

SHAKESPEARE JAHRBUCH

STYLE SHEET FOR MANUSCRIPTS

Contributing authors are kindly requested to follow the guidelines listed below.

1. Spelling. Articles and reviews should follow British spelling conventions.

2. Manuscript. Please send an electronic version of your manuscript, formatted as a Word document, to the General Editor of *Shakespeare Jahrbuch*: Isabel Karremann (karremann@es.uzh.ch).

3. Length. The length of articles should not exceed 6,000 words (including footnotes). Please add a short summary (5–10 lines), which will be translated into German and appear at the end of your article in *Jahrbuch*.

4. Layout.

- The article should be set in Times New Roman with 1.5 line spacing, justified.
- Set text, footnotes and indented quotes in font size 12pt.
- The title of the article should be set in font size 14pt (not bold) and centred. The name of the author follows the same layout, two space lines after the title.
- Subheadings should be set in font size 12pt (not bold) and centred.
- Do not indent the first line of paragraphs.
- Do not use automatic syllabification.
- Align page numbers at the bottom centre of the page by the help of the Word function.

5. Illustrations. Keep the amount of illustrations to a minimum. It is the author's responsibility to obtain permission to use illustrations. Potential fees are covered by the author. Please send illustrations in separate files (one illustration per file, preferably in TIFF format, resolution at least 300 dpi). Please do not insert illustrations in your manuscript. Indicate in the text where the illustration should be placed and add a caption for the illustration.

6. Typeface.

6.1 Italics.

Italicize:

- titles of books, periodicals, plays, and long poems;
- words and phrases that are being discussed (e.g. "Shakespeare sometimes uses words like *heaven* or *fallen* as monosyllables.");
- foreign words (e.g. "the lack in *temperantia*", "what has been known since Hegel as *Weltgeist*");
- words or phrases that you want to emphasize.

6.2 Quotations marks and inverted commas.

Double "quotation marks" are used for:

- titles of essays in periodicals, short poems, short texts in prose; • quotations.

'Single quotation marks' are placed around:

- terms in unusual usage;

- translations that appear after the foreign term or phrase (e.g. The *Bildungsroman*, ‘novel of development’, deals with the maturation of its youthful protagonist.);
- quotations within a quotation.

7. Quotations.

- Omissions in quotations are marked by square brackets and three dots [...]. Also use square brackets for comments/clarifications within a quotation.
- Prose quotations of more than four lines and verse quotations of two lines or more are set off from the main body of the text by indenting them by 1.25 cm (font size 12pt).
- Do not abbreviate the titles of Shakespeare’s works in the main body of the text but only in the footnotes and for quotations, using the abbreviations as listed below (cf. p. 4).
- In quotations in dialogue form write the speakers’ names on the left and add a colon. *Italicize* the names but do not abbreviate them:

Desdemona: O, banish me, my lord, but kill me not.

Othello: Down, strumpet!

Desdemona: Kill me to-morrow, let me live to-night.

Othello: Nay, an you strive, ’–

(5.2.85–88)

8. Bibliographical references and footnotes.

- References to Shakespeare’s plays are given in the main body of the text, in brackets. Give references to act, scene, and line as follows: (1.1.1–3). There are no spaces between the numbers, separate lines by a dash (–).
- Give a full reference of the Shakespeare edition you have used in the footnote to your first quotation.
- All other bibliographical references are given in footnotes; avoid in-text references in brackets.
- Do not include a list of works cited.
- Give references to pages as precisely as possible, e.g. exact page number instead of “ff.”.
- Titles of journals are not to be abbreviated.
- Further references, explanations and discussions in footnotes should be kept to a minimum.
- Footnotes are numbered (in Arabic numerals) with the footnote function in Word. Footnotes appear as superscripted digits in the main body of the text.
- Titles quoted for the first time are referenced in footnotes containing the entire bibliographical reference. Titles quoted for the second time are abbreviated as follows: Name of the author (year), page number. If the second reference follows directly after the first, use the abbreviation: *Ibid.*, page number.

Books:

Name surname, *Title: Subtitle* (place: publisher, date of publication), page number.

Example:

George Fullmer Reynolds, *The Staging of Elizabethan Plays: At the Red Bull Theatre 1605–1625* (New York: Kraus Reprint Corporation, 1966), 17.

Or: Reynolds (1966), 25. Or: *Ibid.*, 37.

Essays in periodicals:

Name surname, “Title”, *periodical* volume number:issue number in Arabic numerals (date of publication), page numbers of the entire article, page number of the quote.

Example:

Ernest Schanzer, "The Marriage-Contracts in *Measure for Measure*", *Shakespeare Survey* 13 (1960), 81–89, quote 85. Or: Schanzer (1960), 85. Or: Ibid., 85.

