

Guidelines for contributions in English to the *Geistes-, sozial- und kulturwissenschaftlicher Anzeiger*

General conventions:

- In the text, *titles of works* are printed in italics.
- Foreign language expressions that are unusual in English can be given in italics when first used, but are not marked again when repeated.
- Language examples are likewise in italics, indications of their meanings are given in single ‘quotation marks’.

Quotations:

Quotations are given in “double quotation marks”, source quotations in the historical sciences are shown in italics (except in the Greek alphabet). Quotations within quotations are marked with ‘single quotation marks’. The source of a literal quotation must be identifiable unequivocally, the quoted text must be reproduced character for character. In order to avoid misunderstandings, typographical errors in the original must be marked with “[sic]” in the quotation; additions to citations must [always] be marked with square brackets, omissions with “[...]”.

The short citation format applies generally.

Within each contribution, strict consistency must apply in the citation format. This concerns in particular the distinction between direct citation and indirect citation, and the use of the terms “cf.” and “see”. There are different opinions and conventions on this – the important thing is that they are used consistently in the individual contribution in order to avoid ambiguities.

Page numbers such as “59 f.”, “59 ff.” or “59 et seq.” are not allowed, and instead precise paging should be given (“59–60” or “59–67”).

The **brief citation** as a rule consists of the author’s name (in SMALL CAPS¹) and year of publication **or – while retaining the necessary uniformity within the contribution –** the title keyword. Depending on custom in the specific discipline, they can be entered **in brackets within the continuous text or in footnotes**. To save space, the abbreviation “ibid.” is also used in brackets. In footnotes, however, the complete brief citation is always used.

- SMITH 2002, 34. **or:** SMITH, Constructions 34.
- SMITH 2002 and 2003. **or:** SMITH, Constructions and SMITH, Heads.
- SMITH 2002, 78, 90 and 289. **or:** SMITH, Constructions 78, 90 and 289.
- SMITH 2002, 78 and 289, and 2003, 56. **or:** SMITH, Constructions 78 and 289, and SMITH, Heads 56.

¹ To place small caps, please use the function under “Font” in the Word menu!

- SMITH & ADAMS 1999, 56–57. **or:** SMITH & ADAMS, *Dreamy Figures* 56–57.
- Where there are more than two authors:
SMITH et al. 2003, 67. **or:** SMITH et al., *Pompeii* 67.
- (*ibid.*, 68)

Secondary citations are identified with the abbreviation “qtd. in”:

- Qtd. in BROWN 1899, 77.
- The Morning Sun, 6 May 1927, qtd. in MILLER 1978, 77.

Footnotes:

The footnote symbol follows the final punctuation mark. The only exception is if the footnote refers exclusively to a word or an expression before the punctuation mark.

Footnotes always begin with a capital and end with a full stop.

Bibliography:

- Heading: “Bibliography”
In the simplest of cases, this contains an alphabetical list of the references. It includes all the titles used in the contribution.
If necessary, additional headings of equal rank are possible such as “Archives”, “Sources”, “Literature”, “Abbreviations”, “List of illustrations” or “Acknowledgements”.
- Bibliographical details shall as a matter of principle be given in accordance with these models:
 - SMITH, Jack (2002). *Constructions as the Raw Material of Deconstructivism: A Constructive Reconstruction*. Vienna / New York.
 - SMITH, Jack / Joshua ADAMS (1999). *Dream Figures: Phenomenology of the Unconscious*. 5th ed. Berlin.
 - SMITH, Jack / Joshua ADAMS / William GATES (eds.) (2003). *Pompeii: Return Journey to the Lost City. With the Collaboration of Harry BROWN*. Naples / Rome.
 - WHITEHEAD, Abigail (ed.) (2009). *Critical Constitutionalism: A Reader*. Lincoln, Nebr. (Law, Justice and Society; 73).
 - CLARKS, Harry (2002). *Kantwurst and Schillerlocke: On German Culture of Remembrance*. In: *Cultural Studies and Other Stuff* 7, no. 2, 6–17.
 - JONES, Isabella (1997). *Holler du dödel di diri diri dudel dö: Yodeling in Bavaria*. In: Heinz LILIENKRON & Irmgard HOPPENSTEDT (eds.). *Yodeling: History and Global Uses*. 2nd ed. Vienna / Berlin / New York (Sprachvariationen; 19), 469–488.
 - STEIN, Lola (1995). *Wünsche des Urmenschen*. Phil. Diss. (unprinted), University of Vienna.
 - RICHARD, Joseph (2009). *The Model Student: On Boring Books and the Law of Attraction*. [www.literaturanalysen.at/inhalte/kehlmann/mass-and-ruhm-08-5-10.pdf, 14 December 2013]

