

STYLE SHEET

Page layout:	
Size	A4, portrait
Margins	Left, right, top – 2.54; bottom – 4.00
Header/Footer	2
Justification	All
Page numbering	None
Paragraph first line indent	1.25
Font	Times New Roman, normal, 12 points
Spacing	Single
Title:	14 points, bold, centred
Author(s), affiliation:	12 points, normal, centred; immediately under the title. When there are multiple authors, each author name is followed immediately by the author’s affiliation.
Abstract:	100 words max, 11 points, italics, left and right indent 1.25
Keywords:	6 words max, 11 points, italics, left and right indent 1.25
Heading levels:	All headings left justified
Level 1:	12 points, bold, two lines spacing above and one line below
Level 2:	12 points, italics, one line spacing above and below
Level 3:	12 points, italics, one line spacing above, text in new line
Level 4:	12 points, italics, one line spacing above, text in the same line
Section numbering	- always begins with 1 (never with 0): Section 1: 1.1, 1.2, Section 2: 2.1, 2.2, etc.) More than three levels of subsections should only be used in special circumstances. If this cannot be avoided, unnumbered subsection headings are possible.
Section structure:	If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section must belong to some subsection, and so on.
Capitalization	is used only for parts of the article (chapters, figures, tables, appendices) when they are numbered, e.g. ...as shown in Table 5. More details are given in Chapter 3. This is illustrated in Figure 17.
Italics:	1. For book titles, journal titles, and film titles 2. For emphasis of a particular word, e.g. This is possible here, but <i>only</i> here 3. For emphasis within a quotation, with the indication [emphasis mine] at the end of the quotation
Italics are not used	for commonly used loanwords such as ad hoc, e.g., et al., Bildungsroman.
Double quotation marks:	When a passage from another work is cited in the text, e.g. James M. McPherson (1999) comments, approvingly, that the Whigs “were not averse to

	extending the blessings of American liberty, even to Mexicans and Indians” (48).
Single quotation marks	Use single quotation marks to enclose a quotation within a quotation.
Quotations:	<p>Up to three lines: in the text, with quotation marks</p> <p>More than three lines: 11 points, left indent 1.25 cm, right indent 1 cm, one line spacing above and below, no quotation marks:</p> <p>A number of remarks are in order. First of all, as De Lauretis (1987: 25) points out:</p> <p style="padding-left: 40px;">It is, rather, that we have produced it as not recognizable, precisely, as a representation. For that ‘elsewhere’ is not some mythic distant past or some utopian future history: it is the elsewhere of discourse here and now, the blind spots, or the space-off, of its representations.</p> <p style="padding-left: 40px;">Or</p> <p>A number of remarks are in order. First of all, as a critic points out:</p> <p style="padding-left: 40px;">It is, rather, that we have produced it as not recognizable, precisely, as a representation. For that ‘elsewhere’ is not some mythic distant past or some utopian future history: it is the elsewhere of discourse here and now, the blind spots, or the space-off, of its representations.</p> <p style="text-align: right; padding-right: 40px;">(De Lauretis 1987: 25)</p>
Notes:	Endnotes, after the text, 11 points. Endnote numbers start with 1.
Other punctuation	The n-dash (–) surrounded by spaces is used for parenthetical remarks: The n-dash is also used for number ranges, but not surrounded by spaces (e.g. 1995–1997). Ellipsis in a quotation is indicated by [...]
Page numbers in citations	The page numbers may only be omitted if the citation concerns the entire work.
Reference to more authors	When there are more than three authors, only the first surname plus et al. is used
Multiple references	<p>in parentheses are separated by semicolons and they are normally listed in chronological order:</p> <p>Important scholarly contributions to the field (McWilliams 2009; Millard 2007; Rishoi 2003; Saxton 1998; White 1985) tend to focus on North American examples of the genre.</p>
References	<p>After any notes, 11 points:</p> <p>The entries are listed alphabetically.</p> <p>The names of authors and editors should be given in their full form, without truncation of given names.</p>

Page numbers are obligatory, but issue numbers of journals and series titles are optional (though recommended).

Journal titles are not abbreviated.

The author list, the year number, the article title, the editor list, the volume number, the page numbers, and the publisher are followed by a period.

Main title and subtitle are separated by a colon, not by a period.

First line indent in each reference: 0; second (and following) line indent in each reference: 1.25

Examples:

Book

De Lauretis, Teresa. 1987. *Technologies of Gender: Essays on Theory, Film and Fiction*. Indianapolis: Indiana University Press.

Edited volume

Akker, Robin van den, Gibbons, Alison, and Vermeulen, Timotheus (eds.). 2018. *Metamodernism: Historicity, Affect, and Depth after Postmodernism*. London: Rowman & Littlefield.

Article in edited volume

Hendry, Joy. 1992. Snug in an Asylum of Taciturnity: Women's History in Scotland. In Donnachie, I., Whatley, C. (eds.). *The Manufacture of Scottish History*. 125-142. Edinburgh: Polygon.

Journal article

Weaver, William. 1985. The collectors: command performances. *Architectural digest*, vol. 42, no. 12. 123-133.

Internet publication

Ladies Night: Few Broadcast Primetime Shows Draw More Men Than Women. 2010. *Tvbythenumbers.zap2it.com*. Accessed October 21, 2017. <http://tvbythenumbers.zap2it.com/featured/ladies-night-few-broadcast-primetime-shows-draw-more-men-than-women/>.

Walker, Nick. 2016. Guiding Principles for a Course on Autism. *Neurocosmopolitanism.com*. Accessed July 20, 2017. <http://neurocosmopolitanism.com/guiding-principles-for-a-course-on-autism/>

CD-ROMS

The 1990 CIA World Factbook [CD-ROM]. Washington, D.C.: Central Intelligence Agency.

Films, television shows

Abrams, Jeffrey Jacob. 2009. *Star Trek*. Spyglass Entertainment, Bad Robot Productions. DVD.

	Roddenberry, Gene. 1966. The Man Trap. Season 1, Episode 1. <i>Star Trek</i> . Desilu Productions, Paramount Television. YouTube. Accessed January 8, 2018.
Author's address and e-mail:	11 points, italics, at the end of the article.