

## Goethe Society of India, Yearbook Style Sheet

1. **Submission:** Please send your article (in a Word doc file) as an E-mail attachment. If your manuscript contains any special characters or fonts, please also send it as a PDF file to ensure the proper typesetting of these characters.
2. **Paper size:** A4; Left, Right, Top, Bottom Margins: 1"
3. **Font:** Times New Roman 12 pt for main text; use italics to indicate titles of works or foreign terms, or for emphasis. Do not use bold or underlining
4. **Paragraphs:** single line spacing; no blank line between paragraphs, only indent first line (0.3"). Use a single space following full stops and colons - not a double space. Use italics for all titles in the running text.
5. **Headings:** All headings should be left aligned.
6. **Quotations:**
  - a) Use single line spacing.
  - b) Longer quotations (more than three lines) should appear as a separate block, without quotation marks and indented (0.5") on both sides; single line spacing; a blank single line space before and after the quotation;
  - c) Quotations in the text (less than three lines) should be within "double" quotation marks;
  - d) Quotations within quotations should be within 'single' quotation marks within the double quotation marks (e.g. "He said, 'I agree.'").
  - e) Indicate what you have left out by (...).
7. **Notes and References** (to appear as endnotes)
  - a) Continuous superscribed numbering; single line spacing; font size 10 pt;
  - b) Provide full bibliographical details of sources at the first mention; no separate bibliography. Further references to be made using only surname, brief title and page numbers. Use *Ibid* only when referring to the immediately previous title.
  - c) See examples below:

### EXAMPLES

#### Quotations from books

- (a) First Name Surname, Title, Subtitle, Place: Publisher, Year, pp. xx-yy. Michel Foucault, *Madness and Civilization. A History of Insanity in the Age of Reason*, trans. Richard Howard, New York 1975, pp. 261-264.
- (b) First Name Surname, Title, Subtitle, Year Place, pp. xx-yy. (Title of the series, vol. no.)

#### Example

Walter Gebhard, *Der Zusammenhang der Dinge, Weltgleichnis und Naturverklärung im Totalitätsbewußtsein des 19. Jahrhunderts*, Tübingen 1984, pp. 121-135. (Hermaea, Germanistische Forschungen, N.F. Vol. 47.)

#### (c) Quotations from critical text editions

First Name Surname, Title, Subtitle (e.g. historisch-kritische Ausgabe), ed. First Name Surname, First Name Surname, [in case of many editors First Name Surname et al.], vol. no., section title, title of volume, ed., First Name Surname, place/place/place Year, pp. xx-yy.

#### Example

Clemens Brentano, *Sämtliche Werke und Briefe, historisch-kritische Ausgabe*, veranstaltet vom Freien Deutschen Hochstift, ed. Jürgen Behrens et al, vol. 19. Prosa IV, ed. Gerhard Kluge, Stuttgart/Berlin/Köln/Mainz 1987, pp. 399-439.

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### **(d) Quotations from essays in collected volumes**

First Name Surname, Title, Subtitle. In: Title, Subtitle, ed. First Name Surname, Place Year, pp.xx-yy

#### **Example**

Richard Alewyn, Brentanos „Geschichte vom braven Kasperl und dem schönen Annerl“. In: Gestaltprobleme der Dichtung, Festschrift für Günther Müller, ed. Richard Alewyn, Hans-Egon Haas and Clemens Heselhaus, Bonn 1957, pp.143-180.

### **(e) Quotations from essays in journals or yearbooks**

First Name Surname, Title, Subtitle. In: Title (of journal or yearbook, abbreviated where title is well known like DVJS), vol.no. (Year), pp. xx-yy.

#### **Example**

Peter Uwe Hohendahl, Heine's Critical Intervention, the Intellectual as Poet.