Thus as a rule there is no need for an explicit resolution of the brief citations since each citation can be derived directly from the highlighted name(s) and the indication of the year that follows.

If, however, the contribution uses brief quotations without the year of publication but instead with a title keyword, the brief citations must be resolved in the bibliography as follows:

- KING, *Homo heidelbergensis* = Theodore KING. The Origin of *Homo heidelbergensis*. Ithaca, N.Y. 1995.
- CLARKS, *Kantwurst* = Harry CLARKS. *Kantwurst* and *Schillerlocke*: On German Culture of Remembrance. In: *Cultural Studies and Other Stuff* 7 (2002), no. 2, 6–17.

In such a case, the indication of the year moves to the end.

- Abbreviations for journal titles or standard works common in the specific discipline and used in the contribution are to be resolved in the bibliography and are listed in normal alphabetical order:
 - JHS = Journal of Hellenic Studies
 - The same applies to other abbreviations that might be used if no author's name can be attributed to a publication or an Internet source:
 - Reichsrathswahlen 1897 = Die Ergebnisse der Reichsrathswahlen für das Jahr 1897. Vienna 1897 (Österreichische Statistik; XLIX/1).
 - ONB = About the Department of Planned Languages. [<http://onb.ac.at/ev/collections/esperanto/aboutplannedlanguages.htm>, 14 May 2013]
 - Any list of “Abbreviations” is reserved for abbreviations used in the contribution but not generally used. Abbreviations for literature titles are not resolved here but instead in the Bibliography (see above), abbreviations for archives in a separate sub-item “Archives”.
 - Further important details:
 - Given names are either to be written out in full in all cases (if they are known) or abbreviated in all cases.
 - In order to avoid typographical excesses, titles are generally not marked by italics or quotation marks.
 - Editors are marked with “(ed.)” or “(eds.)” and precede the title of the book:
 - JONES, Peter (ed.) (1977). *Shakespeare, the Sonnets: A Casebook*. London.
- If there is both an editor and author, the editor is stated last:
- SHELLEY, Percy Bysshe (1965). *The Complete Works of Percy Bysshe Shelley*. Eds. Roger INGPEN & Walter E. PECK. 2 vols. London.
- Where there are several titles by one author (including as editor), these are arranged chronologically according to increasing years (or alphabetically according to title keyword). Where there is more than one title by an author within one year of publication, these are distinguished by means of “a, b, c” etc.

- The abbreviations “id.” and “ead.” (idem and eadem) are used only where the author of the contribution and the author of the book (editor of the volume) are identical and are given in small caps like names.
- Where two or more contributions come from one collective volume, the collective volume is included as a separate literature reference and referred to for the contributions:
 - ... In: LILIENKRON & HOPPENSTEDT 1997, 17–29.
- Year of publication of original editions can if necessary be added in square brackets:
 - DARWIN, Charles (1971 [1859]). On the Origin of Species by Means of Natural Selection or the Preservation of Favoured Races in the Struggle for Life. Munich.
- For newspapers (not for academic journals) whose titles do not indicate the place of publication, the latter is to be added to make them easier to find:
 - Die Presse (Vienna), 7 May 2002, 8.
 - Salzburger Nachrichten, 5 December 1988, 9.

Tables and illustrations:

Tables and illustrations are separated from the surrounding text by a preceding and following empty line, and given a short heading.

Since tables and illustrations may be placed elsewhere in the volume than in the typescript, expressions such as “the following table” or “the above illustration” are to be avoided; instead, tables and illustrations are to be numbered consecutively and references given using the numbers (such as “See Table 1”).