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

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- 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.
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**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.
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- 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, While 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.

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