

STYLESHEET

Dear Author,

Please note the following important information regarding the formatting of your book/article:

1. GENERAL GUIDELINES

Generally, we provide our authors and editors (not individual contributors) with a template, or we have your work professionally typeset. For this reason, you do not need to worry about margins, font, font size, indenting and the like.

Please prepare your text in a common word processing programme (e.g. Microsoft Word). If you work with a different programme, such as LaTeX or InDesign, please contact us in advance.

We ask you to please use Unicode fonts, particularly for special characters (Greek, phonetics, etc.). If you are planning to use special characters, please contact our production department as soon as possible.

If your book will be professionally typeset, please send us a physical copy of the manuscript in addition to the electronically submitted document. Alternatively, you can send us a PDF document, however, if you do, please be sure that all fonts are embedded. If working with Microsoft Word (2007–2013), you can embed all fonts minding the following steps:

File > Options. Under the menu save you will find the option to *Embed Fonts in the File*. Please select this option and Do NOT activate the options *Only activate the characters used in the document (best for reducing file size)* or *Do not embed common system fonts*. Then create the PDF file via Save As.

2. INDIVIDUAL GUIDELINES

2.1 ORTHOGRAPHY

Please use consistent orthography (US or British English), in accordance with the latest edition of an appropriate handbook (for UK English, the *Modern Humanities Research Association Handbook*, for US English, the *Chicago Manual of Style*). If you wish to deviate from this, please contact us.

2.2 HEADINGS

We recommend headings to be organised according to the decimal system, e.g. 1, 1.1, 1.1.1, 1.2 (if possible, with no more than three decimal points). If the manuscript is written in English, please capitalise all words in headings except for prepositions and articles.

2.3 REFERENCES OF SPECIFIC PAGE NUMBERS IN YOUR TEXT

Please do not refer to specific page numbers in your text, as they might change during the publishing process. Please use automatic references instead.

2.4 DASH

For dashes, please use (en-)dashes (–) rather than hyphens (-).

■ = ALT + 0150

2.5 PAGE NUMBERS

Please avoid the use of “f.” and “ff.”.

2.6 SPECIFICATION OF RANGES

When specifying a range (years, page numbers, etc.), please use dashes rather than hyphens, e.g. “pp. 15–35”, not “pp. 15-35”.

■ = ALT + 0150

2.7 ABBREVIATIONS

Please do not insert spaces between letters when using abbreviations such as e.g., i.e., etc.

2.8 FOOTNOTES

Footnotes should be consecutively numbered. The numbering should start again at the beginning of each chapter.

Footnotes are placed after punctuation marks, e.g.:

I'll eat my hat.¹⁴

2.9 CITATIONS

For texts that are mostly written in German, please use German quotation marks, for texts that are mostly written in English, please use English quotation marks.

German quotation marks: „...“ / ,...'

- „ (double opening) = Alt + 0132 “ (double closing) = Alt + 0147
- , (single opening) = Alt + 0130 ‘ (single closing) = Alt + 0145

English quotation marks: “...” / ‘...’

- “ (double opening) = Alt + 0147 ” (double closing) = Alt + 0148
- ‘ (single opening) = Alt + 0145 ’ (single closing) = Alt + 01456

Incorrect symbols (“ / ’) or a mix of quotation marks should be avoided or corrected. Double quotation marks should not be used to introduce indented quotations (3 lines and longer).

Omissions should be marked by square brackets containing ALT + 0133 (an ellipsis, not three full stops): [...].

All quotations in foreign languages from primary and secondary sources are to be translated by the author. As the series is additionally intended for colleagues from other disciplines, this should also be done for modern and historical Scandinavian languages. For indented quotations, the translation should also be indented and immediately follow the original text. For quotations in foreign languages which are part of the running text (depending on the length of the quote), the translation can be included in a footnote.

2.10 MARKING OF TERMINOLOGY, QUOTES WITHIN QUOTES

Terminology, keywords (e.g. ‘soft science’) and quotes within quotes are marked with single quotation marks (see above).

2.11 ITALICS

Terminology from foreign languages, i.e. terminology which is in a language other than the running text, should be set in *italics*, e.g. *variance*, *trésor*. Titles of works should also be set in *italics*.

2.12 HYPHENATION

Please do not separate syllables manually.

