



# Style Sheet for Books and Contributions

## 1. Manuscript Submission

The following documents and files are needed in order to start the book production:

- All documents belonging to the text, ready for typesetting, composed using a standard word processing application (Word).
  - o Each chapter or contribution should be saved as a separate file.
  - o Each file should be named as follows: the sequential document number according to “table of contents\_author\_chapter title” (for longer titles, the first two words) (example: 01\_Fehr\_Foreword.doc) or, for edited volumes: the sequential document number according to “table of contents\_author\_title of the contribution” (for longer titles, the first 2 words) (example: 03\_Inssley\_ContinentalGermanic\_PersonalNames.docx).
    - Numbering should start with the first document, e.g. the foreword or dedication.
    - For document numbers 1-9, the initial 0 should be included: 01, 02 ... 09, 10.
- Each figure should be saved as its own print-ready file.
  - o Each image file should be named as follows: “author\_book title\_chapter number\_fig\_ figure number”, or, for edited volumes: “author\_title of the contribution\_sequential number in the table of contents\_fig\_ figure number.”
- To prevent misunderstanding, only a single version of each chapter or contribution and of each figure should be submitted.
- As a rule, a printed version of the entire manuscript should also be submitted. The figures should follow at the end of the text.
- The manuscript should have consecutive page numbers.
- In addition to the Word files, an identical PDF file is also requested.

## 2. General Information

**Language:** For German texts, new German orthography, in conformance with the current edition of the Duden dictionary. English texts should be written in British or American English using unified orthographical rules. Original citations should be quoted using the orthography in the source.

**Length:** Varies according to the contractual agreement; for contributions, by agreement with the editor. Length should be indicated in terms of the character count, including spaces and footnotes. On average, one printed page contains 2,500 characters including spaces.

**Abstracts:** In collected volumes, all contributions have to be prefaced by an abstract.

**Special characters** (e.g. Greek letters, mathematical symbols): these must be written using a Unicode font.

**General formatting**, e.g. typeface (with the exception of special characters – see above), font size, page formatting etc.: these are not relevant. The default values can be left unchanged. For headings, please use standard Microsoft Word print formats without additional modifications. The hyphenation function should be turned off, and no manual hyphenation should be performed. To assure a uniform print image, left-justified text alignment is recommended.

If you are unfamiliar with print formatting, please leave the entire text, including headings, in standard Word settings and enter blank lines before and after each heading for better visibility.

**Emphasis in the text:**

- Italics: should be used sparingly for special terms and the author's own emphasis.
- Other forms of emphasis (bold, underlined, etc.) should be avoided and only used when necessary from a scholarly perspective. For example, in writings about Nietzsche, spaced characters (or, alternatively, underlined characters) are needed.

**Abbreviations and acronyms:**

- If possible, use only commonly understood abbreviations (for example: i.e., EU, etc.)
- Should specialized abbreviations be unavoidable, a glossary of abbreviations should be provided.
- When using abbreviated text references, a glossary of these references should be provided.

**Quotation marks:** Formatting should correspond to the language in which the article is written. Citations should be placed in double quotation marks. Citations within citations should be set off by single quotes. For documents in British English, the reversed sequence (single-double-single) may be applied.

**Longer citations** (3 lines or more) should be set as block text and separated from the previous and following paragraphs by a blank line. The block quote should be indented, and should not be enclosed by quotation marks.

**Lists** should be formatted using the list function in Word. The list element (Arabic numeral or bullet) should be selected using this function. There should be an extra blank line before and after the list text.

### 3. References

- References and citations should be included in the main text, and the reference index placed in parentheses (Müller 1980b, p. 931-932). In case of identical last names, please also indicate the author's first name or initial (H. Müller 1999, p. 17). For texts taken from the Internet that provide no page information, please indicate the paragraph (Müller 2011, par. 37). The complete bibliographic reference should be listed in the bibliography.
- Substitutive citation forms, such as "ibid.," "op. cit.," etc. should be avoided. Instead, the full reference should be repeated every time.

### 4. Tables and Figures

Figures and tables must be numbered consecutively with Arabic numerals. For edited collections, the enumeration can begin again for each contribution.

Tables should be written exclusively with the internal table editor in the word processing program.

Figures should not be placed in the text at the final locations desired. Instead, you should use a placeholder that follows the same format throughout the text, and also include the figure legend, as follows:

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Insert [Figure 1, 2, 3, etc.] here

Fig. 1: Figure legend/caption

Source

Additional information, if applicable

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You should submit **each** figure as a separate file and, in addition, provide a **print copy on a separate page**, along with information on the desired insertion point in the manuscript. Please submit only one figure per page. For figures, a minimum resolution of 600 dpi is

required at the desired image size, and for line drawings, the minimum is 900 dpi. Please obtain sample files on figure quality from the publisher.

