Richtlinien für die Manuskripteinreichung
Guidelines for the submission of manuscripts
Anglistik · Amerikanistik / English and American Studies

Stand: August 2019

Liebe Autorinnen und Autoren,

Rezensionen, kleinere Beiträge bzw. Aufsätze können sowohl in Deutsch als auch in Englisch eingereicht 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 grundsätzlich 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.

Please be sure to adhere to the following guidelines when submitting your manuscript:

▶ Please send your review / article as an attachment to christa.jansohn@uni-bamberg.de

▶ Put your postal address (including email address) at the head of the manuscript and the wordcount (including footnotes) at the end.

▶ Put your name, your institution, and your email address at the end of the manuscript. For example:

<div align="right">

Christa Jansohn
Universität Bamberg
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</div>

▶ Please be sure to keep a copy of your review/article.

▶ We do not return manuscripts to contributors.

◼ 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 and three dots [...].

- 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 und 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:**
Our guidelines have been adapted from: *MLA Handbook*, ed. Modern Language Association of America. 8th edn (New York: MLA, 2016), pp. 71, 88-9.

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:

- **Submission:** MS Word, OpenOffice, or RTF
- As space is very tight, it is important that your review should not exceed the **word limit** communicated to you by the editor.

▶ Conventions for review headings:

D. H. Lawrence: *The Trespasser*. Ed. Elizabeth Mansfield (The Cambridge Edition of the Letters and Works of D. H. Lawrence). Cambridge: Cambridge University Press, 1982. Pp. xv + 327. Cloth £ 22.50. Paperback £ 6.95.

Stanley Wells: *Re-Editing Shakespeare for the Modern Reader*. Based on Lectures Given at the Folger Shakespeare Library, Washington, DC (Oxford Shakespeare Studies). Oxford: Clarendon Press, 1984. Pp. vii + 131. Hardback £ 15.00.

Philipp Redl: *Dichtergermanisten der Moderne. Ernst Stadler, Friedrich Gundolf und Philipp Witkop zwischen Poesie und Wissenschaft* (Köln: Böhlau, 2016). Pp. 568. Geb. € 70.00.

Woman Defamed and Woman Defended. An Anthology of Medieval Texts. Ed. Alcuin Blamires. Oxford: Clarendon Press, 1992. Pp. xv + 327. Hardback £ 30.00. Paperback £ 9.95.

A Book of Homage to Shakespeare to Commemorate the Three Hundredth Anniversary of Shakespeare's Death MCMXVI. Ed. Israel Gollancz. Reissued with a new introduction by Gordon McMullan to commemorate the Four Hundreth Anniversary of Shakespeare's Death. Oxford: Oxford University Press, 2016. Pp. xxxiii + 557. Hardback £ 125.00.

■ Articles & short articles:

▶ First page, abstract and keywords:

Submission: MS Word, OpenOffice, or RTF

- Use Times Roman Pitch 14 (in bold) for the title of your article or short article:
  The Romance of Certain Old Texts: Henry James and Shakespeare
- Please insert your first and second name in SMALL CAPS and your institution in brackets after the title of your article /short article:
  By ADRIAN POOLE (Cambridge)

- The article should include a short abstract in English (max. 200 words) and a list of up to five keywords in English; for the main article and footnotes, please use Times Roman 12:
  Abstract: text, text (up to 200 words).
  Keywords: up to 5 keywords in English.
  [Body of article]
- Your name, your institution and your email address should appear at the end of the review:

<div align="right">
Paula Mustermann
University of Cambridge
P.Mustermann@cam.ac.uk
</div>

▶ Citations & footnotes

Please keep footnotes short, and to a minimum. Avoid discursive notes wherever possible. The first reference to a book or article should take the full form given in the section below. Subsequent references should consist of the author, title, volume (if applicable), and page number. E.g. Chambers, *William Shakespeare*, vol. 2, p. 285.

▶ Bibliographical references in footnotes:

- D. H. Lawrence, *Psychoanalysis and the Unconscious and Fantasia of the Unconscious*, ed. Bruce Steele. The Cambridge Edition of the Works of D. H. Lawrence. (Cambridge: Cambridge University Press, 2004).
- Galen K. Johnson, "Of Bowels and Bigotry: Reading John Wesley's Editions of John Bunyan's Fictions", *Archiv für das Studium der neueren Sprachen und Literaturen*, 242:1 (2005), 40–57.
- Internet sources (German & English articles):
  · Vorname Name: Titel. URL (letzter Zugriff am Datum) Beat Sterchi: *Geglückter Sprung nach Afrika*. www.francosupino.ch/besprechungen/der_gesang_der_blinden /doc_files/geglueckter_sprung_nach_afrika.html (letzter Zugriff am 15.01.2013).
  · First name Surname, Title, URL (accessed Date) Desmond Schmidt, "Formatting Poetry for the Web", http://digital-variants.blogspot.com.au/2016/10/displaying-poetry-on-web.html (accessed 2 November 2017).

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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