

# ZAA

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## STYLE SHEET FOR ARTICLES

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### A. Abstract

Before the beginning of the article, there should be an abstract which is to be written in English. Its maximum length will be 1000 characters. The abstract should not be divided into paragraphs and it should not contain indented quotations.

### B. Main Text

#### 1. General

Do not use automatic hyphenation, and in all cases avoid manual hyphenation at ends of lines. When referring to centuries, avoid superior script (19<sup>th</sup> century), but use instead one of the following options: 19th century, nineteenth century. There are no spaces between initials: e.g. D.H. Lawrence.

#### 2. Division of the Text

Division is possible through (preferably numbered) subtitles, or through the use of Roman numerals. New paragraphs begin on a new line and are indented (one tab stop) from the margin. After chapter headings and indented quotations, do not indent new paragraphs.

#### 3. Quotations

References for quotations must be given parenthetically within the text; do not use footnotes to provide references. Omissions in quoted passages are to be indicated by square brackets ([...]). Please make sure to use **typographical** inverted commas (“ ”, ‘ ’, instead of " ", ' ') throughout the article. These are placed *above* the words (in all languages).

**a. Prose quotations:** Short quotes (up to two lines long) will appear within the prose texts and should be indicated by double inverted commas. Quotes within a quote are distinguished by single inverted commas. Full stops and commas are generally to be placed **before** the closing quotation mark, all other punctuation marks are placed **after** the closing quotation mark. This rule does not apply if the quotation is followed by parenthetical documentation. In this case, all punctuation marks are placed after the closing bracket.

**b. Indented quotes:** Quotes with three or more lines are indented from the left margin and do not have inverted commas. Parenthetical documentation is given after the last punctuation mark in the quote. There is no punctuation after the brackets.

**c. Page references** appear without the abbreviation “p.” (pages) or “S.” (Seite). To provide page spans, do not use abbreviations like “f.” or “ff.”, but provide both the first and last page number (e.g. 23-5).

#### 4. Emphasis on Single Words or Parts of a Sentence

Where possible, the style of the text should indicate emphasis. Only as an exception should typographical methods be used. Typographical emphases are indicated by the use of italics in standard texts and vice versa. Bold print, underlining and spaced out type are not accepted as a form of emphasis. Technical terms should appear in italics if they are not in common use in English (e.g. *lingua franca*, *style indirect libre*). Words which have a special meaning, for example those which are used ironically, should appear in single inverted commas.

### C. Footnotes

Footnotes should be used to comment on or give additional information to the main text. They **must not** function as references for the source texts. If the additional information or comment given in the footnote itself requires a reference, please use the parenthetical system (see D). Footnotes are numbered consecutively throughout the entire article. The ‘superior’ or ‘superior script’ footnote numbers within the text are typed after all punctuation marks - except the dash. Punctuation of a footnote is as for a normal sentence, that is, begins with a capital letter and ends in a full stop etc.

### D. Parenthetical Documentation

As a rule, ZAA employs a shortened form for referring to sources using parentheses within the prose text. The full bibliographical details should be placed at the end of the article as a list of ‘works cited’ (see E). The parenthetical documentation includes the author’s last name, the year of publication, and the page number after a comma. For example: (Esslin 1987, 22-3), (Adam and Tiffin 1991, 55)

If two or more authors with the same last name are quoted, initials are included as a distinctive marker. For example (M. Esslin 1987, 4).

If two or more publications by one author are published in the same year, use small letters attached to the date of publication both in the parenthetical documentation and the list of works cited for distinction. For example (Esslin 1987a, 4)

### **E. Works Cited (Literaturverzeichnis)**

As the title 'works cited' implies, do only provide bibliographical data for items you actually use in your argument. Do not add additional sources. Please use English spelling ("and") and abbreviations ("ed.", "eds.", "trans.", "vol.", etc.) even if you quote sources written in other languages. Please do NOT use "UP" or "U of P" as abbreviations for University Presses.

#### **Examples:**

##### **a) A book by a single or joint author or editor**

Esslin, Martin (1987). *The Fields of Drama: How the Signs of Drama Create Meaning on Stage and Screen*. London: Methuen.

Adam, Ian and Helen Tiffin, eds. (1991). *Past the Last Post: Theorizing Post-colonialism and Post-modernism*. London: Harvester.

##### **b) Edited works**

Shakespeare, William (2003). *Othello*. Ed. Norman Sanders. Cambridge: Cambridge University Press.

##### **c) Translations**

Greenblatt, Stephen (1977). *Verhandlungen mit Shakespeare: Innenansichten der englischen Renaissance*. Trans. Robin Cackett. Frankfurt am Main: Fischer.

##### **d) Volumes / Editions / More than two places of publication**

Abrams, M.H., gen. ed. (1993). *The Norton Anthology of English Literature*. 6th ed. 2 vols. London et al.: Norton.

##### **e) Articles / short stories / poems in a collection by a different person**

Liotard, Jean-Francois (1993). "Answering the Question: What is Postmodernism?" Thomas Docherty, ed. *Postmodernism: A Reader*. New York: Columbia University Press, 38-50.

##### **f) Articles / short stories / poems in a collection by the same author**

Malouf, David (1985). "The Empty Lunch-Tin." *Antipodes*. London: Chatto, 36-42.

##### **g) Articles / stories / poems in volumes / texts first published in other formats**

Mansfield, Katherine (1993 [1922]). "The Garden Party." M.H. Abrams, gen. ed. *The Norton Anthology of English Literature*. 6th ed. 2 vols. London et al.: Norton, 2198-208.

##### **h) Articles in a journal**

Butler, Judith (1994). "Gender as Performance: An Interview with Judith Butler." *Radical Philosophy* 67, 32-9.

Posnock, Ross (1994). "Roy Cohn in America." *Raritan* 13.3, 64-77.

##### **i) Reviews / Particular items in a newspaper or journal**

Hawke, Robert J. (1994). "Carte Blanche." Letter. *Canberra Times*. August 6, 5.

Naipaul, Shiva (1986). "Why the Dreaming Can Never Come Back." Review. *Australian*. April 13, 37 and 39.

##### **j) Webpages**

*Electronic Texts Center*. Ed. David Seeman. 2002. Alderman Library, University of Virginia. <<http://textlib.virginia.edu/>> (June 19, 2004).

##### **k) Articles from a Webjournal**

Thwaites, Tony (1997). "Currency Exchanges: The Postmodern, Vattimo, Et Cetera, Among Other Things (Et Cetera)." *Postmodern Culture* 7.2. <<http://Jefferson.village.virginia.edu/pmc/text-only/issue.197/thwaites>> (December 18, 2004).

##### **l) Films**

*Picnic at Hanging Rock* (1975). Dir. Peter Weir. Picnic Productions.

##### **m) Recordings**

Verdi, Giuseppe (1988). *Rigoletto*. Compact Disk. With Joan Sutherland and Luciano Pavarotti. London Symphony Orchestra. Columbia, CD 1856.