

## Editorial Guidelines for Layout by V&R Unipress Publishers

### Format

The following specifications are intended as suggestions. You are welcome to configure your file differently if you wish.

- DIN A4, portrait format
- Times New Roman (please let the editor know if you are using other fonts, e.g. Greek, Hebrew, etc. This must be clarified with the publisher)
- Font size for the main text: 12 p.
- Font size for the footnotes: 10 p.
- Line spacing 1.5.
- Right, left and top margin: 2.5 cm (0.98 inch); bottom margin: 3.2 cm (1.26 inch)

### Headings and Enumerations

- Must be clearly identifiable as such.
- Please do not use automatic numbering in the headings.
- Please submit a table of contents.

### Paragraphs and Sections

For a new paragraph, end the preceding paragraph by typing “enter” once.

For a new section, type “enter” twice in order to create an empty line.

(Please do not use the menu function format/paragraph/line spacing before or after paragraph)

### Accentuation in body text

- In order to accentuate parts of the text please use italics (do not use bold type or underlining).
- Please do not type whole words in upper case (e.g. WORD); instead please use small capitals (e.g. WORD) (menu/format/ characters).

### Abbreviations

Please use only common abbreviations such as e.g., i.e., etc. Spelling should be consistent.

### Spelling

You may follow either U.S. or British English spelling conventions, but be consistent in whichever you use.

### Cross-references

- Cross-references to pages in the text are marked with »\$\$\$«, so that they are easy to find when the correct page numbers are integrated.

- We recommend that you cross-refer to whole chapters or sections so as to avoid having to make adjustments later.

## General Guidelines on Citations

- Footnote signs come directly after the quote or after the punctuation mark. “This is a sample sentence.”<sup>1</sup> – *Is this a sample question?*<sup>2</sup> – *This is clearly a so-called “sample quote”*<sup>3</sup>. – “A sample quote within a sentence”,<sup>4</sup> followed by a punctuation mark.
- Quotation marks must be placed at the beginning and the end of a quotation.
- The quotation marks must be typographically distinguishable.
- If words/passages are left out of original quotations, this must be clearly marked by square brackets and ellipses: “The sky is [...] blue.”
- Direct speech in quotes, and quotes within quotes must be enclosed by single quotation marks: “At the end of his life, Heine remarked: ‘A few straightforward quotes enhance the whole personality.’”
- Single quotation marks must also be typographically distinguishable.
- Interpolations must be enclosed by square brackets: “The country [of Argentina] has many uninhabited areas.”
- Quoted verse lines or verses may be reproduced line by line in keeping with the original, or with a slash or double slash to indicate a line break or verse break respectively.
- Quotes must be reproduced faithful to the original, even if they contain unusual spelling or punctuation; such errors [sic!] must be left in, as just demonstrated here.
- The emphasis of certain parts of a quote must be indicated, e.g. by inserting “[emphasis added]”.

## Bibliographical Particularities and Abbreviations

The following special rules apply for literary references:

- Place of publication is directly followed by year of publication.
- Reference is made to more than one page as follows: p. 423f. or p. 423ff.
- *ibidem* is abbreviated to *ibid.*
- Attention must be paid to the correct use of hyphens and dashes
  - A hyphen, used to join words or separate syllables, is a short dash!
  - A dash is longer than a hyphen, and is used for indentations, enumerations and between year dates or page numbers, or for the insertion of parenthetical statements or a break in thought.
  - There is no space before or after the dash between year dates, page numbers etc.
  - For parenthetical statements and breaks in thought there must be a space before and after each dash.
  - If you choose to hyphenate the text manually, please use the soft hyphen (“Ctrl” + hyphen). In this way word-breaking hyphens remain hidden if the layout of the text is changed.
- If you translate parts of the text yourself, please indicate this with “[own translation]”; where necessary insert names to avoid confusion.
- If reprints of old texts or new editions of old works are cited, add the year of publication of the first edition in square brackets after the year of publication of the new edition (e.g. Bouquet, not dated [1572]).

## Citations

The following specifications are intended as suggestions. From the point of view of the publishing company it is only important that your manuscript is consistent in terms of citations. It is immaterial to us which system you choose, as long as it is compliant with the academic conventions of your discipline. The editor will inform you which citation format should be used. In the following we explain the German (A) and the American (B) citation format.

