APOCALYPTICA

MANUSCRIPT PREPARATION

"Those who write for the general public have a duty to make their language as intelligible as possible." (Allan & Burridge 2006, 68)

Please consult this document as you prepare your article for publication.
At *Apocalyptica* we use Chicago style (15th edition) author–date referencing style with in-text citations. Please familiarise yourself with the principles detailed in our style guide. All papers must be formatted appropriately prior to publication.

For further reference we also recommend the [Chicago Manual of Style](#)

PREPARE YOUR MANUSCRIPT

- Alignment: Justified
- Line spacing: 1,5 lines
- Font: Times New Roman
- Citation style: Chicago (author–date) (Ferdinand 2021, 4).
- References/Bibliography: Chicago 15th edition (Author(s) name, first name. (year). *Name of book*. Place: Publisher name.)
- Limited discursive endnotes (please submit as endnotes rather than footnotes).

SUBMISSION CHECKLIST

- Be sure the work you submit is your own, original, unpublished and not currently under review somewhere else.
- Be sure your article is between 8,000 – 9,000 words long (including abstract and bibliography)
- Anonymise your article
- Include an abstract (250-300 words)
- Identify 3-5 keywords
- Be sure that pages are numbered
- Be sure to declare and disclose receipt of funding or financial support for the research, authorship, and/or publication of the article supplied.

Please send us your essay, as either a .doc or .docx file.
Be sure to keep a copy of the version you submit for your records.

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STYLE GUIDE FOR JOURNAL ARTICLES

CITATIONS & REFERENCES

SINGLE AUTHOR BOOK:

- In-text citation for direct quotes (Ferdinand 2021, 4)

Ferdinand, Malcom. 2021. *Decolonial Ecology: Thinking from the Caribbean World*. Cambridge: Polity Press.

BOOKS WITH MULTIPLE AUTHORS:

- In-text citation for two authors: (Allan and Burridge 2006, 7)

Reference: Allan, Keith, and Kate Burridge. 2006. *Forbidden Words: Taboo and the Censoring of Language*. Cambridge: Cambridge University Press.

- In-text citation for four or more authors: (Plag, *et al*. 2015, 15).

Reference: Plag, Ingo *et al.* 2015. *Introduction to English Linguistics*. Berlin: DeGruyter.

Please keep in mind that the *et al.* abbreviation should only be used in the bibliography when four of more authors are involved in a single publication. Below this they must all be named in the bibliography.

EDITED BOOKS:

- In-text citation: (Boxall 2020, 218)

Reference: Boxall, Ian. 2020. "Apocalyptic Sensibility in Renaissance Europe." In *The Cambridge Companion to Apocalyptic Literature*, edited by Colin McAllister, 212–230. Cambridge: Cambridge University Press.

If you have referenced the edited book as a whole rather than a specific chapter then please add the abbreviation "ed." or alternatively "eds." for more than one editor as follows:

Reference: McAllister, Colin, ed. 2020. *The Cambridge Companion to Apocalyptic Literature*. Cambridge: Cambridge University Press.

JOURNAL ARTICLE:

- In-text citation: (Pitetti 2017, 440)

Reference: Pitetti, Connor M. 2017. "Uses of the End of the World: Apocalypse and Postapocalypse as Narrative Modes." *Science Fiction Studies* 44 (3): 437-454.

DOIs

For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser's address bar.

PUBLISHER LOCATIONS

Please only reference **the first publisher location**. Preferably the first city location rather than multiple locations. Many publishing houses have multiple offices, please only reference their headquarters. Only in cases where the city could be confused with another city elsewhere in the world (the classic case is Cambridge, MA in the United States and Cambridge in the United Kingdom) should you add the state abbreviation after the location.

EDITION

For classical and or philosophical works please reference the edition **in the bibliography only** and only if necessary. For books published more recently, the year usually suffices to point to the correct edition.

Reference: Heidegger, Martin. 1967. *Sein und Zeit*. 11th ed. Tübingen: Max Niemeyer.

