4 mm)
- 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)
- please 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 name
- 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 document.

Please make these guidelines available to all authors.

5. Instructions for tables and figures

Guidelines for tables and figures are available via De Gruyter. If you wish to include images, 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

6. General formatting

6.1. Headings

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.)

We recommend numbering subheadings, which makes it easier to navigate and reference the text for your readers. Please only use Arabic numerals: 1, 2, 3, for main chapters, and 1.1, 1.2, etc. for subheadings.

You may use the automated numbering of your word processor.

Headings never end with a full stop or colon.

Do not use title capitalization for subheadings.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. 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).

6.6. 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**, s p a c i n g, CAPS or SMALL CAPS.

Emphasized words or phrases by the author within a quotation, should always be referenced with [emphasis mine].

7. Bibliographical references

7.1. 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 references in footnotes, but other styles are acceptable if used consistently. If you do not use standard Chicago or MLA styles, please include a separate note on your reference style with the manuscript submission.

7.2. Quotations

All quotations in the text should be English. Please place the original German in the notes, but only where necessary for the argument. That is, everything is in English in the text except very special phrases that you are analyzing or explaining.

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. The citation of the source should be placed at the end of the quote following the punctuation. 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.

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.”

Give page numbers in full: avoid the use of “f.”, “ff.”

Always give the full citation: do *not* use “op. cit.”, “loc. cit.”, or “ibid.”

7.3. References

References within the text

In the text, use Chicago style footnotes to reference your sources. Add cited pages after a comma.

¹George Lakoff and Mark Johnson. *Metaphors We Live By* (Chicago: University of Chicago Press, 1980), 2–6.

In footnotes, please list first names first. Other than that, the citation format is identical to that in the works cited list.

- Firstname Lastname, *Title of the Book* (Place: Publisher, date).
- Firstname Lastname, *Title of the Book* (Place: Publisher, date), single page cited.
- Firstname Lastname, “Title of the Article,” in *Title of the Book* (Place: Publisher, date), pp–pp. [if not citing a specific page]
- Firstname Lastname, “Title of the Article,” in *Title of the Book* (Place: Publisher, date), single page cited. [not the whole chapter pages]
- Firstname Lastname, “Title of the Article,” *Journal Title* issue.volume (date): single page cited. [not the whole chapter pages]

You may also use a MLA variant, with in-text-citations giving the author *name*, *year* of publication, and *pages* (Miller 2007, 55–61).

Reference List/Bibliography

There needs to be a complete list of referenced material at the end of the book.

The reference list should be arranged in one alphabetical list by last name. If it contains more than one work of the same author, arrange the works by date. If it contains more than one work by the same author and the same year, add letters to the year (1980a, 1980b) and quote accordingly.

- Lastname, Firstname. *Title of the Book* (Place: Publisher, date).
- Lastname, Firstname. "Title of the Article." *Journal Title* issue.volume (date): pp–pp.

Examples:

General book format

Pollan, Michael, *The Omnivore's Dilemma* (New York: Penguin Group, 2006).

Lakoff, George, and Mark Johnson. *Metaphors We Live By* (Chicago: University of Chicago Press, 1980).

Work in an anthology

Add editor(s) after book title.

Harris, Muriel, "Talk to Me: Engaging Reluctant Writer," in *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth (Portsmouth, NH: Heinemann, 2000), 24–34.

Journal paginated by issue

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

Bagchi, Alaknanda, "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*," in *Tulsa Studies in Women's Literature* 15.1 (1996): 41–50.

Video or film

Sort by title.

An Inconvenient Truth, Dir. David Guggenheim. Narr. Al Gore (Paramount, 2006).

Online source

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

Bhabha, Homi K., *Our Neighbours, Ourselves: Contemporary Reflections on Survival*, <http://www.degruyter.com/view/product/177770> (Berlin and New York: De Gruyter, 2011), 14 February 2012..

Herbst, Alban Nikolai, *Die Dschungel. Anderswelt*. <http://albannikolaiherbst.twoday.net/>. Weblog, (2004–), 14 March 2012.

8. Index

All volumes should contain an index of names and/or a subject index. When submitting the final manuscript of your 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 editors or authors of the volume with the first proof corrections.

Alternatively 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).