

The Goethe Society of India is using the Peter Lang Style Guidelines which follow Oxford University Press's New Hart's Rules (the full document is available as a Pdf on the Webpage of the GSI).

Please provide a short abstract (200 words) of your article in German if your text is in English and in English if your text is in German. We can translate it for you if necessary.

Goethe Society of India, Yearbook Style Sheet

1. **Submission:** Please send your article (in a Word doc file) as an E-mail attachment. If your manuscript contains any special characters or fonts, please also send it as a PDF file to ensure the proper typesetting of these characters.

2. **Paper size:** A4; Left, Right, Top, Bottom Margins: 1"

3. **Font:** Times New Roman 12 pt for main text; use italics to indicate titles of works or foreign terms, or for emphasis. Do not use bold or underlining

4. **Paragraphs:** single line spacing; no blank line between paragraphs, only indent first line (0.3").

Use a single space following full stops and colons - not a double space. Use italics for all titles in the running text.

5. **Headings:** All headings should be left aligned.

6. Quotations:

- a) Use single line spacing.
- b) Longer quotations (more than five lines [over 60 words]) should appear as a separate block, without quotation marks, one size down and not indented on either side; single line spacing; a blank single line space before and after the quotation;
- c) Quotations in the text (less than 60 words) should be within 'single' quotation marks; Place the punctuation after the quotation mark if it is not part of the original quote. For quotes inside of quotes, use double quotation marks.
Use square brackets for an editor's interpolation ('in many respects [hers is an] exemplary biography').
- d) Ellipses:
 - Use three dots with spaces on either side ... even if a sentence starts or ends with one.
 - Indicate the elision of text from within a quote like this [...] with remaining text continuing.
 - If a full stop follows the elision of text, indicate like this [...].

7. Citations:

Please use in-text citations. The author–date citation should be inserted into text *prior* to punctuation. In block quotes, however, the author–date citation *follows* end punctuation. The page number may be included after a colon:

- For years, most textbooks referred to the five stages of economic integration (Jessop 1995b).
- According to Higgins, preventative medicine is ‘cost effective’ (2005: 56), but not efficient.
- Berkeley (2009: 43) argued that ‘[g]lobal climate change has caused billions of pounds of damage.’

8. Notes and References

Footnotes are to be used only to provide explanatory information with continuous superscribed numbering.

The bibliography should be alphabetized by author last name and, for multiple works by one author, by title. Works with no author should be alphabetized by the first word (after the definite or indefinite article). Examples of entries in a bibliography:

Book

Cary, George, *The Medieval Alexander* (Cambridge: Cambridge University Press, 1956).

Book with one or more authors/editors

Taberner, Stuart, ed., *Distorted Reflections* (Amsterdam: Rodopi, 1998).

——, and Frank Finlay, eds, *Recasting German Identity: Culture, Politics and Literature in the Berlin Republic* (Rochester, NY: Camden House, 2003).

Chapter in a book

Shearman, John, ‘The Vatican Stanze: Functions and Decoration’, in George Holmes, ed., *Art and Politics in Renaissance Italy* (Oxford: Oxford University Press, 1993), 185–240.

Article in a journal

Downing, Taylor, and Andrew Johnston, ‘The Spitfire Legend’, *History Today* 50/9 (2000), 19–25.

Newspaper article

Walser, Martin, ‘Teufel von Auschwitz sind eher arme Teufel’, *Abendpost* (14 March 1965).

Online journal article

‘University Performance, 2001 League Tables’, *Times Higher Education Supplement* <<http://www.thesis.co.uk/main.asp>> accessed 5 June 2001.