



Polyphonie

Mehrsprachigkeit_Kreativität_Schreiben
Plurilinguismo_Creatività_Scrittura
Viacjazyčnosť_kreativita_písanie
Plurilingualism_Creativity_Writing
Plurilinguisme_Créativité_Écriture

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Style sheet for manuscripts submitted to the web portal Polyphony plurilingualism_creativity_writing

Please send your article as a Word document to webportalpolyphonie@gmail.com

Your paper should be approx. **7,000 words** long and should be preceded by an **abstract** of no more than 100 words in English and German; abstracts will also be accepted in Italian, French or Slovak (in which case the editors will see to the translation). Please also add a short **biographical note** (about five lines).

Formal guidelines

Papers should be formatted in **Times New Roman**.

The **main text** should be formatted in **12 pt font** with **line spacing 1.5**, while **footnotes** should be in **10 pt font** with **line spacing 1**. Longer quotes (exceeding three lines) should be indented (1.5 cm left and right) and with a font size of **10 pt**. Leave a **blank line before and after** the indented quote; no quotation marks are necessary.

Headings should be arranged using **consecutive numbering** (1. for the main heading, 1.1. for the first subheading, etc.).

Please add a **bibliography** at the end of your paper listing all quoted texts (see below for further guidelines on this).

Foreign-language words (excluding those in quotations) should be printed in *italics*.

Single quotation marks should be used for ‘**scare quotes**’ (please also see the guidelines on quotation marks below).

Write out **authors’ names** in full (Feridun Zaimoglu, not F. Zaimoglu).

Special characters

Should you need to use special characters or fonts in your paper, please consult with the editors so as to avoid any misprints. Diacritical marks should not be a problem as long as Times New Roman is used.

Please **avoid abbreviations**; it is better to spell out the words in full.

Further typographical guidelines

- **dashes/hyphens**: please be aware that these are two different characters (the dash – is longer, the hyphen - shorter) and correct them throughout your text if Word does not do so automatically. Any necessary changes can be made using Find and Replace.
- use dashes without spaces when giving **page numbers or dates** (e.g., 12–14; 1985–1997)
- **quotation marks**: please make sure to use the following double quotation marks: “...” (and not "..."). Single quotation marks (used, for instance, for scare quotes) should look like this: ‘...’.
- **double spaces**: to avoid unintentional double spaces, use Find and Replace.

Formatting of footnotes

A footnote number should be always placed after the punctuation mark.¹ Footnotes are to be numbered consecutively throughout the text and should be formatted in **10 pt font (line spacing 1)**.

¹ This is an example footnote. *Winter* is the latest novel by the Scottish writer Ali Smith and will soon be followed by *Spring*.

Quotations

All quotations must correspond exactly to the original. Any additions/changes you make should be indicated within square brackets, while any omitted text should be indicated with an ellipsis: [...].

Shorter quotations are to be put in double quotation marks. Any quotation marks needed within such a quotation become single.

Longer quotations (exceeding three lines) are to be indented (1.5 cm left and right) and formatted in **10 pt font**. Leave a **blank line before and after** the indented quote. Indented quotations require no quotation marks.

Punctuation marks that are not part of a quotation are always to be placed after the closing quotation marks.

Titles of books mentioned in the main body of the text are to be *italicised*. This also applies in footnotes unless the title is bibliographical information, in which case it is not italicised.

Please distinguish between **actual quotes** (use double quotation marks), **scare quotes** (use single quotation marks) and **foreign-language words** or **historical expressions** (italicise).

Bibliographical references in the main text

Polyphonie uses in-text citations. Quotations are referenced directly in the text with a short bibliographic indication before the punctuation mark (author year: page).

Example: (Bruner 1990: 24–25).

For references to articles or texts with two authors, a slash without a space ("/") should be placed between the names: (Grohnfeldt/Ritterfeld 2000: 21).

In contrast, the formula "et al." is sufficient for references with more than two authors: (Keupp et al. 1999: 245).

If you quote several times from the same text (*repeat citation*) and there is no danger of mistaking the source, it is sufficient to give the page number in brackets: (3) or (see 3). Such brackets are to be placed before the punctuation mark: “[...] the start of the whole debate” (246). If the quotation is longer and indented (10 pt), then the page number(s) in brackets should be put after the final punctuation mark:

There is a black statue of St. Peter, to be sure, under a red canopy, which is larger than life, and which is constantly having its great toe kissed by good Catholics. You cannot help seeing that: it is so very prominent and popular. But it does not heighten the effect of the temple, as a work of art; and it is not expressive – to me at least – of its high purpose. (119)

Bibliographical information in the final bibliography

Monographs:

Thompson, Carl (2011): *Travel Writing*. Abingdon: Routledge.

In case of publications with two or more authors:

Bratt Paulston, Christina/Mary Newton Bruder (1976): *Teaching English as a second language: techniques and procedures*. Cambridge Mass.: Winthrop.

Publications in a collective volume:

Kushner, Tony (2010): *Negotiating and Narrating Homelessness: Refugees from the 1930s*. In: Barbara Schaff (ed.): *Exiles, Emigrés and Intermediaries*. Anglo-Italian Cultural Transactions. Amsterdam-New York: Rodopi, 255–271.

Publications in a collective volume by the same author:

von Heydebrand, Renate (1998): *Kanon Macht Kultur – Versuch einer Zusammenfassung*. In: Renate von Heydebrand (ed.): *Kanon Macht Kultur. Theoretische, historische und soziale Aspekte ästhetischer Kanonbildungen*. (Germanistische Symposien Berichtsbände 19) Stuttgart, Weimar: Metzler, 612–625.

Publications in an academic journal:

Mardorossian, Carine M. (2002): *From Literature of Exile to Migrant Literature*. In: *Modern Language Studies*, vol. 32, no. 2, autumn, 15–33.

Academic editions:

Goethe, Johann Wolfgang (1985): *Stella* (first version). In: Johann Wolfgang Goethe: *Sämtliche Werke*. Ed. by Friedmar Apel and others, Frankfurt/M. 1985ff. I. Abt., vol. 4: *Dramen 1765-1775*. Ed. by Dieter Borchmeyer. Frankfurt/M.: Deutscher Klassiker Verlag, 531–574.

Dictionary entries:

Hörisch, Jochen (1990): Nietzsche, Friedrich (Wilhelm). In: Walter Killy (ed.): Literatur Lexikon. Autoren und Werke deutscher Sprache. Gütersloh, Munich: Bertelsmann 1988–1993. vol. 8. Gütersloh, Munich 1990, 414–420.

Articles in newspapers and other regular periodicals:

Akademische Bonifazius-Correspondenz vol. 25, no. 5, 1 July 1910, 10.

Webpages:

Neuman, Keith (14 November 2023): Canada's immigration story – At a speedbump or at crossroads?, <https://www.newcanadianmedia.ca/canadas-immigration-story-at-a-speedbump-or-at-crossroads/> (last accessed on 7 May 2024).