

German Life and Letters Style Sheet

The Editors ask all contributors to follow these guidelines, and reserve the right to ask for accepted articles to be revised in accordance with them. Please note that observation of GLL style will expedite the processing of submissions by the Editors. **Contributions should be submitted both in hard copy and electronically.**

Articles may be written in English or German. Where German is used, the new spelling must be observed. Quotations should conform to the orthography of the original.

Two **abstracts** - one in English and one in German - should be attached to the front of each submission. These should not exceed 200 words each in length, and should give an informative and self-contained summary of the submission's contents and conclusions. When a submission is accepted for publication, the abstracts will be printed in the journal at the head of the article and will feature in the abstracting services and web site prepared by the publisher. Advice for composing abstracts so that their visibility is optimised on internet search engines can be found [here](#).

Double spacing should be used, with ample margins. Paragraphs should be indented with a single left tab. There should be no extra spacing between them. The **title and major headings** within the article should be in upper case roman and centred. Minor or numbered headings should be in lower case roman and justified to the left. The contributor's name should be in small roman capitals and centred beneath the title. **English spelling and punctuation** must conform to British practice; the ending '-ise' should be used rather than '-ize'.

Italics: In the body of the article italics should normally be used only for the titles of works, for non-German foreign words (e.g. *par excellence*), and for emphasis. German words quoted should normally (except in philological and/or linguistic articles) be in roman between single quotation marks, not in italics. In linguistic contexts words and phrases used as examples should be italicised. Conventional Latin bibliographical abbreviations should also be italicised: *et al.*, *ibid.* Quotations should not be italicised.

Quotations: All quotations should be in the original language where possible. They should be placed between single quotation marks (double quotation marks in the case of quotations within quotations). English-style quotation marks should be used throughout, even if the originals use German or other styles. Quotations of more than three lines of normal typescript should be indented without quotation marks. Verse quotations should be typed as such. Contributors should note carefully the conventions for punctuating sentences containing quotations, and in particular the rule that **where a short quotation is incorporated into the end of a sentence, the final full stop should be placed after the closing quotation mark**. References in parentheses should likewise be placed before the final stop, except in the case of indented quotations. **Only where a quotation forms a complete sentence in its own right should the final full stop be included within the quotation marks**. Where text has been removed from a quotation this should be indicated by ellipsis dots in square brackets: [...]. (Ellipsis dots that are not in square brackets will be assumed to form part of the original text.) Ellipsis dots should not usually be added to the beginning or end of a quotation.

Notes should be kept to a minimum, and should be numbered consecutively throughout the article. Their presentation in manuscript differs from the presentation in the journal: **they must be presented as endnotes**; in the body of the article, note numbers should be superscript, but in the notes both numbers and text must be aligned **and the same size as the text in the body of the article** (for detailed examples, see below). **References in the notes** should use italics for the titles of books and journals. The titles of articles should be in roman between single quotation marks. Page references should take the following form: 'pp. 13-17', 'pp. 23-7', 'pp. 123-7', 'pp. 123-35', etc. (when citing from books) and '13-17', '23-7', '123-7', '123-35', etc. (when citing from journals). The full page range should be given, rather than using 'f.' or 'ff.' Note that a space is inserted between 'p.' or 'pp.' and the page number(s). The following abbreviations should be used: 'ed.' (= 'editor' or 'edited by'); 'eds' (= 'editors'); 'edn' (= 'edition', as in '3rd edn'); 'tr.' (= 'translated by').

References to books should include the place and date of publication, but not the name of the publisher. (Where there is a risk of confusion, American place-names should include the two-letter abbreviated name of the state: 'Lincoln, NE'; 'Newark, NJ'; 'Cambridge, MA', etc.) Punctuation should be as follows: Hugo Kuhn, *Text und Theorie*, Stuttgart 1969, p. 45.

For **multi-volume books** (such as editions of collected works), the volume number should be in upper-case roman numerals; part numbers within volumes should be in arabic numerals and joined to the volume number by a slash: Theodor W. Adorno, *Gesammelte Schriften*, ed. Rolf Tiedemann, 20 vols, Frankfurt a.M. 1970-86, X/1, p. 14.

Edited collections should be referred to as follows: Alexej Ugrinsky (ed.), *Heinrich von Kleist Studies*, New York and Berlin 1980.

Quotations from edited collections should be cited as follows: Jeffery L. Sammons, 'Rethinking Kleist's *Hermannsschlacht*', in *Heinrich von Kleist Studies*, ed. Alexej Ugrinsky, New York and Berlin 1980, pp. 33-40 (p. 36).

In **references to journals** the generally accepted abbreviations should be used (e.g. *GLL*, *ZfdA*, *DVjs*, *PMLA*). In case of doubt, titles should be given in full. The volume numbers for journals should be in arabic, and should be followed by the year in brackets. Numbers of individual issues within journal volumes should be given only if the date and page numbers are not sufficient in themselves for locating the reference in question. Where it is necessary to give such a number, it should be joined to the volume number by a slash: 56/1.

Quotations from journals should be cited as follows: H. B. Nisbet, 'Lessing and the Search for Truth', *PEGS*, 43 (1973), 72-95 (93).

References in the body of the article may be used to minimise the number of notes, but must be brief. They should be enclosed in brackets and announced at the end of the note giving the first detailed reference (e.g. 'Further references appear in the text.')

References to material on the Web should be presented as follows:
<http://www.blackwellpublishing.com/optimize> (accessed 25 March 2008).

Contributions written in German should observe these guidelines, but use appropriate German abbreviations (e.g. 'S', 'hg. von', 'Hg.').

FURTHER DETAILS OF PRESENTATION SHOULD BE CHECKED CAREFULLY AGAINST RECENT BACK NUMBERS OF THE JOURNAL.