

Style Guide for Contributors to Edited Volumes

Book Series 'Cultural Heritage: Materiality – Text – Edition (KEMTE)' of the Heidelberg Center for Cultural Heritage (HCCH) and the CRC 933

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❗ Kindly note that there will be **no copy-editing** by the publisher or the MTK-office. Only your editors might standardize or copy-edit the volume's manuscripts to a certain extent. Thus, please aim at submitting a **very well revised manuscript**, and be aware of the fact that **content corrections will not be possible after typesetting**.
Only errors that occurred during the typesetting process and sporadic typing errors can be corrected afterwards!

1 Manuscript Formatting

1.1 Text Formatting

- Please aim for **uniform formatting** of your manuscript; differentiation of the various text levels must be unmistakable (title, heading, main text, block quotation, list, etc.).
- Format **headings bold** and adjust their **size according to hierarchy**; numbering is preferred with **Arabic numerals**, use a period between numbers but no final period (1, 1.1, 1.2, 2 etc.).
- **Font:** We recommend to use **Times New Roman**, because it contains almost all character sets. For **special character sets** that are not available in the Times New Roman, please use a font with **Unicode encoding**—do *not* use fonts with proprietary character encoding—and make note of this in the [Author's Questionnaire](#) and submit the font together with the manuscript.
- **Align text left** (not justified) and **do not use hyphenation** (neither automatical, nor manual).
- Use the **automatic footnote-function** of your word processing software.
- Insert **blank lines** and **line breaks only where you want them to appear in the printed text**; do *not* use them to influence page or line breaks in your document.
- **Only use standard line breaks** (Return- or Enter-key, in MS Word visualized with ¶), never use a so called 'soft return' (Shift + Return-/Enter-key, in MS Word visualized with ↵).

1.2 General Rules

- Use **italics** for **emphasis**, e. g. for *titles* or *foreign languages*. If you need to use other methods of emphasis (e. g. super- or subscript, bold, underlining, letter spacing) for a specific reason (e. g. in quotes or as part of sigla), please make note of this in the [Author's Questionnaire](#).
- Put **terms** in '**single quotation marks**' (in accordance with the language of the article, see 2.3).
- Do *not* set **suffixes of ordinal numbers** as superscript: 21st, 22nd, 23rd, 24th, etc. Spelling out numbers up to ten is preferred (e. g. first century, tenth century, 17th century).
- Use **em-dashes** without spaces **for accentuated appositives, parentheses** and, if applicable, **instead of commas**, e. g.: "What's done cannot be undone—to bed, to bed, to bed!".
- Use **en-dashes** without spaces **for numeral spans**, e. g.: 1995–1998, 93–99; **do not abbreviate numbers**: 159–167 (not: 159–67).
- In **titles, subtitles** and **headings** of English language articles, **capitalize all words with four or more letters** as well as **important words with less than four letters**. Articles, short prepositions and conjunctions are never capitalized. This mainly corresponds to the Modern Language Association (MLA) style guide. If uncertain, you can use an online tool such as [Capitalize My Title](#).
- **Figure / Fig. is capitalized** if it refers to a figure in the article.

1.3 Quotations

- Enclose quotations in **double quotation marks**—**exception:** quotations from works in historical languages (e. g. Old or Middle English) can be set italic without quotation marks (if this is conventional in your discipline). For quotations **within quotations, use single quotation marks**.
- Please **use the correct quotation marks** according to the language of the article (independent of the language of the quote), e. g.:
 - “Quotation in an ‘English language’ article”
 - „Quotation in a ‚German language‘ article“
 - « Quotation in a ‹ French language › article » (please use non-breaking spaces here)
- Within quotations, **indicate omissions** by [...] and **modifications** with **square bracket[s]**.
- Set longer quotations (≥ 3 lines) and verses as **block quotations without quotation marks**.
- Please provide a **translation** of all **foreign-language quotes** from primary sources.
- Preserve **text highlighting** of the source text as far as possible in your quotes (roman, *italics*, **bold**, underlined, letter spacing etc.).
- Only include **punctuation marks** that belong to the original quote inside the quotation marks.

1.4 Footnotes

- **Do not use footnotes in the (sub)title, in headings or in captions.**
- The superscript **footnote reference numbers** in the main text always **follow punctuation marks**. Only if a footnote refers exclusively to a single word, its footnote number is attached directly to this word (preceding a following punctuation mark).
- **Acknowledgments, notes on funding, etc.** should be realized as a separate section in the end.

1.5 Tables

- All tables are **numbered** and have a short, meaningful **table heading**. This is also the place for potential keys.
- If possible, please **avoid using footnotes in tables**; this complicates typesetting significantly.

