Liebe Autorinnen und Autoren,
Rezensionen, kleinere Beiträge bzw. Aufsätze können sowohl in Deutsch als auch in Englisch einge-reicht werden. Die kleineren Beiträge und Artikel werden extern begutachtet; eine Antwort erhält der Autor/die Autorin innerhalb von sechs bis acht Wochen.
Das folgende Stilblatt ist ausschließlich in Englisch abgefasst; die Angaben beziehen sich grundsätz-
lich sowohl auf in Englisch als auch auf in Deutsch abgefasste Beiträge.

Dear authors,
Reviews, as well as both short and longer essays, may be submitted in either German or English. All essays are peer-reviewed; we shall be able to inform you of the outcome within six to eight weeks of the initial submission.
If your contribution is in English, but English is not your first language, we very strongly recommend that you ask a native speaker to read your contribution for both accuracy and fluency before submitting it for the first time.

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▶ Put your postal address (including email address) at the head of the manuscript and the
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  Christa Jansohn
  Universität Bamberg
  christa.jansohn@uni-bamberg.de

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Format

► General style guidelines for articles and reviews written in English:

• **Spelling:** We accept either British or American spelling. Whichever you choose, please be consistent.

• **Lower-case forms** are generally preferred, but capitals are regularly used for such words as Christianity, the Duke (as a character in a play), *First Folio, Second Folio, Quarto 1, Reformation*, the Sonnets.

• **Dates:** 10 July 1953, the 1830s, the seventeenth century (but “a seventeenth-century play”). Please consistently use new rather than old-style dates.

• **Numbers:** When eliding numbers, use as few figures as possible (for example 53-7, 101-2) with the exception of teens (13-17, 216-18).

• **Italic type:** This is used for foreign words (not quotations in a foreign language), except for proper names. It is also used for the titles of periodicals, books, longer poems, paintings, operas, plays, films, and ships. It is, of course, also to be used in quoted matter in the same way that the document being quoted used it. When words which would normally be italicized appear in upper case or italic context, they should be placed within inverted commas: From ‘Mankind’ to Marlowe.

• **Abbreviations:** Full stops are not used when the last letter of the unabbreviated word is present. (Mr St Dr Mrs). Journal titles should not be abbreviated, except where the journal title is itself an abbreviation (*PMLA, TLS, ELH*). Titles of books of the Bible should be shortened to their common forms (*Numbers, Lamentations, I Chronicles, Matthew*), but not further abbreviated, and not italicized. Do not abbreviate “line” or “lines”.

• **Specific characters:** If you have to designate a symbol as specific character because it is not present in your software, then key in a code between angle brackets, < >, and use this each and every time you want the character to appear. Please make the code self-explanatory and always supply us with a full list of the codes that you have used. Please remember that each code you use should be unique to that particular symbol.

• **Hyphen:** Do not hyphenate words at the end of a line. Use only one hyphen for compound words.

• **Hard Returns:** Do not use Hard Returns except when absolutely necessary, such as at the end of paragraphs or headings.

► **Quotations in articles and reviews**

• Prose quotations of more than four lines and verse quotations of two lines or more are set off from the main body of the text by indenting them by 1.25 cm (font size 12pt). Block quotations should have one space line (i.e. two Hard Returns) above and below.

• Omissions in quotations are marked by square brackets [...].

• Give references to act, scene, and line as follows: (1.1.1–3). There are no spaces between the numbers; separate lines by a dash (–).

► **Quotation marks in German articles and reviews:**

Our guidelines have been adapted from the following book: *Komma, Punkt und alle anderen Satzzeichen*, ed. Christian Stang und Anja Steinhauer in Zusammenarbeit mit der Dudenredaktion (Mannheim, Zürich: Dudenverlag, 2011), S. 212-14 and S. 223, S. 234.

Please use the following double quotation marks in German reviews and articles: “…”. Please use single quotations marks, ‘...’, when quoting direct speech, a title, a quotation, or another form of emphasis within the double quotation marks.

• **Selected German examples:**
  
  • Unser Wahlspruch ist „Einigkeit macht stark“.
  
  • Unser Wahlspruch ist: „Einigkeit macht stark.”
  
  • Der Autor bedauert, „dass dieses Thema hierzulande so wenig diskutiert wird“ (S. 115).
  
  • Schon in der Bibel heißt es bekanntlich: „Wo ist dein Bruder Abel?“ (Gen 4, 9).
  
  • „Aller Anfang ist schwer“ ist nicht immer ein hilfreicher Spruch.
  
  • Heinrich Bölls Roman „Wo warst du, Adam?“ kann ich dir sehr empfehlen.

► **Quotation marks in English articles and reviews:**


Please use the following double quotation marks in English reviews and articles: “...”. When a title normally indicated by quotation marks appears within another title requiring quotation marks, enclose the inner title in single quotation marks. (“The Uncanny Theology of ‘A Good Man Is Hard to Find’”).

• **Selected English examples:**

  • Commas and periods that directly follow quotations go inside the closing quotation marks. When a quotation is directly followed by a parenthetical citation, however, any comma or period follows the citation. Thus, if a quotation ends with a period and falls at the end of your sentence, the period appears after the reference:
    An image that also concludes the novel: “Abel was running” (7).

  • If a quotation ends with both single and double quotation marks, the comma or period precedes both:
    “The poem alludes to Stevens’s ‘Sunday Morning,’” notes Miller.

  • All other punctuation marks – such as semicolons, colons, question marks, and exclamation points – go outside a closing quotation mark, except when they are part of the quoted material:
    Where does Whitman refer to “the meaning of poems”?
Reviews:
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  - First name Surname, Title, URL (accessed Date)

For any stylistic matters not covered here, please consult recent issues of the Archiv für das Studium der neueren Sprachen und Literaturen (ideally 2017 onwards), or contact the Editor:

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