

## Style sheet for your publication

This style sheet offers guidelines on text layout to enable proper presentation of the manifold sources of any academic work nowadays, and to ensure that your work is easy to read and uniform in appearance. This can be achieved with the following style guidelines:

1. *Citation systems* offers layout suggestions for the actual citations and paraphrases,
2. *References* features suggestions for referencing formats that are adapted to the various types of sources,
3. *List of references* offers guidelines on setting up one such list of references,
4. *Glossaries & other schedules* closes with layout tips for various text appendices to your work.

### 1. Citation systems

**Square brackets** should be used in citations to mark: omissions, alterations or remarks. Since **round brackets** frequently already feature in cited text, they should not be used in secondary text sections. **Paraphrases** are not separately highlighted in body text, but – as with citations – their source must be indicated.

**Shorter citations** of no more than three lines are incorporated into the body text and uniformly enclosed in the double quotation marks typically used in the dominant language. The easiest way to ensure this is to define such formatting rules prior to starting, which many layout and word processing programs allow (for example, in Word 6.0.1 go to Options: AutoFormat: Replace: Straight quotes with smart quotes. Careful: The AutoFormat option in Word can lead to the wrong quotation marks being inserted in sections written in other languages!) **Closing punctuation** is included with the citation if quoted from the original. Otherwise, the correct sequence is: quotation mark – punctuation – reference: “[...]” (Mustermann 1978, p. 35) or “[...]”. (Mustermann 1978, p. 55) The **reference** follows the final quotation mark and is enclosed in round brackets.

**Longer citations** that take up three or more lines of body text are processed as a separate paragraph. In this case, the quotation marks are omitted. References as for shorter citations.

When **referring to sections of own text**, only refer to the relevant chapter, not the page.

### 2. References

To make the text easier to read, we recommend only indicating the **full reference** (see below) when naming a source for the first time. In this case it should be indicated as featured in the list of references. All other indications of source can be **shortened** (see below). The information is consistently listed in the footnotes.

**Basic arrangement of reference information:** Surname, First name: *Title. Subtitle*. Publisher: Place Year, Pages. If not published as a stand-alone work: Surname, First name of author: “*Title. Subtitle*”. In: Surname, First name of editor(s) (ed(s).): *Title. Subtitle*. Publisher: Place Year, Pages.

The author’s surname is indicated first, the year of publication last, unless pages are indicated, in which case they come last. Surname(s) and first name(s) are separated by commas to avoid ambiguities, e.g. ‘Karl, Otto’.

A work by **several authors/editors** is not referenced in alphabetical order but in the order featured in the work itself. First names should be written in full wherever possible. The authors are separated by /. If there are **more than three authors/editors**, only the first-named is referenced. All others are referred to as ‘et al.’ If the **author cannot be identified**, a source is referenced by its editor and included with the editor’s name in alphabetical order in the list of references. If **neither author nor editor** can be identified, the source is referenced with its title in alphabetical order.

**Academic titles** are not included in references. Name suffixes are mentioned after the first name, e.g. ‘Sousa Holstein, Pedro de’. A **translator** is named after the author and before the title. The original name of the title is omitted in this case. If, irrespective of a higher-ranking title, a work has both **author and editor**, e.g. when classics are republished, the editor is named after the author, and after the title.

If the work is **not published as a stand-alone title** (e.g. included in a journal), the higher-ranking title is mentioned separately in the list of references. This does not apply to series.

**Abbreviations** should be standardised and used uniformly as customary in the main language of the work. For some abbreviations, the Latin form is generally used to ensure better understandability for an international public, such as:

cf. (confer, see)	id. (the same person)	e.g.	op. cit. (the cited work)
et al. (and others)		ibid. (in the same place)	loc. cit. (the cited page)

Always **indicating the publisher and place of publication** makes it easier to find the works. The publisher and place of publication are separated by colon. No punctuation separates the place and year of publication. Thus, the ideal reference form would be: Publisher: Place of publication year. **Geographical information** such as names of towns are indicated in their original language, using the customary Latin spelling, if necessary.

**Page numbers** are indicated in precise numbers (p. 706, pp. 43-44, etc.).

### Full and short form

The formal referencing forms for citations and references are listed below in both full and short form, sorted by type of source. Subsequent references can be further shortened with the use of id., ibid., op.cit. and loc.cit. Added to which

- all subsequent references omit the year if the entire text only cites one work from one and the same author
- and the reference in brackets can omit any authorship already mentioned in the body text.

The examples are structured as follows:

### Full reference (first mention and list of references)

Short reference (subsequent references)

#### Monographs

**Enders, Judith C.: *Wissensnetzwerke in der Klimapolitik*. Peter Lang: Frankfurt a.M. et al. 2008, p. 55-56.**

“[...] geschrieben wird.” (Enders, pp. 55-56)

“[...] geschrieben wird.” (Enders 2008, pp. 55-56)

Enders (2008, pp. 55-56) shows that ...

Added to which, Enders (2008) ...

