

# Stylesheet Essay

Here you find all the information regarding style, citation and formatting for essays in English. For information on texts in German please take a look at our German stylesheet. Please read all the information below and keep it in mind when writing your essay. Do not hesitate to contact us if you have any questions or anything is unclear to you.

## Format and general information:

× Your entire manuscript should be formatted according to these standard guidelines: justified alignment, Times New Roman 12 pt., 1,5 spacing. The file format should be .doc, .odt or .rtf.

× No further formatting should be applied (e.g., breaks, word text features, hyphenation) as changes will be made during layout.

× Gender-sensitive language should be used.

× Please take care to use the correct special characters. Guillemets should be used as quotations marks (see below). Apostrophes (') should be curved to the left and not be confused with accents or other characters. Hyphens and long dashes should be used as explained here: <http://www.mhra.org.uk/style/5.2>.

× Essays can be written in British or American English. Please inform us of your choice and use it consistently.

× Bitte achte darauf, immer die korrekten Sonderzeichen zu benutzen: Ein Apostroph (') beispielweise unterscheidet sich vom deutschen Anführungszeichen ("). Eine Liste aller Zeichen mit Erklärungen findest du hier: <https://zvision-welt.files.wordpress.com/2012/01/typokurz.pdf>.

× Contributions in languages other than German and English are welcome but cannot be printed without a translation (into German or English). Please contact us to discuss this before the end of the CFP deadline.

× Essays can either be 11,000 or 20,000 characters long, including spaces, bibliography and footnotes. Exceptions need to be discussed with us in advance.

× »Double quotation marks« should be used to mark titles of essays, short stories and poems as well as citations.

× »Single quotation mark« should be used to mark translations of foreign words, definitions, nested quotations or figurative speech.

× Italics should be used to mark book or journal titles and foreign expressions. For emphasis spacing should be used.

## Quotations:

× All quotations should be referenced according to the format below:

- »quotation« (author, *short title*, page number)

- Example: As Catherine Belsey argues, eros »marks the limits of human mastery« (Belsey, *Desire: Love Stories in Western Culture*, p. 27).

× When quoting from the same text two or more times consecutively, an »(ibid.)« after the quote suffices. If referring to a certain passage in a text without quoting from it verbatim, a »(cf. name, *title*, p.r.n. page number)« is required.

- Example 1: P. Burke's plan of »abstracting« (Hayles, *Post-human*, p. 13) herself in order to become one with Delphi's »material base« (ibid.) fails because they have become »a holistic phenomenon« (but not a whole!; ibid.) for which there is no possible separation anymore.

- Example 2: P. Burke attempts to kill herself (cf. »The Girl«, p. 46).

× [Additions] and omissions [...] inside quotations should be in square brackets.

- Example: It's a holophrase, emptied language, always repeating itself: »[...] every other night, on TV, someone says: I love you« (Barthes, *A Lover's Discourse – Fragments*, p. 151).

× All quotations should be in their original language, where possible.

× Quotations in languages other than German or English should be directly followed by a translation in brackets. They can be translated by the author (i.e., you) or come from an existing published translation. Translations by the author should be labelled as such (transl. by the author). For all translations that are taken from existing published material, it is necessary to cite additional sources.

- Example 1: As such she identifies the red blood as e »bien[] et pouvoir[]« (»good and power«, transl. by the author; Irigaray, *Speculum*, p. 157).

- Example 2: The figure of I-love-you »refers not to the declaration of love [...], but to the repeated utterance« (»La figure ne réfère pas à la déclaration d'amour [...], mais à la profération répétée du cri d'amour« Barthes, *Fragments d'un discours amoureux*, p. 175; eng.: Barthes, *A Lover's Discourse – Fragments*, p. 151).

× Quotations longer than four lines should be cited without quotations marks; they begin on a new line and should be indented and in font size 10.

× Quotations within quotations (nested quotations) should be marked by »single quotation marks«

#### Footnotes:

× Footnotes can be used to expand on a subject but should be avoided if possible.

#### Works Cited:

× Your essay should be followed by a list of all the works used in your essay. This list should be in alphabetical order by the authors' last names. If you have used several texts by the same author, these should be in chronological order.

#### Books

× Surname, first name: *title. subtitle*, place of publication: publishing house, year of publication.

- Example 1: Irigaray, Luce: *Speculum de l'autre femme*, Paris: Les Éditions de Minuit, 1974 (*Speculum of the other woman*, translated by Gillian C. Gill, Cornell: University Press, 1985).

- Example 2: Deleuze, Gilles/Guattari, Félix: *Mille plateaux*, Paris: Les Éditions de Minuit, 1980 (*A Thousand Plateaus. Capitalism and Schizophrenia*, London: Bloomsbury, 2013).

#### Essays published as part of anthologies:

× Surname, first name: »Title. Subtitle«, in: surname(s), first name(s) (ed(s)): *Title. Subtitle*, place of publication: publishing house, year of publication, page number.

- Example: Le Guin, Ursula: »Introduction to Star Songs Of An Old Primate«, in: Krasnostein, Alisa and Pierce, Alexandra (Eds.): *Letters to Tiptree*, Australia: Twelfth Planet Press, 2015, pp. 289-297.

#### Articles published in journals:

× Surname, first name: »Title. Subtitle«, in: *Title. Subtitle*, volume (year of publication), page number.

- Example: Hicks, Jennifer: »Whatever It Is That She's Since Become«: Writing Bodies of Text and Bodies of Women in James Tiptree, Jr.'s »The Girl Who Was Plugged In« and William Gibson's »The Winter Market«, in: *Contemporary Literature* 37 (1996), pp. 62-93.

#### Internet sources:

× Surname, first name: essay title, *name of the website or name of the online journal*, *date of publication*, the complete web address, date of access. Page numbers are not required. Citing only the http-address is not sufficient. Please list all internet sources in alphabetical order of the author's name

and include them as part of your bibliography. Please do not list them separately.

- Example: Wassiliwizky, Eugen: »Chills«, <https://www.aesthetics.mpg.de/forschung/abteilung-sprache-und-literatur/aesthetische-gefuehle/projekte/chills.html>, last accessed 19.10.2020.

#### For films:

Surname, first name: *Title*, country of origin: name of the distributor, the medium's year of publication [the film's year of publication].

- Example: Eisenstein, Sergei: *Броненосец Потёмкин* (*Bronenossez Potjomkin*; eng.: *Battleship Potemkin*), Russia: Mosfilm, 1925.