## 5. Bibliography

Please organize the bibliography alphabetically by author's name, first name/2<sup>nd</sup> author, if any, followed by "(year)". For multiple citations of the same author, the entries should be ordered by the year of publication. In case of several authors with the same last name, the entries should be sorted by last name, first name, and year of publication. For works by a single author appearing in the same year, you should append the identifier a, b, c...:

Müller, Anton (1979)  
Müller, Anton (1980a)  
Müller, Anton (1980b)  
Müller, August/Maier, Friedrich (2007)

Author names must be written in full each time. Em-dashes may not be used for subsequent entries by the same author.

Other abbreviated forms may be used alternatively for references in the text. In this case, these forms should be listed in the bibliography before the bibliographic entry. The bibliographic entry then follows after a straight line ("|")

### 5.1. Stand-alone Publications

#### 5.1.1. Monographs

Name, first name (year of publication): *Title*. City[: Publisher].

Ackermann-Arlt, Beate (1990): *Das Pferd und seine epische Funktion im mittelhochdeutschen "Prosa-Lancelot"*. Berlin, New York: De Gruyter.

#### 5.1.2. Edited Works

Name, first name (Ed.) (year of publication): *Title*. City[: Publisher].

Palmquist, Stephen R. (Ed.) (2010): *Cultivating Personhood*. Berlin, New York: De Gruyter.

#### 5.1.3. Databases

*Title of the database* (year of publication). Editor (Ed.). City[: Publisher]. DOI: DOI.

*Nietzsche Online* (NO) (2011). De Gruyter (Ed.). Berlin, Boston: De Gruyter. DOI: 10.1515/NO.

### 5.2. Writings in collected editions (see also Section 6)

Name, first name (year): "Work/article title". In: *Volume title* [if needed, additional bibliographic information]. Vol. Volume number. First name name (Ed.). City[: Publisher], pp. pages.

Of course, if the entire volume consists of only a single opus, there is no need for a page range.

Kant, Immanuel (1968): "Kritik der reinen Vernunft (1st ed. 1781)". In: *Kants Werke*. Akademie-Textausgabe. Unaltered photocopy reprint of the text from the publication series of Kant's complete works initiated by the Prussian Academy of Sciences 1900 ff. Vol. 4. Preussische Akademie der Wissenschaften (Ed.). Berlin, New York: De Gruyter, pp. 1-252.

### 5.3. Works without an author or editor

*Title* (year): City: Publisher.

*Repertorium Danicum Regni Danici Mediævalis* (1894–1939): Copenhagen.

### 5.4. Articles

#### 5.4.1. In edited volumes

Name, first name (year of publication): "title". In: Last name of editor, First name of editor (Ed.): *Title of the Book*. City[: Publisher], pp. pages.

Senger, Hans-Gerhard (1998): "'Wanderer am Weltenrand' – ein Raumforscher um 1530? Überlegungen zu einer peregrinatio inventiva". In: Jan A. Aertsen/Andreas Speer (Eds.): *Raum und Raumvorstellungen im Mittelalter*. Berlin, New York: De Gruyter, pp. 793–827.

#### 5.4.2. In Periodicals

5.4.2.1. *For continuous pagination of an annual volume with multiple issues/for yearbooks*

Name, first name (year of publication): "Title". In: *Name of Journal* Volume, pp. pages.

Villarmeia, Stella (2010): "Another Turn of the Screw: Scepticism and Propositional Analysis". In: *Wittgenstein-Studien* 1, pp. 221–242.

5.4.2.2. *In the case of new pagination in each issue*

Name, first name (year of publication): "Title". In: *Name of Journal* Volume. No. Issue number, pp. pages.

Caiozzo, Anna (2000): „Les talismans des planètes dans les cosmographies en persan d'époque médiévale“. In: *Der Islam* 77. No. 2, pp. 221–262.

### 5.5. Internet

#### 5.5.1. Documents without a DOI (Digital Object Identifier)

Name, first name (year of publication): "Title". [Additional information, e.g. name of the journal, of the blog, etc.] Internet address, Date of retrieval.

Ghosh, Amitav (2003): "The Anglophone Empire".

[http://www.newyorker.com/fact/content/?030407fa\\_fact2](http://www.newyorker.com/fact/content/?030407fa_fact2), visited on 31 March 2003.

#### 5.5.2. Document from a database with a DOI

Name, first name (year of publication): "Title". In: *Name of the database* (year of publication). City[: Publisher]. DOI: DOI, Date of retrieval.

Abel, Günter (2001): "Bewußtsein - Sprache - Natur: Nietzsches Philosophie des Geistes".

In: *Nietzsche Online* (NO) (2011). Berlin, Boston: De Gruyter. DOI:

10.1515/NO\_W017240\_0001, visited on 4 July 2011.

### 5.6. Unpublished congress papers

Name, first name (date): "Title". *Title of the conference*, Organizer, City.

Müller, Enrico (2011): "Eulogia und die Formen des Unbewussten: Euripides – Sokrates – Nietzsche". *Nietzsche und das Unbewusste*, Nietzsche-Gesellschaft e.V. and Friedrich Nietzsche Stiftung, Nietzsche Dokumentationszentrum Naumburg, Naumburg.

## 6. Glossary of abbreviated references/abbreviations

If appropriate, please provide an alphabetic glossary of abbreviated references or abbreviations.