### Small Capitals:

In the bibliography the last name of the cited author can be typed in small caps (go to Format / Characters). This should be consistent in all the contributions to an edited volume. Please check with the editor whether small caps are to be used in the bibliography.

### Books:

- *In the bibliography:*  
Gansel, Carsten / Liersch, Werner (eds.): Hans Fallada und die literarische Moderne. Göttingen 2009.
- *In the footnotes (A) or in the text in parentheses directly after a citation (B):*  
Gansel / Liersch 2009, p. 55.

### Book contributions:

The title of the article is inserted in single quotation marks, the volume or journal title is in italics.

- *In the bibliography:*  
Hernik, Monika: ‚Nüchterne Sachlichkeit‘, in: Gansel, Carsten / Liersch, Werner (eds.): *Hans Fallada und die literarische Moderne*. Göttingen 2009, p. 51–66.
- *In the footnotes (A) or in the text in parentheses directly after a citation (B):*  
Hernik 2009, p. 55.

### Articles in periodicals:

The issue number is written after the year of publication and separated from it by a slash. The year of publication comes directly after the name of the periodical (without a comma).

- *In the bibliography:*  
Spahn, C.: ‚Starker Goldglanz. Die Wiedereröffnung der Mailänder Scala‘, in: DIE ZEIT 2004/51, p. 56.
- *In the footnotes (A) or in the text in parentheses directly after a citation (B):*  
Spahn 2004, p. 56.

### Internet sources:

- *In the bibliography:*  
Author(s): Title. Year, available at: URL [last access date].  
Institut für Kommunikationswissenschaft: Hinweise zum Zitieren von wissenschaftlichen Arbeiten, 2004, available at: <http://www.tu-dresden.de/phfikw/ifk.htm> [19.11.2004].
- *In the footnotes (A) or in the text in parentheses directly after a citation (B):*  
Author(s) Year

Please also note the following where appropriate:

- Electronic sources frequently have no page numbers. Where available, a paragraph number can be given:  
Institut für Kommunikationswissenschaft: Hinweise zum Zitieren von wissenschaftlichen Arbeiten. 2004, available at: <http://www.tu-dresden.de/phfikw/ifk.htm> [19.11.2004], para. 5.
- If one wishes to cite a complete website without making reference to a specific entry, the URL must be specified.

### Films:

In principle, the procedure is the same as for texts. As a rule, instead of the author, the name of the director is stated; instead of page references, specify as accurately as possible in minutes and seconds the point at which the passage quoted occurs, using the time counter on the video or DVD player. Films on DVDs are usually also broken down into chapters; the chapter can also be specified, but the time should still be given:

Luis Buñuel: *Belle de jour*, DVD, 96 m., Barcelona: Manga Films 2001 (France 1967), 26:00–26:10 m. (ch. 2).

### Illustrations

- Image captions: Name of artist: Title, year/century, materials and techniques, measurements, town location, building/institution, room, inventory number, page/folio, other details where applicable
- Image credits as follows: illustration number: source and clear information on the source (Buren 1991 (as in note 3), p. 12, ill. 3).
- The authors are responsible for obtaining copyright permission themselves for any images they use.

### Please submit your illustrations in the following format:

- Photographs and grey-scale images have a resolution of 300 dpi at the intended size of the image (max. 11.3 cm wide and 17.5 cm high).
- Line art should have a resolution of 1.200 dpi at the intended size of the image (max. 11.3 cm wide and 17.5 cm high).
- All images are stored as a TIFF-file or as a JPG-file.
- Image files are named according to the following scheme: “fig” plus 3 digits for the numbering. (“fig001.tif” for figure 1; “fig002.tif” for figure 2 and so on).
- Each image must have a caption.
- Images have to be numbered. They have to have an image caption and the text should refer to the regarding image (“see figure 1”).
- If your book contains sheet music examples, we need them in EPD-format with a width of 11.3 cm.
- If your book contains diagrams that are to be printed in black and white, the diagrams’ sections have to be distinguishable by their greyscale or hatching.