

GUIDE FOR AUTHORS

HOW TO PREPARE THE MANUSCRIPT

In order for your manuscript to be optimally prepared for the copyediting and typesetting process, we have compiled the following guidelines. We kindly ask you to follow them when preparing your manuscript for submission.

Basic information

Organization of the manuscript

Each manuscript should follow the sequence:

Title

Authors and affiliation

Abstract and Keywords

Main text

References

Text style of the manuscript

All manuscripts must be edited in MS Word:

- page setup format A4, all margins at 2cm on all sides, single line spacing;

- font style Times New Roman, without capital letter,

- size:

14 for title (bold),

12 for authors (regular),

12 for affiliation (italic)

10 for abstract (regular),

10 for key words (italic),

11 for main text and (regular),

10 for references (regular, except the title of books and journals which will be written italic);

- paragraph:

indentation = 0,

alignment left for title, authors, affiliation, key words and justified for abstract, main text

references; line spacing = single, column = one.

Title: should be clear

Author names should appear as used for conventional publication, with first and middle names or initials followed by surname. If multiple authors have the same affiliation, one listing of the affiliation should be used, preceded by the full list of those authors on the line above.

Abstract: begin the section with the word Abstract in bold font. The authors prepare a structured abstract of not more than approx. 1,000 signs. The abstract should be an explicit summary of the paper.

Key words. Immediately after the abstract, provide a maximum of 4–7 keywords.

Text structure [see at the end of this document Attachment 1]

Headings should be aligned with the left margin.

A chapter title can consist of a main title and a subtitle. If so, please separate them with a forced line break.

- The text should be divided into sections and, if necessary, subsections. Each main section should be provided with a heading title.

- Short quotations (of less than 100 words) should be a part of the main text and distinguished with quotation marks. Longer quotations should be set as a block of text and separated from the main text with two space lines. The quotation should fully correspond to the original in terms of wording, spelling and punctuation. Any additions should be marked with square brackets. Omissions should be distinguished with elision points in square brackets.

Images should be provided as separate files. Photographs (halftone) must have a minimum resolution of 300 dpi and be saved as either .jpg or .tif files.

Figures should be provided with captions and cited in the text. Each caption should consist of the title and source of the figure. *[[Example: Figure 1 presents...]]*

Graphics should be saved as .eps files. In the case of larger tables, please compile the data in a spreadsheet, such as Excel or Numbers.

Tables must be provided with a headline and should be cited in the text. [[*Example: As presented in Table 1.1, ...*]]

References: Peter Lang Style Guidelines – British English January 2018

Please use the preferred reference **APA style**.

Spelling

Use British spellings, but use –ize endings (realize, organize, etc.). However, note that ‘analyse’ should be used, not ‘analyze’.

Abbreviations, Contractions and Acronyms

Use full points:

- If an abbreviation does *not* end with the final letter of the word: ed., vol., no., Rev.
- After initials in a name: R. A. Butler (and leave a space between initials)

Do *not* use full points:

- If a contraction ends with the final letter of the word: Dr, Mr, Mrs, St, eds, edn
- In metric units of measurement: cm, kg
- In acronyms, such as initials of organizations or associations: RAC, BBC, USA

Capitalization

Please be consistent in your capitalization of key terms throughout the manuscript.

Use capital letters:

- For proper names; proper names of institutions, organizations or movements (Romanticism, the Gothic), and for words derived from proper names (Dantesque, Latinize)
- For prefixes and titles (President Barack Obama, Pope John Paul)
- For recognized geographical names (Northern Ireland)
- For proper names of periods or natural phenomena (Jurassic)
- For historical eras and events (the Reformation)
- For trade names (Levi’s)
- For titles of works of literature in English

Do *not* use capital letters:

- For titles not preceding a person’s name (the US president, the pope)
- For descriptions of geographical regions (northern England)
- For political theories (socialism, communism, fascism, the left, *but* National Socialism)
- For academic subjects (literature, history), unless it is part of a job title or department name (Professor of English Literature)

Punctuation

Commas

Do *not* use serial commas in lists: We bought apples, oranges and pears (NOT apples, oranges, and pears).

Dashes

A dash indicates a break in thought or explanatory phrases. Use an ‘en’ rule with a space on either side – to be typed thus.

Hyphens

Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for compound nouns (make-up), adjectival phrases (middle-class neighbourhoods), between repeated vowels (co-operate)
- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in 'ly' (widely known), between two vowels that don't clash (reintroduce), in words with the 're-' prefix that don't clash (rewrite, rethink). Email should be written without a hyphen (*not* e-mail).

Ellipses

An ellipsis should be used to indicate an omission in quoted material or a pause.

- Use three dots with spaces on either side ... like this.
- Do not start or end quotations with ellipses; simply leave them out.
- Indicate the elision of text from within a direct quotation like this [...] with remaining text continuing. Do not place the ellipsis within square brackets if it is part of the original material that you are quoting.
- If a full stop follows the elision of text, indicate like this [...].

Numbers

In general, numbers up to 100 should be spelled out. For numbers 100 or more, use digits.

Use figures:

- For years: 1984, 1950s (not fifties)
- For dates: 25 June 1983 (not 25th of June, June 25)
- For percentages: 25 per cent (*Note:* with 'per cent' as two words)
- For measurements: 8 km, 15 hectares, 16 mm, 35 mm (spaced as shown)
- For numbers 100 and over: 400, 7.8 million (*Note:* use commas in numbers of four digits or more, as in 2,000 and 45,000)
- For numbers in a series: Table 1, Chapter 4

Do *not* use figures:

- For numbers less than 100: twenty-five people
- For centuries: nineteenth century (not 19th century) and nineteenth-century history (*Note:* the hyphen is required for adjectival use)

Spans of numbers:

- Use the fewest number of numerals: pp. 23–4, 1984–5
- In the teens, the '1' is always repeated: 12–13, 217–19
- In titles and headings, put numbers in full: *The History of Germany, 1931–1993*

Lists

If you are using lists within the manuscript, please be consistent in using numerals or letters. Bullet points may alternatively be used.