STYLE SHEET
Transfer

TEXT

Please use American spelling and fully justify text. Titles (of works of art, music, or literature) as well as foreign words and phrases should be set in italics. Fine copy (Excel, JPG or EPS / 600 dpi) must be provided for all tables, graphs, or illustrations; references to sources and descriptive headings must be attached.

And, last but not least, please use gender-free language.

Headings

Sections and sub-sections should be marked by headings and/or numbered. First-, second-, and third-order headings should be clearly distinguishable. Titles and sub-titles should be flush-left.

- bold   1
         1.1
         2
         2.1
         2.1.1

Quotations

Direct quotations are to be set in roman type and placed inside "double quotation marks". Long quotations should be typed as block quotations in a smaller font and <u>without</u> quotation marks. Punctuation always follows closing quotation marks and/or superscript note flags, e.g.: "... gone"[1].

Use three full stops in brackets to indicate ellipsis in quotations [...].

Notes should be indicated by consecutive superscript numbers in the text. In the notes themselves, they are full size, not raised.

References

Author/editor first and last names

Author initials are followed by the surname set in roman type. In the case of classic texts, the author's first name may be given in full length.

In the case of pseudonyms, the author's real name should follow in square brackets whenever possible.

In publications with multiple authors, list all names and initials in the order given on the title page and separate the author names by a slash /.

Author initials and the surname are separated from the title by a comma.

The above also applies to the editor(s) of collections, archival documents, etc. where (ed.) or (eds.) follows the name and is followed by a comma.

Titles	The complete title and possible subtitle (separated by a period) must be given at the first mention and set in italics. Shortened note citations are to be used subsequently. Use: *Ibid.* (plus differing page numbers) in the second of two consecutive references to the same work.
Place and date of publication	The place of publication is to be given in the original language directly followed by the year of publication. When two or more cities are given, separate them with one or more slashes /.
Volume and page numbers	With multivolume works, the number of volumes is to be indicated before the place of publication, separated by a comma. The quoted pages follow the place of publication separated by a comma. Page ranges are to be indicated using an en dash. • Birdy M. / Pole R., *Rilke's Art*, 6 vols., New York 2017. • Birdy M. / Pole R., *Rilke's Art*, vol. I: *The Beginnings*, New York 2017, p. 2 ff. <u>or</u> pp. 12–14.
Series	Names of series should follow the title in roman type and in parenthesis. If available, the volume or number of the series is to be indicated following the series title, separated by a comma.
Journals	Zeitschriftentitel sind gerade und in doppelten Anführungszeichen zu setzen. Es folgen jeweils mit Kommata getrennt Jahrgangsnummer, Jahr der Veröffentlichung, Nummer oder Heft und Seitenangaben: • B. Fladeland, *Abolitionist Pressures on the Concert of Europe, 1814-1822*, in „The Journal of Modern History", 38, 1966, 4, S. 335–373. • W. Tietz, *Ernährung und Gesellschaft im Altertum*, in „H-Soz-Kult", http://www.hsozkult. de/ literaturereview/id/forschungsberichte-1554.
Archival documents	References in notes to documents, manuscripts, and other sources are to be handled in the following order: • repository of the collection: name of, archive or library, location; • designation of the series; • document title; • all indications regarding the quoted pages or folios.
Abbreviations	Provide an explanation for any acronym or unusual abbreviation at the first mention, e.g.: • Deutsche Handelsgesellschaft (DHG); • „Journal of Philology" („JP").

Eine Nichteinhaltung dieser Richtlinien kann zur Rücksendung des Manuskripts führen.