

## STYLE SHEET

### for Articles and Reviews



#### 1. Length of Articles

Articles should be between 2,500 and 6,000 words in length, including endnotes and works cited list. Reviews of secondary works should not exceed 600 to 1,300 words, reviews of primary works 400 to 800 words.

#### 2. Visually Highlighting Quotations

- **Quotations of less than three lines:** quotations marks
- **Quotations within quotations:** single quotation marks
- **Quotations of three or more lines:** indent three spaces, single spaced, no quotation marks
- **Comments,** explanatory remarks, interpolations (insertion of letters or words into linguistically incomplete texts): square brackets
- **Omissions:** suspension marks in square brackets
- **Language:** Where possible, quote in original language, otherwise add translation in brackets and name translator.

#### 3. Structure of Articles

Please structure your articles by means of subheadings.

#### 4. Referencing Sources in the Text

- **Position:** before the closing punctuation mark. **Exception:** for indented quotations after the closing punctuation mark, no punctuation after the brackets
- **What goes into the brackets:** key word (this should be the main key word in the works cited list) and page number: (Doderer 123)
- In case of **several authors of the same last name** add the first name: (Klaus Doderer 123)
- **A work by several authors:** Up to three authors are listed in the brackets: (Beisel, Woytzeck and Andrews 40–44)
- **Standard works** may be abbreviated. If they are, they have to be listed under this abbreviation in the works cited: (OED).
- **Several works by one author:** Add title or year of publication, **pay attention to commas:** (LHermitte, „Perrault’s Tales“ 15) oder (Harth 2009, 67).
- **Tip:** Any information already appearing in your text does not have to be repeated in the brackets.

## 5. Works Cited

- **Capitalization of Titles:** Keep it in accordance with the spelling rules of the respective language. In German, it should be the same as in a regular sentence. In English, capitalize everything expect for articles, coordinate conjunctions, short prepositions and the “to” in an infinitive unless they are the first or last word.
- **Authors:** List up to three; if there are more name just one plus “et. al”.
- **Sample entry book:**  
Last name, first name author 1 and first name last name author 2. *Title: Subtitle.*  
First Name Last Name (Ed./Trans.). Edition. Title of series number of series.  
Place of publication: Publisher, year of publication.
- **Sample entry chapter in a book:**  
Last name, first name author. “Title”. *Title of Anthology or the Like: Subtitle.* First Name Last Name (Ed.). Series. Number of volume/Number of year’s issues.  
Place of publication: Publisher, year of publication. First page–last page.
- **Periodicals:**  
Last name, first name author. “Title”. *Title of Periodical or the Like.* Ed. Series. Number of volume/number of year’s issues (year of publication): First page–last page.