

**Style Sheet**

March 2021

**Language**

You are free to write your submission to *Colloquium: New Philologies* in English or any language from the Alps-Adriatic region. If you wish to submit your article in another language, please contact the editorial team first. The abstract of your submission shall be written in English.

Please use a discrimination-free and gender-inclusive language and hold on to an academic style of writing: Provide arguments and/or valid data for your thesis, provide sound explanations, and elaborate on your research methods.

**Document structure**

Please provide an English abstract and three to eight keywords concerning the article content. The length of the abstract is expected to be between 110 and 250 words. The abstract shall not contain any footnotes, tables, or figures.

As the publications are provided online, word count is not of major concern. Given this though, authors should still attempt to be as concise as possible.

**Formatting and File Format**

You do not need to apply a specific formatting as the submission will be processed with editing software.

All papers must be submitted in electronic form. Use a writing software of your choice and send a document in an editable format such as ODF, DOC, or DOCX. Please abstain from sending your submission as PDF. If you wish to use LaTeX, please contact the editors for a template. If a paper is submitted to a peer-reviewed section of the journal, the integrity of the blind peer-review has to be insured. This means to prevent the identities of the authors and reviewers from being known to each other. The following instructions concern authors:

(1) The authors of the document have deleted their names from the text, with “Author” and year used in the references and footnotes, instead of the authors’ name, article title, etc.

(2) Author identification is also removed from the file’s properties. In Microsoft Word, the author information can be removed in the Properties section (File > Information). Make sure that there is no author information by checking the file properties with right click on the File > Properties > Detail, in the Windows File Explorer.

Colloquium is aligned to the *The Chicago Manual of Style*. For questions not covered in this Style Sheet, please consider the *Chicago Manual of Style*.

**Writing guidelines**

* Use *italicisation* as the only kind of emphasis.
* Do not use footnotes in headlines.
* Avoid footnotes in tables.
* Use a discrimination-free and gender-inclusive language.

**Headlines**

Use headlines to structure your article. If you use headlines with multiple layers, please indicate the hierarchy with Arabic numbers: 1., 2., 3., … for the first layer, 1.1, 1.2, 1.3, … for the second layer etc. Use Arabic numbers only and refrain from introducing other systems such as roman numbers or letters. Use these numbers to refer to sections across your article: *Section 2 provides …*, *it was shown in section 2.3 that …*

Do not use footnotes in headlines.

**Figures and Tables**

Please insert all figures and tables with a description and a number. For counting, two separate indices are used: Figure 1, 2, 3, … and Table 1, 2, 3 …; take care that your figures/tables are ordered correctly. Do not include section numbers in the numbers for figures/tables and do not include other counted elements: Graphs, images, screenshots, photos, copies and extracts of questionnaires, etc. are regarded as *figures*. Refer to figures/tables with stating the number in the text: *Table 3 demonstrates …*, *as shown in figure 4 …*

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Avoid footnotes in tables.

**Footnotes**

You are free to use footnotes throughout the text (except for the abstract). Avoid footnotes in tables and do not use footnotes in headlines. Do not use footnotes for literature references.

**Citations**

Use quotations marks throughout the document according to the language of your submission: “English”, „Deutsch“, « Français », etc. Do not use quotation marks to highlight metaphorical use of words. Please do not use quotation marks for titles (use *italicisation* instead). Use […] to mark omissions in your citations; you must not mark omission at the start or at the end of a citation.

Take care to cite correctly and avoid using secondary citations. For citations longer than four or five lines, use an individual paragraph.

Add a reference to the cited work after a citation: (author year, page), e.g. (Wodrak 2011, 17)

Use comma and ampersand (&) to separate multiple authors: (author1, author2 & author3 year), e.g. (Butler & Athanasiou, 2013)

For repeated references to the same piece of work, you might use “ibid.” instead of stating the author and the date repeatedly.

**References**

State all literature cited in your submission in a reference section at the end of the article. Do not refer to works that have not been cited. Literature is stated according to the *Chicago Manual of Style* (Author-Date System for Reference lists). Please consider the *Chicago Manual of Style* for all sorts of literature that are not described here.

Please use language-depended expression in the reference list, such as *edition (ed.)* – *edizione (ed.)* – *Auflage (Aufl.)* or *edited by (ed. by)* – *a cura di (a c. d.)* – *herausgegeben von (hrsg. v.)* according to the language of your submissions.

**Example References**

**Books**

Butler, Judith, and Athena Athanasiou. 2013. *Dispossession: The Performative in the Political*. Cambridge: Polity.

Wodrak, Ruth. 2011. *The Discourse of Politics in Action: Politics as Usual*. 2nd ed. Basingstoke: Palgrave.

**Chapters in an edited volumes**

Lakoff, George. 1993. “The Contemporary Theory of Metaphor.” In *Metaphor and Thought*, edited by A. Ortony, 202–251. Cambridge: Cambridge University Press.

Ottomeyer, Klaus. 2004. “Psychodrama und Trauma.” In *Psychodrama-Therapie. Ein Handbuch,* edited by J. Fürst, K. Ottomeyer, and H. Pruckner, 348–362. Wien: Facultas.

**Journal articles**

Jílková, Hana. 2005. “Eurosloženiny na cestě k eurojazyku.” *Čaopis pro moderní filologii* 87 (1): 1–9.

Millikan, Ruth. 2001. “The language–thought partnership.” *Language & Communication* 21 (2): 157–166.

**Newspaper articles (online and print)**

CBS News, “Obama says we're in ‘strange and uncertain times’ in Mandela lecture.” *cbsnews.com*, 17 July 2018. https://www.cbsnews.com/news/obama-says-were-in-strange-and-uncertain-times-in-mandela-lecture/.

Goodstein, Laurie, and William Glaberson. “The Well-Marked Roads to Homicidal Rage.” *New York Times*, 10 April 2000.