

# General notes on Manuscript Design

## Scope of Contributions and Biographies

*Short biography of Authors*: max. 800 characters/135-150 words

*Essays* : max. 20,000 or 3500 words characters (including spaces and bibliography): ca. 12 pages

The formatting of the sources and the bibliography is done according to the American citation "Harvard Style".

For a more comfortable reading flow, we recommend a consistent choice for the gender-specific word choice.

English-language articles or articles in French, Spanish or Italian are only printed if they are professionally edited and proofread by the authors.

Essential notes on the formal manuscript design and the reference system "Harvard Style" are found below.

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## FORMAL MANUSCRIPT DESIGN

### 1. Title, Text and Illustrations

Margins = above 2,5 cm; below 2,5 cm; left 2,5 cm; right 2,5 cm

#### Title

Title (heading) = 14 pt + bold

Subtitle = 12 pt + italics

below: Name of Author(s) = 12 pt

#### Body Text

Font = Times New Roman

Font size = 12 pt

Line spacing = 1,5

#### Quotes, longer than four lines

Font size = 10 pt,

Indent left = 1,5 cm

Separate above and below by single space (10 pt)

#### Headings

Heading 1 = 12 pt + bold

Heading 2 = 11 pt + bold

Heading 3 = 11 pt + italics

## Bibliography

Paragraph (second line “hanging” = 0,7 cm)

## Illustrations (Photos, Tables, etc)

Number pictures

Figure legends = 10 pt (inserted below the figure)

Attach image/s separately as a file (in the text: only insert image number with legend and refer to filename). The image files must have at least a resolution of 300 dpi and are preferably delivered as JPEG, TIFF or in EPS format.

An often difficult matter: the rights/permissions for illustrations.. In case of doubt, do not use an image whose rights you could not clearly determine because:

### **Please note!**

Authors are responsible for obtaining image rights & permissions – neither the publishers nor the publishing company are to be held liable for any fees.

## **2. Quotation Marks and Quotes**

Basically use for quotes double quotes – single quotes are only used within quotations (quote in quote).

“In his book *Black Skin, White Masks*, Frantz Fanon challenges this inclusive notion of a ‘corporeal schema’ and substitutes his own historical-racial schema“ (Zolatova 2009: 5).

Include shorter citations from sources (Zolatova 2009: 5) inside text (longer citations are slightly indented and separated).

Mark omissions with dots in square brackets: [...]

## **3. Highlighting**

Work titles (book, essay, film, etc), proper names (institutions, programs) = italics

In addition, own emphasis (also in italics) should be used very sparingly.

## **4. Footnotes**

Only as a commentary on the text and as short as possible.

## **5. Abbreviations**

without spacing: e.g.

# HINWEISE ZUM REFERENZSYSTEM „HARVARD STYLE“

## 1. Short Citation in Continuous Text

(Name1[/Name2/Name3] Year of Publication: Page Number)

Three and more authors (Name1 et. al. year of publication: page number)

(Meyer 2005: 77) (Maturana/Varela 1980: 23 f.) (Schmidt et al. 2009: 69-83).

Follow-up quotations in the same paragraph are given without author name(s) only with year and page number:

Quote = (Müller 2015: 74), as follow-up quote = (2015: 13)

References to books in the body of text:

(Meier 2016; Hanner/Nanner 2013)

### 1.1 Positioning of Sources and Quotations in the Continuous Text

The punctuation for quotations and references in the continuous text is as follows.

whole sentences = period – quotation mark end – source reference

Phrases (part of sentence) = quotation mark end – source – period

Examples:

Zolatova describes Merleau-Ponty's corporeal schema as "potentially incomplete" (Zolatova 2009: 5).

Zolatova describes Merleau-Ponty's corporeal schema as "potentially incomplete. It is based on a universalizing assumption of an ideal body." (Zolatova 2009: 5)

"Merleau-Ponty's account emphasizes the body's free agency." (Zolatova 2009: 5)

"Merleau-Ponty's account emphasizes the body's free agency," according to Zolatova (2009: 5).

Longer quotations (approx. 300 characters or 4 lines) are separated from the continuous text by a smaller font size (10 pt), a left indent (1,5 cm) and a blank line.

## 2. Complete Citation in Bibliography

### Please note!

Please add the DOI (Digital Object Identifier) to the source information.

DOIs remain permanently valid and unchanged, even if the storage location of sources changes. Thus, sources can be found and cited at any time. DOIs facilitate the access and use of scientific works. They promote the development of scientific research and protect against plagiarism.

Helpful information can be found at <https://www.crossref.org/community/researchers/>

### 2.1 Books

Name1, First Name(s)1[; Name2, First Name(s)2/Name3, First Name(s)3] (Year of Publication): *Title*,

[ed.,] Place of Publication: Publisher.

Meyer, John W. (2005): *Weltkultur. Wie die westlichen Prinzipien die Welt durchdringen*, 4<sup>th</sup> ed., Frankfurt a.M.: Suhrkamp.

Maturana, Humberto/Varela, Francisco (1980): *Autopoiesis and Cognition*, Boston, MA: Dordrecht.

## **2.2 Chapter in an Edited Book**

Name, First Name(s) (Year of Publication): Title of Chapter, in: First Name Last Name (Ed.), *Title of Book*, Place of Publication: Publisher, Page Numbers.

Stiegler, Bernhard (1989): Die industrielle Echtzeit, in: Friedrich Kittler/Georg Christoph Tholen (Hg.), *Arsenale der Seele*, München: Willhelm Fink Verlag, pp. 203-210.

Please use a protected space (Microsoft Word: ctrl+shift+space) between pages and numbers.

## **2.3 Journals**

Name, First Name(s) (Year of Publication): Title of Article, in: *Title of Journal* Volume Issue., Page Numbers.

Landweer, Hilge (1993): Herausforderung Foucault, in: *Die Philosophin* Vol. 4 No. 2, pp. 45-64.

## **2.4 Series Titles & Publisher**

Name1, First Name(s)1[/Name2, First Name(s)2/Name3, First Name(s)3] (Ed.) (Year of Publication): *Title. Subtitle* (= Series, Volume), Place of Publication [/Place/Place]: Publisher, Page Numbers.

Schmid, Georg/Nehlen, Werner (ed.) (1986): *Die Zeichen der Historie. Beiträge zu einer semiologischen Geschichtswissenschaft* (= Materialien zur Historischen Sozialwissenschaft, Vol. 5), Graz/Wien/Köln: Böhlau, S. 333-345.

## **2.5 Online Sources**

<http://www.transcript-verlag.de> [19.12.2015]  
[citation without underlined hyperlinks]

Statistisches Bundesamt Deutschland (2006): Fast 30 % aller Kinder kamen 2005 außerehelich zur Welt, [online] <http://www.destatis.de/presse/deutsch/pm2007/zdw4.htm> [21.05.2007]

“online” in square brackets behind the title (not in italics) indicates to the type of source. The date at the end of the reference in square brackets marks the last access to this source.