1.6 Cross-References

- Whenever possible, please **avoid specific page numbers** by using **expressions** like “see above” / “see below”, “see the section ‘heading XY’” or “see XY’s article in this volume”.
- Only **if this is too imprecise**, add **placeholders for specific page numbers** (using three number signs: **p. ### / pp. ###–###**).
- **Do not use placeholders for footnote numbers**—numbering must be final before submission.

1.7 Abbreviations and Sigla

1.7.1 Abbreviations

- **Abbreviations or acronyms** should be **explained in parentheses at their first occurrence** if they are not absolutely common (or if in doubt).
- Only use **well-known scholarly abbreviations without explanation** (such as: c. / ca., c. f., ch., ed., e. g., esp., et al., etc., f., ff., fig., ibid., i. e., p., pp., s. d., s. l., vol., vs., v., vv.).
- **Do not italicize** those **abbreviations** or **scholarly Latin terms** (such as: per se, qua, vice versa).
- When abbreviating **units**, please follow the ‘**International System of Units**’ (SI).

1.7.2 Sigla

- Make use of conventional sigla or introduce sigla if beneficial for the text.
- All sigla used in your article must be **explained** in your **bibliography**.
- Sigla should be **consistent throughout the volume**, please consult your editors if applicable.

2 Bibliographical References

2.1 Bibliography

2.1.1 General

- Each **article** is followed by a **bibliographical section**, listing the works cited alphabetically.
- Preferably, the bibliography will be divided into **subsections**, such as ‘Sigla’, ‘Sources’ (‘Manuscripts’, ‘Printed Sources’), ‘Research literature’, ‘Websites’, etc.
- The beginning of a bibliographical entry must **enable easy and unambiguous identification of the corresponding short citation** used in the article (see 2.2). This beginning will be typeset in bold—however, please *do not* set it bold in your manuscript but **insert two number signs without spaces** as demonstrated below (2.1.3). They are necessary for the typesetting work flow.
- The **rules for the citation style** are **illustrated by examples** (see 2.1.3).

2.1.2 Details

- In the bibliography, all persons must be named; use **‘et al.’ only for** (more than three) **places**.
- **Distinguish multiple publications** written in the **same year** by the **same author** by **adding lower-case letters** after the year (a, b, c, etc.) and use those in the short citation correspondingly, e. g.: “Doe, John (1992a)” is cited as “DOE 1992a” (see 2.2).
- Always provide the **date of access** with weblinks, e. g.: www.example.de (accessed 22/08/2020).
- Please check if a website offers **permanent / persistent links** (permalink, PURL, URI, DOI, etc.) that can be used for citation—instead of copying the link from the address bar of your browser.
- We generally recommend to check for all cited literature if a **DOI** is available.
- **Name affixes** such as *de/De, di/Di, le/Le, o’/O’, van/Van, von/Von, zu/Zu*, etc. are only taken into account for the alphabetization if they are capitalized or if they form one single word with the surname (otherwise they are given after the first name, e. g.: Beethoven, Ludwig van).
- Please use the **correct quotation marks** according to your article’s language (see 1.2), even if the title of a work you cite originally uses different quotation marks.
- If your article is **not written in English**, please use respectively **conventional abbreviations**.

2.1.3 Bibliography Examples

- ① For **all cases not listed below** the following applies:
- **adhere to the system** demonstrated below as far as possible;
 - pay attention to **consistency**;
 - ensure easy and **unambiguous assignment of the short citations** to the corresponding bibliography entry.

Examples for Research Literature

Author, Alexander (1984),##“Bibliographical Examples”, in: Esther Editor (ed.), *The Definitive Book of Examples*, vol. 1: *A History of Examples*, Sample Village, 312–336.

Bloggs, Joane (1990),##*The Bibliographical Example*, Sampleville.

Bloggs, Joane (2015),##,„An Online Example With Publishing Date“, in: *Sample Online Journal*, 13.07.2015, <http://www.sample-online-journal.com/articles/1234> (accessed 17/05/2018).

Bloggs, Joane (s. d.),##,„An Online Example Without Publishing Date“, www.sample-website.de/entry/3701 (accessed 13/04/2018).

Bloggs, Joane/Doe, John/Public, John Q. (1994),##,„Quotes in Progress“, in: *Sample Journal* 110 (3), 35–48.

Bloggs, Joane/Public, John Q. (eds.) (1993),##*The Bibliography. An Anthology from Three Centuries*, 3 vols., Sample City et al. [Ⓞ use ‘et al.’ for more than three places]

Brown, Dennis E./Evans, Lily J./Smith, Williard C./Williams, William (eds.) (2001),##*Multi-Edited Sample Volume*, Springfield (MI).

