

# SPELL: Swiss Papers in English Language and Literature

## Style Sheet

### **General remarks**

Authors are requested to submit their contribution to the volume editor(s) as hard copy and in electronic form (format: Word for Windows if ever possible, otherwise Word for Mac). Please read the following instructions carefully: by heeding them you simplify the editing process and the production of camera-ready copy.

### **Body of text**

Times Roman, 14 pt, double spacing, no justification. For emphasis use italics only (*no* underlining, *no* bold print). Leave blank line before new paragraphs (*no* indentation). *No* automatic word-division / hyphenation; *no* page numbering (but the printout should be paginated by hand); *no* header or footer (but authors should inform the volume editor(s) of their preferred short running title for the header).

### **Abstract**

The body of text must be preceded by an abstract, Times Roman, 12 pt, double spacing, no justification, no fewer than 150 and no more than 200 words.

### **Quotations**

Short quotations (up to three lines) should be integrated in the text in curly double quotation marks (with single quotation marks for quotes within quotes). Punctuation at the end should be placed inside quotation marks.

Quotations longer than three lines should be set off from the main text as block quotes, without quotation marks, in Times Roman, 12 pt, with one blank line above and below quoted passages, aligned left, single-line spacing.

Where a quoted passage has to correspond to the original printed text (e.g. in verse form), present text exactly as it should be set.

### **References**

References to publications should be placed in the text, with bibliographical details to be given in the "References" at the end of the contribution and *not* in footnotes. Use the pattern: author's last name, followed by page. When you quote from more than one publication by the same author, add a shortened version of the title. Either all of that, or all minus the author's name should be in parentheses, as the context requires. Examples:

- Romaine maintains that "Scots has been dying out for centuries, but anglicisation still has a long way to go" (77).

- It is well known that “Richardson was as careful and skilful in his characterization as in his epistolary technique” (Watt, *Rise of the Novel* 240).
- According to Watt (*Rise of the Novel* 240) “Richardson was as careful and skilful in his characterization as in his epistolary technique.”

If the reference comes at the end of a block quote, it is to be placed in parentheses after period or final punctuation mark.

Full details of all publications referred to in this way should be given in the “References” at the end (see below).

### **Footnotes**

Times Roman, 12 pt, numbered automatically. Numbers of footnotes should come after punctuation marks. Footnotes should be used sparingly and should not contain bibliographical details of publications referred to in the text (see above).

### **“References” at the end of the text**

List all works cited and/or consulted in alphabetical order (of authors’ last names). Follow the conventions of the following examples:

a) Books (monographs):

Watt, Ian. *The Rise of the Novel: Studies in Defoe, Richardson and Fielding*. London: Chatto & Windus, 1957.

b) Books (collective volumes):

Bailey, Richard W. and Manfred Görlach, eds. *English as a World Language*. Ann Arbor: The University of Michigan Press, 1982.

c) Books in series:

Halliday, M.A.K. and Ruquaiya Hasan. *Cohesion in English*. English Language Series 9. London: Longman, 1976.

d) Articles in journals:

Werth, Paul. “Roman Jakobson’s Verbal Analysis of Poetry.” *Journal of Linguistics* 12 (1976): 21-73.

e) Articles in collective volumes:

Romaine, Suzanne. “The English Language in Scotland.” *English as a World Language*. Ed. Richard W. Bailey and Manfred Görlach. Ann Arbor: The University of Michigan Press, 1982. 56-83.

### **Illustrations**

If contributions are to be accompanied by illustrations (black and white only), the authors are responsible for obtaining the appropriate copyright; any costs must be borne by the authors. Authors must submit good-quality, camera-ready originals. Please provide copyright details as well as captions and indicate preferred location, i.e. in body of text (where?) or at the end.

(updated February 2009, LE)