2.13 MISCELLANEOUS

- Please do not indent by using blank spaces or tabs.
- Please do not use l e t t e r s p a c i n g or bold print, and do not underline text.
- Please do not use “&” in authors’ names. In publishers’ names it is acceptable: “Harper & Row”.
- Avoid using abbreviations such as op.cit.

3. FIGURES

Figures should have a final resolution of 600 dpi, (800 dpi for line-art graphics).

The original image files should be supplied in a separate folder.

Please indicate in the text, where the images should be placed.

Each image should have a brief caption. For example:

Fig. 1: AM 242 Fol. (Codex Wormianus), 155r (© Den Arnamagnæanske Samling, Copenhagen. Photograph: Susanne Reitz).

The author is responsible for gaining the rights of use for all images used in the manuscript. Please send us the necessary information, including all copyright notices required.

4. TABLES

Tables are to be included in the running text and should be numbered separately from figures. Tables should be followed by table captions. For example:

Table 3: The number of possible German loanwords with the initial letter s, 1900–1909

Tables should be created in Word or Excel. Please do not use tabs or spaces.

5. REFERENCES

Please use Harvard referencing style in your text. Footnotes should be used only for comments. Please create your bibliography after the following example:

As Kluge assumes in his *Etymologisches Wörterbuch der deutschen Sprache* (1967: 242).

Here, Bühler (1934: 22) assumes an egocentric orientation.

Similarly, here, the degree of text compression continues (on this topic cf. Wolski 1989 and Wiegand 1998).

6. BIBLIOGRAPHY

We kindly ask you to use the following models for your bibliography.

\ Monographs

Heng, Geraldine (2003). *Empire of Magic. Medieval Romance and the Politics of Cultural Fantasy*. New York: Columbia Press.

Kluge, Friedrich (1967). *Etymologisches Wörterbuch der deutschen Sprache*. Berlin: De Gruyter

\ **Edited Volumes**

Besamusca, Bart/de Bruijn, Elisabeth/Willaert, Frank (eds.) (2019). *Early Printed Narrative Literature in Western Europe*. Berlin and Boston: De Gruyter.

\ **Contributions to Edited Volumes**

Malmgren, Sven-Göran (2000). „Der deutsche Anteil an der schwedischen Wortschatzentwicklung des 20. Jahrhunderts“. In: Naumann, Hans-Peter/Müller, Silvia (eds.). *Hochdeutsch in Skandinavien. Internationales Symposium, Zürich, 14.–16. Mai 1998* (= Beiträge zur Nordischen Philologie 28). Tübingen and Basel: Narr, pp. 53–64.

\ **Articles in Journals**

Seaman, Myra (2000). „Tomas Chestre's *Sir Launfal* and the Englishing of Medieval Romance.“ In: *Medieval Perspectives* 15, pp. 105–119.

\ **Online Sources**

Manuscript Codex Holmiensis K 47

<http://middelaldertekster.dk/manuscript-descriptions/stockholm-k47-lang-beskrivelse> (accessed 25 June 2021)

Line breaks are often unavoidable in citations of online sources. Please only use a line break at separator characters in the URL (e.g. / _ -). Line breaks within words are not acceptable.

For each online source, the date of retrieval is required at the end of the entry in brackets.

For publications with more than three publishing places, we recommend the following model: Berlin etc.

For publications by more than three authors/editors, please use the following model: Müller-Wille, Klaus et al. (eds.) (2017). *Skandinavische Schriftlandschaften. Vänbok till Jürg Glauser* (= Beiträge zur Nordischen Philologie 59). Tübingen: Narr Francke Attempto.

7. INDICES

Each monograph should contain an index (or several where suitable). The index should be created in your word processing programme. For further information about creating indices, please ask for our information sheet.

8. ABSTRACT AND KEY WORDS

Each contribution to *Beiträge zur Nordischen Philologie* requires an abstract in German (for contributions written in English) as well as at least 7 key words. For a monograph, the abstract should consist of 3–5 A4 pages. For contributions to edited volumes it should be 700–1.000 characters in length (including spaces) per contribution, in addition to the abstract (in German) provided for the entire volume.

9. LIST OF CONTRIBUTORS

For contributions to edited volumes, a short biographical information (approx. 300 characters including spaces) is provided for each contributor.

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