- Doe, John (1992a),##“Considerations About ‘Quotes’”, in: Joane Bloggs, John Q. Public and Seymour Simpson (ed.), *A Sample Volume of a Conference* (7th International Conference on Quotes, Sampleville, May 23rd – 27th 1989), Sampleville, 66–77.
- Doe, John (1992b),##,The Illustrative Example“, in: *The Exhibition of Examples* (Catalogue Accompanying the Exhibition Hosted by the Sample Museum in Sampleville, 1. January – 7. July 1992), Sampleville, 13–43.
- Exhibition of Examples* (1992),##*The Exhibition of Examples* (Catalogue Accompanying the Exhibition Hosted by the Sample Museum in Sampleville, 1. January – 7. July 1992), Sampleville.
- Model Cases* (1995),##*Creating, Discussing and Establishing Model Cases. Congress Report Sampleville*, Sample City. [© only if publisher is unknown; otherwise the publishers are cited]
- Online-Lexicon*.##*An Extensive Encyclopedia for All Sorts of Information*, established by John Q. Public, continued by Joane Bloggs and John Doe, 24 vols., Online-Version, www.online-lexicon.com (accessed 28/06/2018).
- Online Example* (s. d.),##,An Online Example Without Author or Publishing Date“, www.sample-web-site.com/sample-entry/0983 (accessed 21/09/2018).
- Public, John Q. (1996),##*Examples in Bibliography*, third edition (Sample Series 10), Sample City.
- Writer, Wendy (1991),##“How Do I ‘Quote’ Correctly?“, in: Eric Editor (ed.), *The Sample Book* (Sample Series 12.1), Sampleville, 12–35.

Examples for Sources and Sigla

- CLE:##*Carmina Latina Epigraphica (Anthologia Latina, Pars II)*, ed. by Franz Bücheler, Friedrich A. Riese and Ernst Lommatzsch, 3 vols., Leipzig 1895–1926. [© example for sigla]
- Goethe, Johann Wolfgang von,##*Faust. Eine Tragödie. Historisch-kritische Edition*, ed. by Anne Bohnenkamp, Silke Henke and Fotis Jannidis, vol. 1: *Konstituierter Text*, ed. by Gerrit Brüning and Dietmar Pravida, Göttingen 2018.
- Hor. carm.##(Horatius, *carmina*): Horace, *Odes and Epodes*, ed. and transl. by Niall Rudd (Loeb Classical Library 33), Cambridge (MA)/London 2004. [© example for abbreviation of ancient authors]
- Wolfram von Eschenbach,##*Willehalm*, ed. by Werner Schröder, trans. by Dieter Kartschoke, Berlin/New York 1989.
- Wolfram von Eschenbach,##*Willehalm. Nach der Handschrift 857 der Stiftsbibliothek St. Gallen. Mittelhochdeutscher Text, Übersetzung, Kommentar*, ed. by Joachim Heinzle (Bibliothek des Mittelalters 9), Frankfurt a. M. 1991.

2.2 Citation Style: Short Citation

2.2.1 Short Citation Rules

- Cited literature is **referenced in shortened form** (for examples see 2.2.3):
 - **Secondary Sources:** AUTHOR year, page(s)
 - **Primary Sources:** Author, (*short*) title, position reference. When citing different editions of the same work, please indicate the (relevant) editor(s) as well. If there is still a risk of ambiguity, please indicate the year of publication.
- **Works of ancient authors** can be cited by the **abbreviations of the ‘New Pauly’** (• [available here](#)); the abbreviation must be resolved in the bibliography and the edition used must be specified.
- **Author names** from **secondary literature** must be formatted as **SMALL CAPS** (not to be confused with CAPITAL LETTERS), but **only in the short citation**—not in the bibliography or anywhere else in your text.
- Giving the **surname is sufficient**; if there is a risk of ambiguity, add the (abbreviated) first name.
- Divide **multiple names** by **slashes (/)** without spaces, e. g.: BLOGGS/DOE/PUBLIC.
- For publications with **more than three authors**, please use the **first name and ‘et al.’**, e. g.: *not* Brown/Evans/Smith/Williams *but* Brown et al.
- **Multiple references** are **separated by semicolon**, e. g.: BLOGGS 1990, 37; DOE 1992b, 14–18.
- **Ibid.** can be used **within a footnote only**; in subsequent footnotes, name the reference again.

