

STYLE SHEET

FBK Press*

TEXT

Please use American spelling, justify text, and indent all but the first paragraphs.
Quotations of more than 5 printed lines should be set off as a block.
Set Section titles bold and *subtitles* in italics.
Use *italics* for non-English words, for all kinds of titles, and single quotes to emphasize text.
All notes should be embedded.
Do not embed tables, graphs, or illustrations. Graphs must be in Excel and only in black and white (shades of grey, fillers). Tables can be in word or excel. Illustrations must be in eps or jpg.
And, last but not least, try to use gender-free language.

REFERENCES

It is possible to place citations within the text. If a work has more than three authors, use e.g. (Child et al.). If several different sources are cited in one place, use, e.g. (Arlington 1973; French 1982, 1996; Thomas 2005). Arlington (1973) or (e.g. Arlington 1973, p. 12) are also appropriate.

Book

author's or editor's name(s),
year of publication,
title,
place of publication,
publisher,
page number(s).

1. N. Elias, 2002², *The Civilizing Process. Sociogenetic and Psychogenetic Investigations*, Oxford, Blackwell, p. 204.
2. Elias, *Civilizing Process*, p. 12.
1. M. Joos (ed.), 1957, *Readings in linguistics. The development of descriptive linguistics in America since 1925*, Chicago, University of Chicago Press.
2. Joos, *Readings in linguistics*, p. 43.

Article in Contributed Volume

author's name(s),
year of publication,
title of article contributed,
in editor's name (ed.),
title of book,
place of publication,
publisher's name,
page number(s).

1. H. Conrad, 1971, *Rechtsordnung und Friedensidee im Mittelalter und in der frühen Neuzeit*, in A. Hollerbach and H. Maier (eds.), *Christlicher Friede und Weltfriede*, Paderborn, Ferdinand Schöningh, pp. 9-94, at p. 54.
2. Conrad, *Rechtsordnung und Friedensidee*, p. 44.

*Article in
Journal*

author's name(s),
year of publication,
title of article,
in "title of journal",
volume number,
issue no. [optional]
page number(s).

1. G.J. Nermeij, 1994, *The Evolutionary Interaction among Species: Selection, Escalation, and Coevolution*, in "Annual Review of Ecology and Systematics", 25, pp. 219-236.
2. Nermeij, *Evolutionary Interaction*, p. 590.

Translation

author's or editor's name(s),
year of publication,
title,
translated from (language) by (name of translator), place of publication,
publisher,
page number(s).

1. E. Canetti, 2001, *The Voices of Marrakesh: A Record of a Visit*, translated from German by J.A. Underwood, San Francisco, Arion.
2. Canetti, *The Voices of Marrakesh*.

*Magazine or
newspaper
article*

author's name(s),
title of article,
in "title of newspaper",
month day, year,
page number(s).

1. F. Fabrikant, *What's Opening This Season*, in "The New York Times", September 8, 2010, p. D6.
2. Fabrikant, *What's Opening*.

Webpage

Authorship or Source,
Title of web document,
Available at: include web site address/URL
(Access date).

1. *The Music Index*, <http://www.harmonieparkpress.com/musicindex.html> (accessed March 17, 2010).

Volume numbers should be Arabic numerals (6 vols.).

Ibid. may be used when referring to a single work cited in the footnote directly above.

In Bibliographies the information follows the same order as above, but place author's last name first (Barker R., Kirk J., and Munday R.J., 1988, *Narrative Analysis*, Bloomington, Indiana University Press).

* We reserve the right to return materials to the author for revision if they are not prepared according to these guidelines.