

Stylesheet NaturFreundeGeschichte/NatureFriendsHistory

English

The following guidelines serve to facilitate editing and proofreading. In the text it should be clearly noticeable what is a heading, a body paragraph, citation, footnote or a block quote. Authors should submit their manuscripts via email to Dieter.Gross@naturfreunde-bayern.de, as attached documents in MS Word format. Texts can be provided in English or German.

1 Spacing, Margins, Font

Contributors are asked to 1.5 space all manuscripts. Margins should be 2.5 cm at the top, left side and right side of the text, but 2.0 cm at the bottom. Quotations exceeding four lines should be indented and set off as block quotes (single-spaced; without quotations marks).

Articles should be written in Times New Roman (font size 11).

2 Footnotes

Footnotes provide additional information or source references (see Documentation) at the end of each page. They are single-spaced. Footnotes should be written in Times New Roman (font size 10).

3 Documentation

Sources of direct and indirect quotations have to be made explicit.

NaturFreundeGeschichte/NatureFriendsHistory recommends the use of footnotes or endnotes. The footnotes give the complete information of the source (see Bibliographic Format) in MLA format.

4 Bibliographic Format for References (MLA format)

(1) A book by a single author:

Last Name, First Name. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Petry, Mike. *Narratives of Memory and Identity: The Novels of Kazuo Ishiguro*. Frankfurt Am Main: Peter Lang, 1999. Print.

(2) A book by multiple authors:

Last Name, First Name of First Author, First Name Last Name of Second Author, and First Name Last Name of Third Author. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Bradley, Arthur, and Andrew Tate. *The New Atheist: Fiction, Philosophy and Polemic after 9/11*. London: Continuum International Group, Limited, 2010. Print.

(3) A work in an anthology or essay collection:

Last Name, First Name. "Title of Essay." *Title of Collection*. Ed. First Name Last Name of Editor(s). City of Publication: Publisher, Year of Publication. Medium of Publication.

James, David. "Artifice and Absorption: The Modesty of Kazuo Ishiguro's *The Remains of the Day*." *Kazuo Ishiguro*. Ed. Sean Matthews, and Sebastian Groes. London: Continuum, 2009. 54-66. Print.

(4) An article in a journal:

Last Name, First Name. "Title of Article." *Title of Journal*. Volume.Issue (Year): Pages. Medium of Publication.

MacKenzie, Clayton G. "Love, Sex and Death in *Romeo and Juliet*." *English Studies* 88.1 (2007): 22-42. Print.

(5) An article from a webpage:

Last Name, First Name. "Title of Article." *Name of Site*. Name of Institution/Organization affiliated with the Site, Date of Resource Creation. Medium of Publication. Date of Access. URL (optional).

Eccleshare, Julia. "Northern Lights and Christmas Miracles." *Books for Keeps*. Books for Keeps, Sept. 1996. Web. 13 July 2013.

5 Pictures

Contributors may insert pictures (photographs, paintings etc.) in the text. The rights of the picture have to be clarified with the creator by the author, and the source has to be named in the article.

6 Omissions

Ellipsis points in square brackets mark omissions in quotations.

Complete quotation:

“The clubs supported the unions and the working-class press and cooperated with other German Labor organizations, such as the workers’ glee clubs (“Arbeitersängerbund”).

(Klaus-Dieter Gross)

Quotation with an ellipsis in the middle:

“The clubs [...] cooperated with other German Labor organizations, such as the workers’ glee clubs (“Arbeitersängerbund”).

Quotation with an ellipsis at the end:

“The clubs supported the unions and the working-class press and cooperated with other German Labor organizations [...]”.

For quotations containing an ellipsis in the original, three periods without brackets are used.