

Please help us with editing your work – follow these guidelines in formatting your paper.

YOUR DOCUMENT – BASIC FORMAT

- ▶ Please use one of the common word processing programmes to write your article. If you use a programme other than Microsoft Word, please make sure that you save the document as a **.doc, .docx, or .rtf file**. Please do not send other formats.
- ▶ Contributions should be about **5000–6000 words** (if your article deviates significantly from this number, please contact the editors).
- ▶ At the top of your first page, please remember to state the **title** of your paper and your **name**.
- ▶ At the end of your paper, please **add an abstract** of about 5–10 lines. If your article is written in English, the abstract should be in German and vice versa. If you need assistance, contact the editors.
- ▶ If you use **images** in your paper, please position them in the text document *and* send them (together with your text document) as .jpg or .tif files in the highest resolution available. Provide the necessary information directly below the image (caption).
- ▶ Please send your draft and images (if applicable) **by e-mail to the editors**.

BASIC LAYOUT OF THE TEXT

- ▶ Use **DIN A4** format and include page numbers. The **font** should be Times New Roman, 12 pt and 1,5 lines **spacing** for the whole text. We will later adjust some of the following aspects to align with the **final layout** of the journal.
- ▶ Please use **footnotes** only where it is absolutely necessary. Use standard footnotes in Word.
- ▶ Please use British English **spelling and punctuation**. Do not use automatic hyphenation.
- ▶ Structure your paper. We welcome subheadings with suggestive titles.
- ▶ Use **italics** for titles of books, plays, films, poems, newspapers, journals, and for foreign-language terms. Only use italics for emphasis if absolutely necessary.
- ▶ Only reference or quote **sources written in a language other than English** if English translations are unavailable. If you include non-English quotes, please provide an English translation in a footnote.

QUOTING AND CITING

- ▶ Use **double quotation** marks for quoted material and **single quotation marks** for general concepts, ironical formulations, or similar. Please use single quotation marks sparingly.
- ▶ Please indent **longer quotations** using the tab key (→) and use font size 10 pt. Set-off quotations should not be given in quotation marks, unless to mark dialogue.
- ▶ Quotations of **dialogue from a play** are indented as well. Write the name of the speaker at the beginning of the appropriate line IN CAPITAL LETTERS, followed by a full stop. Then start the quotation (no quotation marks needed). For the next character, start a new line. Example:

RICHARD. Hath not thy rose a canker, Somerset?
SOMERSET. Hath not thy rose a thorn, Plantagenet?
RICHARD. Ay, sharp and piercing to maintain his truth,
Whiles the consuming canker eats his falsehood. (2.4.68–71)
- ▶ If material is to be left out, in running text or off-set quotations, **mark omissions** within a sentence and between complete sentences in square brackets with 3 dots, thus [...].
- ▶ Please use **parenthetical citations**. Be as precise as possible with the indication of page numbers. Avoid “ff.” in a reference.
- ▶ Provide full bibliographical information for all works referenced in the main text or in footnotes in your **Works Cited** list at the end of the paper.
- ▶ Please format your Works Cited according to the rules outlined in the **7th edition of the MLA Handbook**. Below are some basic examples. In case of doubt, please refer to Joseph Gibaldi’s *MLA Handbook for Writers of Research Papers* (Seventh Edition).

PARENTHETICAL CITATION

MLA style requires you to briefly credit sources with parenthetical citations in the text of your paper. Generally, a parenthetical citation includes the author's last name and the page number(s) of the information used: (Smith 127). Remember to provide the complete description of each source in your Works Cited list.

WORKS CITED – BASIC EXAMPLES**Books and Edited Books**

Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Date of Publication.

Gurr, Andrew. *Playgoing in Shakespeare's London*. 3rd ed. Cambridge: Cambridge University Press, 2004.

Hodgdon, Barbara, and William B. Worthen, eds. *A Companion to Shakespeare and Performance*. Malden, MA: Blackwell, 2005.

Shakespeare, William. *King John*. Ed. E. A. J. Honigmann. London: Cengage Learning, 2004.

Chapters/Book Sections/Introductions

Author of Article. "Article Title." *Title of Collection*. Editor. Vol. number (if any). City of Publication: Publisher, Year. Page(s).

Miola, Robert S. Introduction. *Every Man in His Humour*, by Ben Jonson. Manchester: Manchester University Press, 2000. 1-77.

Moore, Helen. "Shakespeare and Popular Romance." *Shakespeare and Elizabethan Popular Culture*. Eds. Gillespie, Stuart and Neil Rhodes. London: Arden Shakespeare, 2006. 93-111.

Journal Article

Author(s). "Title of Article." *Title of Journal* Volume number. Issue number (Year): Page(s).

Desmet, Christy. "Shakespeare the Historian." *Shakespeare Survey* 63 (2010): 1-11.

Website

Author [if given]. "Title of the Web Page." *Title of the Overall Web Site*. Publisher or Sponsor, Date [If no publication date is indicated, write *n.d.*]. Date of Access.

Freeman, Thomas. "The Life of John Foxe." *Johnfoxe.org*. HRI Online Publications, 2011. 18 March 2019.