

GCSC-Series

GIESSEN CONTRIBUTIONS TO THE STUDY OF CULTURE

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Required settings for the manuscript

The following specifications apply to Microsoft Word/Windows (Version 7.0/6.0).

Font: Times New Roman.

Print space:

Inside/Outside:	2.5 cm
Upper margin:	3 cm
Lower margin:	2.5 cm
Pagination:	Header, alternating, right (uneven page number) / left (even page number), first page different
Header:	1.5 cm from the margin

Chapter Heading/ Title of Essay

Font size and type:	16 pt, small caps
Space:	0 pt before (as always at beginning of new page), 30 pt after
Alignment:	centre
Line spacing:	single
Numbering:	Roman numerals, followed by a dot (I.); titles of Essays without number

Main heading

Font size:	15 pt
Space:	30 pt before / 18 pt after
Alignment:	centre
Line spacing:	single
Numbering:	Arabic numerals, followed by a dot (1.)

Section heading

Font size:	13 pt
Space:	0 pt before (after main heading) / 24 pt before (after preceding text), 12 pt after
Alignment:	left
Line spacing:	single
Indent:	hanging indent of 0.7 cm
Numbering:	Arabic numerals, followed by a dot (1.1)

Paragraph formatting

Font size: 13 pt
Alignment: justified text
Line Spacing: 16 pt
Indent: first line 0.7 cm (do not intend after headings and quotations)

Quotation

All quotations (words, parts of a sentence, sentences) in the text are marked by typographical inverted commas (“...”). The quotations are followed by the respective references in parentheses (name of author, date of publication, colon, page number). Quotations within a quotation are marked by single inverted commas (‘...’). Every difference from the original has to be enclosed in square brackets. Omissions, even at the beginning or end of a longer quotation, are represented by an ellipsis (three dots) in square brackets: [...].

Please note that one blank follows “cf.” and precedes “f.”. Dashes without blanks (instead of short hyphens) are usually used when meaning “from ... too” (i.e. between dates or page numbers).

Longer quotations (four lines and longer) are indented by the specification of the style sheet called “Quotation”.

Font size: 12 pt
Space: 6 pt before, 6 pt after
Alignment: justified text
Line spacing: 14 pt
Indent: 0.7 cm left, 0 cm right

Emphasis

Double inverted commas are reserved for quotations. The meta-discursive use of certain terms, distancing, etc. is marked by single inverted commas. Words in a foreign language are set in italics. Keep to the upper and low case of the original language. Titles of works (books, magazines, works of art, films, games, ...) are set in italics; titles of essays, however, are marked by double inverted commas.

Footnotes

Font size: 12 pt
Space: 0 pt before, 3 pt after
Alignment: justified text
Line spacing: 14 pt
Indent: hanging 0.7 cm
with short dividing line before beginning of the footnote, drawn through with continuous footnote text on the next page

Header

Font size: 12 pt
Indent: centred alignment
no dividing line

Bibliography

Font size: 13 pt
Alignment: justified text
Line spacing: 15 pt
Indent: 0.5 cm, hanging

The following specifications are used for bibliographical information:

Surname, Name, Name Surname. Year [First Year of Publication in original language].
Title. Subtitle. City/City: Publisher.

____. Year. "Title of Article." In: Name Surname/Name Surname (eds.). *Title. Subtitle.*
City: Publisher. Page-Page.

Surname, Name. Year. "Title of Article." In: *Journal* Number of Volume: Page-Page.

[Examples:]

Monographs:

Assmann, Aleida. 1999. *Erinnerungsräume. Formen und Wandlungen des kulturellen Gedächtnisses.* München: Beck.

Article in an Edited Volume:

Fluck, Winfried. 2005. "Funktionsgeschichte und ästhetische Erfahrung." In: Marion Gymnich/Ansgar Nünning (eds.). *Funktionen von Literatur. Theoretische Grundlagen und Modellinterpretationen.* Trier: WVT. 29-53.

Article in a Journal:

Conquergood, Dwight. 1991. "Rethinking Ethnography: Towards a Critical Cultural Politics." In: *Communication Monographs* 58: 179-194.

Other Examples:

Richter, Karl, Jörg Schönert, Michael Titzmann. 1997. "Literatur – Wissen – Wissenschaft. Überlegungen zu einer komplexen Relation." In: Ead. (eds.). *Die Literatur und die Wissenschaften 1770-1930. Walter Müller-Seidel zum 75. Geburtstag.* Stuttgart: M & P Verlag. 9-36.

Wirth, Uwe. 2002. "Der Performanzbegriff im Spannungsfeld von Illokution, Iteration und Indexikalität." In: Id. (ed.). *Performanz. Zwischen Sprachphilosophie und Kulturgeschichte.* Frankfurt a.M.: Suhrkamp. 9-60.

Other Sources:

Online Sources: If possible, format like any other source,:

Surname, Name/Name Surname. Year [Please check when the page was last updated].
"Title." www.url.com/content.php (last retrieved 2010-01-01).

If the author is unknown, enlist the URL (Letter W):

www.url.com/content.php. Year (last retrieved 2010-01-01).

Newspaper Articles:

Surname, Name/Name Surname. Year. "Title." In: *Name of Newspaper*. Edition of 2010-02-03. Page-Page.

→ If the article is published without the author being named, please format like this (alphabetic order according to title):

"Title." Year. In: *Name of Newspaper*. Edition of 2010-02-03. Page-Page.

Unpublished Interviews and Conversation:

Surname, Name of interviewer. Year. *Interview/Conversation with XYZ*. Place, Date (unpublished).

Note

Please avoid single lines at the beginning or end of pages. You can change the programme's settings accordingly under format/paragraph/line and page breaks for the main text and the footnotes.

Please do not use abbreviations in the text. Names of organisations are written out when first mentioned (with the common abbreviation in brackets). The abbreviation can be used from now on in the text. Please write out the authors' Christian names. Numbers up to twelve are written in letters, and then written as numerals.

Please keep to British English throughout the book. You do not have to mark established foreign words (i.e. if you find them in the dictionary); Technical terms from foreign languages go in italics (*spatial turn, megalopsychia...*). Avoid italics for emphasis and refer to concepts, ideas, etc. with single inverted commas.