#### Essays in collected works

**Petersen, Andreas: “Jugend auf den Kampfplätzen des untergehenden Berlin 1932”. In: Müller Yves/Zilkenat Reiner (eds.): *Bürgerkriegsarmee. Forschungen zur nationalsozialistischen Sturmabteilung (SA)*. Peter Lang: Frankfurt a.M. et al. 2013, pp. 63-92.**

Short form cf. Monographs

#### Monographs and collected works in series

**Clark, Stephen R.L.: *Philosophical Futures. (Beyond Humanism: Trans- and Posthumanism. Jenseits des Humanismus: Trans- und Posthumanismus 2)*. Peter Lang: Frankfurt a.M. et al. 2011.**

Short form cf. Monographs

### Essays in series of collected works

Jakupec, Viktor / Meier, Bernd: "Educational Policies, Ideologies, Politics and Aims as a Basis for Social Differentiation". In: Kirchhöfer, Dieter / Uhlig Christa (eds.): *Bildung und soziale Differenzierung in der Gesellschaft*. (Gesellschaft und Erziehung. Historische und systematische Perspektiven 9). Peter Lang: Frankfurt a.M. et al. 2012, pp. 73-90.

Short form cf. Monographs

### Articles in journals

Matlen, Bryan J. / Klahr, David: "Sequential effects of high and low instructional guidance on children's acquisition of experimentation skills: Is it all in the timing?". *Instructional Science* 41(3), 2013, pp. 621-634.

Short form cf. Monographs

Appropriate identifiers are used to provide long-lasting pointers to references from electronic journals, such as indicating the DOI or, alternatively, other identifiers such as the URL, together with the date last accessed. We recommend inserting spaces or line returns at appropriate points in a DOI to break it up into sensible sections that are easier to read. In the short form, the name of the author(s) is followed by a key word from the title.

Matlen, Bryan J. / Klahr, David: "Sequential effects of high and low instructional guidance on children's acquisition of experimentation skills: Is it all in the timing?". *Instructional Science* 41(3) 2013, pp. 621-634, retrieved 4.4.2013, from DOI 10.1007/s11251-012-9248-z.

Matlen / Klahr, "Sequential effects" 2013, pp. 621-634.

### Articles in newspapers

Rowdy, Ronald: "Rolling a Reliant Robin, and the impact of its brothers Reliant Regal and Reliant Rialto in the life expectancy in Rochester region". *The Rochester Revolting Review* (15) 4.4.1998, p. 18.

Short form cf. Articles in journals

The same applies for articles in electronic newspapers as for electronic journals.

### Other internet sources, hypertext

The structure of articles, e.g. on html pages, Kindle publications, etc., does not always reflect that of print publications. Indicating pages or authors is not possible in some cases. Nevertheless, you should try to mention the authorship or editorship, at least. If the text has no title, the title of the website is sufficient. The short form does not refer to the DOI, etc., indicating 'Web' refers to the list of references.

Bibliothek Universität Mannheim: *Literaturverzeichnis anlegen*, retrieved 4.4.2013, from [http://www.bib.uni-mannheim.de/fileadmin/elearning/fitgym/\\_literaturverzeichnis\\_anlegen.html](http://www.bib.uni-mannheim.de/fileadmin/elearning/fitgym/_literaturverzeichnis_anlegen.html).

Bibliothek Universität Mannheim: *Literaturverzeichnis anlegen*, Web.

### Grey literature, doctoral theses, habilitation theses

Books offered in the publishers' book retail trade are treated like monographs, etc., with the addition of 'doctoral thesis', 'habilitation thesis', etc., in each case. In the case of other academic works, the university is named rather than the publisher.

Seidel, Jan: *Grenzwerte im Bodenschutz*. (European University Studies, Series 2 Law 4931). (doctoral thesis) Peter Lang: Frankfurt a.M. et al. 2009.

cf. Monographs

### 3. List of references

For **short lists of references**, you only need to sort the entries in the alphabetical order of the authors' and/or editors' surnames.

- In the case of identical surnames, the first names are listed in alphabetical order.
- If several sources from the same author are cited, they are listed anti-chronologically by year of publication.
- If several sources from the same author and the same year are cited, the source title is alphabetically sorted, and the year of publication of the individual works is suffixed, e.g. 2008a, 2008b, etc. The letters are assigned to the works according to the alphabetical order of the titles.

For **extensive lists of references**, it might make sense to first categorise them by themes/chapters. There is no formal difference between the individual entries in the list of references and the first-mentioned references in the body text. Bibliographies containing additional information should be marked as such and kept distinct from the list of references.

### 4. Glossaries & other schedules

If these are extensive, it may make sense to break them down into categories or chapters, as with the list of references, or to split the glossaries and schedules up.

**Glossary:** Entries should be sorted alphabetically starting with the first word of the term being explained. Terms comprising a single word are not prefixed by an article.

**Invitatio ad offerendum** contract law term meaning invitation to treat

**Vindication** legal term for an action for recovery of property as per §985 German Civil Code.

**List of abbreviations:** All less common or potentially ambiguous abbreviations used in the text should be listed alphabetically and explained in full, e.g.:

**acc.** accusative

**adv.** advanced

**Indices** are sorted alphabetically, by surname if they involve people, e.g.:

**Goethe, Johann Wolfgang von** 5-7, 12, 45-47

**Lessing, Gotthold Ephraim** 12, 14, 45-47, 53, 76-77, 101, 141-142, 148, 160

**Schiller, Friedrich** 180, 184-186, 194, 197

The **list of figures** mentions all figures from the work, including title and page reference.

**Fig. 1** Proportion of women in management in German corporations, p. 3.

**Fig. 2** Proportion of men in management in German corporations, p. 3.