- **Alphabetical additions (a, b, c, etc.)** are added to the year to distinguish multiple publications written in the same year by the same author (see 2.1.2).
- Just like in the bibliography, **hyperlinks** are always given **with the date of access** (see 2.1.2). In short citations, however, **a weblink is only given:**
 - if it **differs** from the link given in the bibliography entry;
 - or if it is a reference to a website **not listed** in the bibliography.
- **Name and year** (and page number, if applicable) must always be **kept together**, e. g.: BLOGGS 1990, 93 writes "..."; or: Bloggs writes "... (BLOGGS 1990, 93); but *not*: BLOGGS writes "... (1990, 93).

2.2.2 Short Citation Examples

Corresponding short citations to the bibliography examples (see 2.1.3) are:

- | | | |
|---------------------------------------|--|---------------------------------------|
| – AUTHOR 1984. | – <i>Model Cases</i> 1995, 103–117. | – CLE 748,22–23. |
| – BLOGGS 1990, 23–25. | – „Lemma 1“ in <i>Online-Lexicon</i> , | – Goethe, <i>Faust</i> , vv. 382–383. |
| – BLOGGS 2015. | www.online-lexicon.com/ | – Hor. <i>carm.</i> 2,20,6–7. |
| – BLOGGS (s. d.). | lemma_1 (accessed 17/11/2018). | – Wolfram von Eschenbach, |
| – BLOGGS/DOE/PUBLIC 1994, 40. | – „Lemma 2“ in <i>Online-Lexicon</i> , | <i>Willehalm</i> , ed. by Brunner, |
| – BLOGGS/PUBLIC 1993, vol. 2, | www.online-lexicon.com/ | vv. 149,1–9. |
| 418–427. | lemma_2 (accessed 17/11/2018). | – Wolfram von Eschenbach, |
| – BROWN et al. 2001. | – <i>Online Example</i> (s. d.). | <i>Willehalm</i> , ed. by Heinzle, |
| – DOE 1992a. | – PUBLIC 1996, 98–102. | vv. 149,1–9. |
| – DOE 1992b, 13–17. | – WRITER 1991, 24–27. | |
| – <i>Exhibition of Examples</i> 1992. | | |

3 Figures

3.1 General

- Please **include your figures** in your manuscript in their **desired size, numbered** and with a meaningful **figure caption** (as detailed as necessary and as brief as possible).
- In addition, submit **all figures as separate files: pictures as tiff-, png- or jpg-files** and **vector graphics as eps-files** (with embedded fonts).
- Please assign **unambiguous file names**: Author_Fig_01.tiff
- The maximum **image size** is **143 × 217 mm**—this is larger than the **text column (123 × 207 mm)**. Please provide approximate information about the **desired image size** in relation to the width or height of these values (e. g.: “width: maximum”, or “height: two thirds of the text column”).
- If you have a **key to a figure**, the best place for it is **in the caption**. Please **do not insert the key into the image as text**. If the key needs to be part of the figure itself for some reason, please let the typesetter know and he will add the text to the image using the publisher’s font.

3.2 Image Quality

- Please submit images in the best possible quality, *better too large than too small*. The **minimum requirements** for sufficient print quality are:
 - Ordinary grayscale or color images without text need to have at least 300 ppi in the desired physical printing size.
 - Images depicting (also) text need at least 600 ppi.
 - Line drawings require 1200 ppi (or, ideally, submit them as vector graphics).
- If only a section of an image should be shown or if it contains unnecessary margins, please **crop the image accordingly** and save it as tiff-file without compression.
- When **scanning images** from printed publications, please select the maximal possible resolution (usually 1200 ppi) and—if available—the option “descreen” to reduce the moiré effect.

3.3 Reproduction Rights

- Please ensure that you have been granted **permission for the reproduction of copyrighted figures** from the copyright holders—**you are responsible and liable** for obtaining these permissions. You can use our [template](#) for your permission request.
- An important factor regarding permissions is that the **KEMTE-series is published in open access**.
- Please document the reproduction permissions for your editors (and in your own interest).
- Under certain circumstances, you can plead the right of **pictorial citation** (so called “Bildzitat”) and do not need to obtain a permission for reproduction (legal gray area, **no warranty!**):
 - The image has already been published; the reproduction (e. g. a scan) of the published image was done by you.
 - There is an inherent connection between your text and the image cited—images for solely illustrative purposes are not covered by the right of pictorial citation.
 - It is necessary to use exactly this image; other, similar motifs are inapplicable.
 - The character of the image must not be changed through cropping or modification. Markings or labels are possible only to a limited extent and require clear indication in the caption.
 - Image size is usually limited to the half of the text column; exceptions are possible if a detail discussed in the text would otherwise not be visible.

4 Abstracts

- An **Abstract in English** (1,500–2,000 characters including spaces) and up to **five Keywords** are required for each contribution.