

## Style Sheet for Literature Volumes in the FRIAS Book Series *linguae & litterae*

### General Instructions

- The most important rule is consistency. Please make sure always to use the same style/method etc.
- Please use the font Times New Roman.
- The whole text, including captions and footnotes, should run flush left. Please do not use justification or centring.
- No syllabification.
- In enumerations of three or more items, please use the serial comma ("Oxford comma" or "Harvard comma"): "coffee, milk, and sugar".

### Titles and Captions

- Please use capitalisation in any titles or captions.
- Type size 16 pt, bold
- Captions counting in Roman numerals, with full stop, type size 14 pt, bold
- Two blank lines before a caption, one blank line after a caption

### Author's Name

- In edited volumes, please give the author's name after a blank line below the title, type size 12 pt
- Italics
- Academic affiliation in brackets: *Petra Bey-Träger (Freiburg)*
- Two blank lines after the author's name

### Text

- Type size 12 pt, 1.5 line spacing
- Please do not use blank lines between the particular breaks of a contribution.
- Please use one blank line before and another one after an indented quotation.
- Please use these quotation marks: "...".
- For quotations within quotations, please use these quotation marks: "ffff 'jjjj' hhhh".
- Please use an en-dash to indicate continuing or inclusive numbers, such as "1965–1968" or "pp. 5–8".
- For parenthetical dashes, please use en-dashes with a space before and after: –
- If you use abbreviations like "e.g.", "i.e.", please use those consistently throughout your text. Do not set spaces within abbreviations.
- If you quote from a poem in the main text, please separate verses by slash with spaces before and after, stanzas by double slash with spaces before and after: "Between my finger and my thumb / The squat pen rests; snug as a gun. // Under my window, a clean rasping sound / When the spade sinks into gravelly ground".

- Please use italics for phrases in languages other than English: *cum grano salis*, *par excellence*.
- To indent text, always set tabs, not spaces.
- To emphasise words, use italics only, no bold fonts or underlines, e.g. for *titles* or special *terms*.

### Quotations

- Set breaks for longer quotations (3 lines or more), and set an indent left.
- For indented quotations, please use type size 10 pt and 1.5 line spacing.
- Do not use quotation marks with indented quotations.

### Tables and Figures

- Tables and figures must not be printed at the respective place in the text. Instead, they should be counted within each chapter/contribution (Table 1, Table 2 etc.). Give a standardised instruction on the very spot where you want the tables or figures to be inserted into the text, following this example:  
     Insert table 1 here  
     Caption: ...
- Do not use full stops after captions.
- Please do not provide more than one table or figure per page.
- Please store tables and figures in separate files, each table or figure in a file of its own.

### Footnotes

- Please give all bibliographical references in footnotes.
- Please set footnote numbers behind punctuation marks.
- Please use type size 10 pt and single spacing.
- Please use full stops at the end of any footnote. The only exception is when the footnote ends with a quotation already containing a final punctuation mark (full stop, question mark, or exclamation mark). In this case, the footnote ends with quotation marks.
- To place and administer footnotes, use the word processing programme only.
- Footnotes should be counted by chapter/contribution.
- Please use footnotes, not endnotes.

### Citations/Bibliography

- When you are citing a work for the first time, please give the full title. From the second time onward, please use a short form only.
- This applies also to citing more than one contribution from an anthology. In this case, please use a short title for the anthology from the second citation onward.
- Please create a bibliography at the end of each contribution (in edited volumes) or at the end of your volume (in monographs).
- Please cite as follows:
  - In footnotes, always give authors' names like this: First name Surname. In the bibliography, please give authors' names like this, in alphabetical order: Surname, First name.
  - Please use "ibid." if you are citing the same source twice or more often in direct succession.

- o Always give precise page numbers, do not use "ff.". You may use "f." for two pages in direct succession.

## 1. Monographs

One author: First name Surname, *Title*, Place of publication Year

Ruth Ronen, *Possible Worlds in Literary Theory*, Cambridge 2004  
Short title: Ronen, *Possible Worlds*, p. 37.

Two or more authors: First name Surname/First name Surname, *Title*, Place of Publication Year

## 2. Editions

The edited work of an author is listed by his/her name, rather than the name of the editor or translator.

First name Surname, "Title", in: *Title of the Volume*, Vol., First name Surname (ed.), Place of publication Year, pp. xx-xx, p. x

Immanuel Kant, "Kritik der reinen Vernunft", in: *Kants Werke*. Akademie-Textausgabe. Unveränderter photomechanischer Abdruck des Textes der von der Preußischen Akademie der Wissenschaften 1902 begonnenen Ausgabe von Kants gesammelten Schriften, Bd. 4, Preußische Akademie der Wissenschaften (ed.), Berlin 1968, pp. 1-252, p. 85

Page numbers are not necessary if the entire volume consists of one piece only.

## 3. Articles in Anthologies

One editor: First name Surname, "Title of the article", in: First name Surname (ed.), *Title*, Place of publication Year, pp. xx-xx, p. x

If there is more than one editor, please give the editor's names in alphabetical order.

Robyn Warhol-Down, "Neonarrative: Or How to Render the Unnarratable in Realist Fiction and Contemporary Films", in: James Phelan/Peter Rabinowitz (eds.), *A Companion to Narrative Theory*, Malden, MA, 2005, pp. 220-231, p. 228

## 4. Journals

First name Surname, "Title of the Article", in: *Journal*, Volume/Year, pp. xx-xx, p. x

For journals with count of page numbers per issue, please give the issue number after Volume/Year.

Neal Roesse, "Counterfactual Thinking", in: *Psychological Bulletin*, 121/1997, pp. 133-148, p. 133

## 5. Works without Authors or Editors

*Title*, Place of publication Year

## 6. Internet

First name Surname, *Title*, Year, URL (Date or version)

Amitav Ghosh, *The anglophone empire*, 2003, [http://www.newyorker.com/fact/content/?030407fa\\_fact2](http://www.newyorker.com/fact/content/?030407fa_fact2) (accessed March 31, 2012)

### Table of Contents

- Please create a table of contents for your monograph or edited volume, but do not include page numbers.

### List of Abbreviations

- In case you use abbreviations for books or texts you quote very often, please create an alphabetical list of abbreviations at the end of the contribution/volume.

### Submission of the Manuscript

If you have written a contribution to an anthology: Please send your paper to the editor(s) of the volume.

If you have written a monograph, or if you are editing an anthology: Please send the complete manuscript as MS Word file on a CD to the Scientific Coordinator of the FRIAS School of Language & Literature:

Dr. Gesa von Essen

Albert-Ludwigs-Universität Freiburg

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Albertstraße 19

D-79104 Freiburg

Include any tables and figures you wish to insert as separate files, precisely named and numbered after the respective chapter or contribution.

For further questions concerning the publication process, please refer to the "Leitfaden für literaturwissenschaftliche Publikationen in der Buchreihe *linguae & litterae*".