**Style sheet**

**for manuscripts submitted to the web portal**

**Polyphony plurilingualism\_creativity\_writing**

Please send your article as a Word document to webportalpolyphonie@gmail.com

Your paper should be approx. **7,000 words** long and should be preceded by an **abstract** of no more than 100 words in English and German; abstracts will also be accepted in Italian, French or Slovak (in which case the editors will see to the translation). Please also add a short **biographical note** (about five lines).

**Formal guidelines**

Papers should be formatted in **Times New Roman.**

The **main text** should be formatted in **12 pt font** with **line spacing 1.5**, while **footnotes** should be in **10 pt** font with **line spacing 1**. Longer quotes (exceeding three lines) should be indented (1.5 cm left and right) and with a font size of **10 pt**. Leave a **blank line before and after** the indented quote; no quotation marks are necessary.

**Headings** should be arranged using **consecutive numbering** (1. for the main heading, 1.1. for the first subheading, etc.).

Please add a **bibliography** at the end of your paper listing all quoted texts (see below for further guidelines on this).

**Foreign-language words** (excluding those in quotations) should be printed in *italics*.

**Single quotation** marks should be used for ‘**scare quotes**’ (please also see the guidelines on quotation marks below).

Write out **authors’ names** in full (Feridun Zaimoglu, not F. Zaimoglu).

**Special characters**

Should you need to use special characters or fonts in your paper, please consult with the editors so as to avoid any misprints. Diacritical marks should not be a problem as long as Times New Roman is used.

Please **avoid abbreviations**;it is better to spell out the words in full.

**Further typographical guidelines**

• **dashes/hyphens**: please be aware that these are two different characters (the dash – is longer, the hyphen - shorter) and correct them throughout your text if Word does not do so automatically. Any necessary changes can be made using Find and Replace.

• use dashes without spaces when giving **page numbers or dates** (e.g., 12–14; 1985–1997)

• **quotation marks**: please make sure to use the following double quotation marks: “...” (and not "..."). Single quotation marks (used, for instance, for scare quotes) should look like this: ‘…’.

• **double spaces**: to avoid unintentional double spaces, use Find and Replace.

**Quotations**

All quotations must correspond exactly to the original. Any additions/changes you make should be indicated within square brackets, while any omitted text should be indicated with an ellipsis: [...].

**Shorter quotations** are to be put in double quotation marks. Any quotation marks needed within such a quotation become single.

**Longer quotations** (exceeding three lines) are to be indented (1.5 cm left and right) and formatted in **10 pt font**. Leave a **blank line before and after** the indented quote. Indented quotations require no quotation marks.

**Punctuation marks** that are not part of a quotation are always to be placed after the closing quotation marks.

**Titles of books** mentioned in the main body of the textare to be *italicised*. This also applies in footnotes unless the title is bibliographical information, in which case it is not italicised.

Please distinguish between **actual quotes** (use double quotation marks), **scare quotes** (use single quotation marks) and **foreign-language words** or **historical expressions** (italicise).

**Formatting of footnotes**

A footnote number should be given after each quotation and always placed after the punctuation mark.1 Footnotes are to be numbered consecutively throughout the text and should be formatted in **10 pt** **font** (**line spacing 1**).

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1 This is an example footnote. *Winter* is the latest novel by the Scottish writer Ali Smith and will soon be followed by *Spring*.

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If you quote several times from the same text (*repeat citation*) and there is no danger of mistaking the source, it is sufficient to give the page number in brackets: (3) or (see 3). Such brackets are to be placed before the punctuation mark: “[...] the start of the whole debate” (246). If the quotation is longer and indented (10 pt), then the page number(s) in brackets should be put after the final punctuation mark:

There is a black statue of St. Peter, to be sure, under a red canopy, which is larger than life, and which is constantly having its great toe kissed by good Catholics. You cannot help seeing that: it is so very prominent and popular. But it does not heighten the effect of the temple, as a work of art; and it is not expressive – to me at least – of its high purpose. (119)

**Bibliographical information in footnotes and in the final bibliography**

**Monographs**:

Thompson, Carl: Travel Writing. Abingdon: Routledge 2011, 105.

**Publications in a collective volume:**

Kushner, Tony: Negotiating and Narrating Homelessness: Refugees from the 1930s. In: Barbara Schaff (ed.): Exiles, Emigrés and Intermediaries. Anglo-Italian Cultural Transactions. Amsterdam-New York: Rodopi 2010, 255-271, 257.

**Publications in a collective volume by the same author:**

von Heydebrand, Renate: Kanon Macht Kultur – Versuch einer Zusammenfassung.

In: Renate von Heydebrand (ed.): Kanon Macht Kultur. Theoretische, historische und soziale Aspekte ästhetischer Kanonbildungen. (Germanistische Symposien Berichtsbände 19)

Stuttgart, Weimar: Metzler 1998, 612–625, 617–621.

**Publications in an academic journal:**

Mardorossian, Carine M.: From Literature of Exile to Migrant Literature. In: Modern Language Studies, vol. 32 (2002), no. 2, autumn, 15-33, 18.

**Academic editions:**

Goethe, Johann Wolfgang: Stella (first version). In: Johann Wolfgang Goethe: Sämtliche Werke. Ed. by Friedmar Apel and others, Frankfurt/M. 1985ff. I. Abt., vol. 4: Dramen 1765-1775. Ed. by Dieter Borchmeyer. Frankfurt/M.: Deutscher Klassiker Verlag 1985, 531–574, 543.

**Dictionary entries:**

Hörisch, Jochen: Nietzsche, Friedrich (Wilhelm). In: Walter Killy (ed.): Literatur

Lexikon. Autoren und Werke deutscher Sprache. Gütersloh, Munich: Bertelsmann

1988–1993. vol. 8. Gütersloh, Munich 1990, 414–420.

**Articles in newspapers and other regular periodicals:**

Akademische Bonifazius-Correspondenz 25. vol., no. 5, 1.7.1910, 10.

**Abbreviated form of bibliographical information**

If titles are repeated in footnotes, they are to be given in abbreviated form with a reference to the footnote in which the complete information can be found. The author’s name is to be given in full (last name, first name):

Neumann, Gerhard (note 25), 73.

If reference in a footnote is to the same title as in the previous footnote (*repeat citation*), then the short form is sufficient:

Ibid., 73.