Essays in anthologies:

Name surname, "Title", in name surname (ed. / eds), *Title: Subtitle* (place: publisher, date of publication), page numbers of the entire essay, page number of the quote.

Example:

John Orrell, "Beyond the Rose: Design Problems for the Globe Reconstruction", in Franklin J. Hildy (ed.), *New Issues in the Reconstruction of Shakespeare's Theatre: Proceedings of the Conference Held at the University of Georgia, February 16–18, 1990* (New York: Peter Lang, 1990), 99. Or: Orrell (1990), 99. Or: Ibid., 99.

Newspaper articles:

Name surname, "Title of the Article", *Name of the Newspaper*, date, page number (if available).

Example:

Peter Zadek, "Aufführen!", *Die Welt*, 13 September 1985, 16.

Editions:

Name surname, *Title: Subtitle*, ed. by name surname. Series. Volume number in Arabic numerals *title* (place: publisher, date of publication).

Examples:

William Shakespeare, *The Taming of the Shrew*, ed. by Stanley Wells. The Oxford Shakespeare (Oxford: Oxford University Press, 1994).

William Shakespeare, *The Annotated Shakespeare: Complete Works Illustrated*, ed. by A. L. Rowse. Vol. 1 *Comedies* (London: Orbis, 1978).

Websites:

Name surname, "Title: Subtitle", *website's name*, date of publication, URL, date of own last access.

Examples:

Amelia Gentleman, "Windrush Row: Javid's Apology Overshadowed by New Removal Figures", *The Guardian*, 28 August 2018, <https://www.theguardian.com/uk-news/2018/aug/21/sajid-javid-says-sorry-for-18-windrush-removals-ordetentions>, last access 31 August 2018.

Gordana Sandic-Hadzihasanovic, "Twenty Years On: The Unfinished Lives of Bosnia's Romeo and Juliet", *RFE/RL*, 19 May 2013, <https://www.rferl.org/a/bosnia-love-story-sarajevo-war/24990732.html>, last access 22 November 2018.

9. Abbreviations for Shakespeare's works.

<i>All's Well that Ends Well</i>	<i>AW</i>	<i>The Merry Wives of Windsor</i>	<i>MW</i>
<i>Antony and Cleopatra</i>	<i>AC</i>	<i>A Midsummer Night's Dream</i>	<i>MND</i>
<i>As You Like It</i>	<i>AYL</i>	<i>Much Ado About Nothing</i>	<i>MA</i>
<i>The Comedy of Errors</i>	<i>CE</i>	<i>Othello</i>	<i>Oth</i>
<i>Coriolanus</i>	<i>Cor</i>	<i>The Passionate Pilgrim</i>	<i>PP</i>
<i>Cymbeline</i>	<i>Cym</i>	<i>Pericles</i>	<i>Per</i>
<i>Hamlet</i>	<i>Ham</i>	<i>The Phoenix and the Turtle</i>	<i>PhT</i>
<i>Henry IV, Part 1</i>	<i>1H4</i>	<i>The Rape of Lucrece</i>	<i>Luc</i>
<i>Henry IV, Part 2</i>	<i>2H4</i>	<i>Richard II</i>	<i>R2</i>
<i>Henry V</i>	<i>H5</i>	<i>Richard III</i>	<i>R3</i>
<i>Henry VI, Part 1</i>	<i>1H6</i>	<i>Romeo and Juliet</i>	<i>RJ</i>
<i>Henry VI, Part 2</i>	<i>2H6</i>	<i>Sonnets</i>	<i>Son</i>
<i>Henry VI, Part 3</i>	<i>3H6</i>	<i>The Taming of the Shrew</i>	<i>TS</i>
<i>Henry VIII</i>	<i>H8</i>	<i>The Tempest</i>	<i>Tem</i>
<i>Julius Caesar</i>	<i>JC</i>	<i>Timon of Athens</i>	<i>Tim</i>
<i>King John</i>	<i>KJ</i>	<i>Troilus and Cressida</i>	<i>TC</i>
<i>King Lear</i>	<i>KL</i>	<i>Twelfth Night</i>	<i>TN</i>
<i>Love's Labour's Lost</i>	<i>LLL</i>	<i>The Two Gentlemen of Verona</i>	<i>TGV</i>
<i>A Lover's Complaint</i>	<i>LC</i>	<i>The Two Noble Kinsmen</i>	<i>TNK</i>
<i>Macbeth</i>	<i>Mac</i>	<i>Venus and Adonis</i>	<i>VA</i>
<i>Measure for Measure</i>	<i>MM</i>	<i>The Winter's Tale</i>	<i>WT</i>
<i>The Merchant of Venice</i>	<i>MV</i>		