

## Formatting rules

- Times New Roman **font** should be used. The **font size** should be set to 14 pt for text and headers and to 12 pt for footnotes, quotations (separated from the text) and references.
- The **leading (= line spacing)** should be "exactly" 17 pt in the main text and "exactly" 15 pt in footnotes and quotations (separated from the text).
- **Set up** the **page** with 2.5 cm left and right margins, 2.8 cm top and bottom margins. Then set the distance from the header to the edge of the page to 1.5 cm.
- **Headings:** At the beginning of the article, the title is in bold and in 18 pt, with a blank line underneath, then the name of the contributor in 16 pt in bold and italics, then two blank lines, then follows the beginning of the text. 14 pt font and bold type can be used in subheadings, and 14 pt italics for a possible further level of headings. Underlining should not be used in headings or in the text.
- On the **first page**, after the title, there is a summary of no more than 200 words (in 12 pt font) in German and English, as well as a short profile of the author (as a footnote), based on the pattern: XY is ....at the university .... . His/her main research areas are... His/her last publication is...E-mail address:...
- The first line of **new paragraphs** should be indented. However, the first paragraph after a heading or a quotation should not have a first-line indent.
- **Quotations** should (if they are not integrated into the main text but stand as a separate paragraph) have a 12 pt font, a line spacing of 15 pt and not be indented. There should be a blank line before and after such a quotation. Please use the following form in round brackets for **citing sources** in the text: Author, year (if more than one title by the same author is used), page number, e.g. (Müller, 325) or (Müller 2003, 23). In the case of Internet sources, also follow this pattern and state the page number of the printout if the article is not paginated.
- **Footnotes:** please use sparsely and use Word's footnote manager, working with hanging indentation. The footnote numbers should be superscript in the text, but not in the footnote area. The footnote numbers *precede* a comma, semicolon and colon, and they *follow* a concluding quotation mark and a full stop.
- The entire text, including footnotes and bibliography, should be **justified** (exception: multi-line headings). In order to avoid gaps, a hyphenation program should be used in any case, preferably not a fully automatic one, but one which requires manual confirmation. It may also be necessary to make adjustments with so-called soft hyphens (Ctrl key + hyphen).



## Page breaks:

- All pages must begin at the level of the first line of text, even if there is a main heading at the top, a new paragraph begins or an illustration is inserted (there must never be a blank line or a so-called 'space in front' of e.g. 6 pt or 12 pt at the beginning of the page) .
- So-called orphans (end of a paragraph with only one or even half a line of text at the beginning of a new page) and widows (beginning of a paragraph with only one line at the end of the page) should be avoided, i.e. the paragraph control must be activated (menu Format - Paragraph – line/page break).
- Gaps between the main text and footnotes (or at the bottom of the page if there is no footnote) should also be avoided. Therefore, long footnotes should be broken if necessary and continue on the following page; Subchapters and bibliographical references should always begin on the current page, provided there is still space for the headline with at least two following lines of text; Fig./Tab. should not be announced by a colon or similar, but instead be fixed to a certain position, but should be inserted at a later point ("see figure no. ..." instead of introduction by colon).
- For intended **illustrations**, please do contact us.

- In the **bibliography**, do only list works which are cited in your contribution. Do so according to the following pattern:
  - **Monograph**: Crary, Jonathan: *Techniken des Betrachters* [1990]. Dresden; Basel: Müller Verlag 1996.
  - **Essay in an anthology**: Raulet, Gérard: „Die neue Utopie. Die soziologische und philosophische Bedeutung der neuen Kommunikationstechnologien“. Ders., Manfred Frank und Willem van Reijen (Hg.): *Die Frage nach dem Subjekt*. Frankfurt am Main: Suhrkamp 1988: 156-72.
  - **Article in a journal**: Rieger, Stefan: „Ohrenzucht und Hörgymnastik. Zu Thomas Bernhards Roman *Das Kalkwerk*“. *Weimarer Beiträge* 44.3 (1998): 411-33.
  - **Internet source**: Ako, Edward O.: „From Commonwealth to Postcolonial Literature.“ *CLCWeb*:

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