MULTIPLE WORKS BY THE SAME AUTHOR

Should be ordered from oldest to most recent. Different references with the same year and author should be distinguished by using a, b, c etc. directly after the year.

CONSISTENCY

We follow standard UK spelling with a preference for 'ise' endings rather than 'ize' endings. However, both are generally acceptable. There are some words, however, where an 'ise' ending should always be used. Some common examples include: advertise, despise, enterprise, revise, supervise, and televise. Please use the Oxford English Dictionary for spelling queries and questions: https://www.oed.com.

CAPITALISATION

- Regions should be capitalised i.e. the Midwest or South East Asia but not when they are used as generic adjectives i.e. in southern Spain.
- Geographical/Celestial Names i.e. the Red Sea, Mars, or Mount Zion.
- Historical events, documents, acts, and specific periods of time i.e., the Conquest of Mexico, Magna Carta, the Freedom of Information Act, and the Arab Spring.
- Names of Companies, Organisations, Newspapers, or Trade Marks i.e., World Wide Fund for Nature, or the Guardian.

PUNCTUATION

- Double quotation marks "should be used for direct quotations" as this sentence does.

- Periods and commas precede closing quotation marks, whether double or single. (An apostrophe at the end of a word should never be confused with a closing single quotation mark.
- Colons and semicolons—unlike periods and commas—follow closing quotation marks; question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.
- Historical periods should be written out alphabetically not numerically. For example: twentieth century not 20th century. Centuries should not be capitalised.

FOOTNOTES

Discursive footnotes are accepted if **absolutely necessary** but should be used sparingly. However, please submit your article with endnotes.

INCLUSIVE LANGUAGE

The following guidelines are designed to streamline the misuse of harmful language toward already marginalised minority groups. These are by no means a strict set of rules but they do reflect the values of inclusivity and respect that we wish to advocate.

- A general rule is to avoid referring to a person's ethnicity, gender, sexuality, disability, religion, class, or age, unless it is specifically relevant to your argument or indeed the main topic of your article.
- It is important to note that although some initially derogatory terms have been reclaimed by certain communities against which they were initially used, these terms should be used with caution; particularly if the author of the article is not part of said community.
- Avoid male firstness and generic gendered terms which exclude women such as 'mankind'. Options exist such as 'humanity', 'human beings', or 'people'.
- Use the term 'indigenous' to reference indigenous groups, but avoid generalisations and specify which group you are referring to where possible.
- Check proper use of race vs. 'ethnicity.' Ethnicity is the proper word for the social group a person belongs to.
- Avoid racialised terms. You may refer to 'Black people' or 'BIPOC' or White people. Be specific where and if you can.
- Please use inclusive language when talking about gender and sexuality, e.g., terms such as 'gay', 'sexual orientation/orientation', and 'transgender person'.

INCLUDING IMAGES

When including images please adhere to the following:

- Line art must be, at minimum, 300 dpi (dots per inch). However, if your photograph (e.g., JPEG) has a lower resolution dpi, *please don't modify the picture to increase the dpi*—this (as with other modifications to pictures) generally will decrease the image's quality for printing.
- You may send images electronically via email (*publications@capas.uni-heidelberg.de*), but high-quality images are often too large to be emailed. Please use the share function on Dropbox or a site like YouSendIt to send larger image files.

- Captions should start as follows: Figure 1.
- Captions should appear as follows and include the following necessary information if available: Figure 1. Paul Klee, *Angelus Novus*, (1920) (credit: Wikimedia Commons, Public Domain).

PERMISSIONS

Authors are responsible for any acquisition fees, permission fees, and extra-ordinary production costs for their contributions (e.g., redrawing or retouching). Authors must provide written documentation of permission to reprint the artwork.

For all images and significant text excerpts, you are responsible for either

- providing proof of permission to reproduce copyrighted material (emails, invoices accompanied by terms),
- explicitly stating an argument for "fair use" or for the material being in the "public domain," and accounting for international differences in these doctrines, or
- asserting that the material is the original work of the author.