

Peter Lang Style Guidelines

Please observe the style guidelines below, which follow Oxford University Press's *New Hart's Rules* and the *Oxford Dictionary for Writers and Editors*. Please ensure that the style of the manuscript is consistent and accurate throughout.

References (Humanities)

Use the *New Hart's Rules* style of footnotes and bibliography. The style should be uniform throughout the work. The bibliography should be alphabetized by author last name and, for multiple works by one author, by title. Works with no author should be alphabetized by the first word (after the definite or indefinite article). If you are using a different reference style than this, please alert your editor to the specific style guide you are using. Examples of entries in a bibliography:

Book

Cary, George, *The Medieval Alexander* (Cambridge: Cambridge University Press, 1956).

Book with one or more authors/editors

Taberner, Stuart, ed., *Distorted Reflections* (Amsterdam: Rodopi, 1998).

———, and Frank Finlay, eds, *Recasting German Identity: Culture, Politics and Literature in the Berlin Republic* (Rochester, NY: Camden House, 2003).

Chapter in a book

Shearman, John, 'The Vatican Stanze: Functions and Decoration', in George Holmes, ed., *Art and Politics in Renaissance Italy* (Oxford: Oxford University Press, 1993), 185–240.

Article in a journal

Downing, Taylor, and Andrew Johnston, 'The Spitfire Legend', *History Today* 50/9 (2000), 19–25.

Newspaper article

Walser, Martin, 'Teufel von Auschwitz sind eher arme Teufel', *Abendpost* (14 March 1965).

Online journal article

'University Performance, 2001 League Tables', *Times Higher Education Supplement*
<<http://www.thesis.co.uk/main.asp>> accessed 5 June 2001.

Citations

In-text citations should use the author–date style and be inserted into text *prior* to punctuation. In indented block quotes, however, the author–date citation *follows* end punctuation. The page number may be included after a colon:

For years, most textbooks referred to the five stages of economic integration (Jessop 1995b).

According to Higgins, preventative medicine is 'cost effective' (2005: 56), but not efficient.

Berkley (2009: 43) argued that '[g]lobal climate change has caused billions of pounds of damage.'

Abbreviations, Contractions and Acronyms

Use full points:

- If an abbreviation does *not* end with the final letter of the word: ed., vol., no., Rev.
- After initials in a name: R. A. Butler (and leave a space between initials)

Do *not* use full points:

- If a contraction ends with the final letter of the word: Dr, Mr, Mrs, St, eds, edn
- In metric units of measurement: cm, kg
- In acronyms, such as initials of organizations or associations: RAC, BBC, USA

Capitalization

Use capital letters:

- For proper names; proper names of institutions, movements or organizations; words derived from proper names (Dantesque, Latinize); prefixes and titles (President Barack Obama)
- For recognized geographical names (Northern Ireland)
- For proper names of periods or natural phenomena
- For historical eras and events (the Reformation); trade names (Levi's)
- For titles of works of literature in English

Do *not* use capital letters:

- For descriptions of geographical regions (northern England)
- For political theories (socialism, communism, fascism, the left, the right)

Punctuation

Dashes: Use an 'en' rule with a space on either side – to be typed thus.

Ellipses:

- Use three dots with spaces on either side ... even if a sentence starts or ends with one.
- Indicate the elision of text from within a quote like this [...] with remaining text continuing.
- If a full stop follows the elision of text, indicate like this [...].

Hyphens: Maintain consistency throughout the manuscript for all key terms.

- Use hyphens for compound nouns (make-up), adjectival phrases (middle-class neighbourhoods), between repeated vowels (co-operate)
- Do *not* use hyphens for established compound nouns (soundtrack, breakdown), between an adverb and adjective if the adverb ends in 'ly' (widely known), between two vowels that don't clash (reintroduce), in words with the 're-' prefix that don't clash (rewrite, rethink)

Commas: Do *not* use serial commas in lists: We bought apples, oranges and pears.

Numbers

Use figures:

- For years: 1984, 1950s (not fifties)
- For dates: 25 June 1983 (not 25th of June, June 25)
- For percentages: 25 per cent (*Note*: with 'per cent' as two words)
- For measurements: 8km, 15 hectares, 16mm, 35mm (closed up as shown)
- For numbers 100 and over: 400, 7.8 million (*Note*: use commas in numbers of four digits or more, as in 2,000 and 45,000)
- For numbers in a series: Table 1, Chapter 4

Do *not* use figures:

- For numbers less than 100: twenty-five people
- For centuries: nineteenth century (not 19th century) and nineteenth-century history

Spans of numbers:

- Use the fewest number of numerals: pp. 23–4, 1984–5
- In the teens, the '1' is always repeated: 12–13, 217–19
- In titles and headings, put numbers in full: 1931–1993

Quotations

Use single quotation marks. Place the punctuation after the quotation mark if it is not part of the original quote. For quotes inside of quotes, use double quotation marks.

Use square brackets for an editor's interpolation ('in many respects [hers is an] exemplary biography').

For quotations in prose that exceed five lines, indent the entire quote and do *not* use quotation marks.

Italics

Use italics:

- For names of ships, film and play titles, works of art, long poems, newspapers (*Note*: only *The Times*, *The Guardian* and *The Economist* have 'The' as part of title), paintings, books, magazines, journals, TV programme names
- For foreign words and phrases not in common use (see *New Hart's Rules*)
- For emphasis (do *not* use bold or underlining)
- For key terms or coined words

Do *not* use italics:

- For poem, essay and short story titles; instead use roman type and single quotation marks
- Foreign words in common usage (*rendezvous*, *regime*, *elite*; *Note*: no accents)

Translations

Please provide English/German translations of quotations and book/article titles in foreign languages. The English/German translation should appear in square brackets following the original:

- Short quotations:

The cyclist Jean Bégulé was ‘de ces Jean qu’on n’ose pas appeler Jeannot’ [one of those men named John one dare not call Johnny] (93).

- Display quotations:

A jutjar per com es presentava l'alba, la jornada s'anunciava certament moguda, o sigui feta ara de cops de sol espetegador, ara de gèlids ruixims de pluja, tot plegat amanit amb ràfegues imprevistes de vent.

[Judging by how dawn presented, the day promised to be certainly varied, so made of blows of punishing sun, and gushes of icy rain, all spiced with unexpected gusts of wind.]

- Titles of foreign-language works:

Hohler's novel *Der neue Berg* [*The New Mountain*] (1989) is in part a satirical work.

- Terms or short phrases:

Montella was *capocannoniere* [top scorer], with eleven goals.

Footnotes may alternatively be used for English/German translations, or for the original foreign language quotation if the majority of the text is in English/German.

Secondary sources may be provided in English/German translation only if the original foreign language text is not necessary for your argument.

If the translation is your own, please follow it with '(my translation)'. Please be sure to credit any published translations used.