

SHAKESPEARE-JAHRBUCH STYLE SHEET

All contributing authors are kindly requested to follow the guidelines listed below.

1. Length. Articles should not exceed 10-12 pages (about 5,000 words). A short summary (5-10 lines) is to be provided for each article.

2. Manuscript. Please send us an electronic version of your manuscript formatted as a Word document.

3. Layout.

- The basic text should be formatted in Times New Roman, font size 12 pt, with 1.5 line spacing.
- Footnotes as well as longer quotations in prose or verse should be set in font size 10 pt, with 1.5 line spacing.
- Prose quotations of more than four lines and verse quotations of two lines or more should be set off from the main text by indenting them by 1.25 cm (font size 10 pt).
- Footnotes should be converted into endnotes.
- Do not indent the first line of paragraphs.

4. Footnotes. Restrict the number of footnotes to an absolute minimum. Footnotes should be combined if possible.

5. Typeface.

5.1. *Italicize:*

- *Titles* of books, periodicals, dramas and long poems.
- Words and phrases which are being discussed (e.g. “Shakespeare sometimes uses words like *heaven* or *fallen* as monosyllables.”).
- Foreign words (e.g. “the lack in *temperantia*”, “what has been known since Hegel as *Weltgeist*”); quotations or proverbs in foreign languages (e.g. *veni, vidi, vici*).

5.2. Do *not* italicize accepted technical terms (e.g. New Criticism, Cultural Materialism, Tudor Myth). These are not to be put in quotation marks, either.

5.3. “Quotation marks” are used for:

- Titles of essays in periodicals, short poems, short texts in prose.
- Quotations in the running text.

5.4. ‘Inverted commas’ are placed around:

- Terms in unusual usage.
- Translations right after the foreign original (e.g. The Bildungsroman, ‘novel of development’, deals with the maturation of its youthful protagonist).
- Quotations within a quotation

6. Quotations.

- Cite the edition of the Shakespeare text you have used in the footnote to your first quotation.
- Do not abbreviate the titles of Shakespeare's works in the running text but only in the footnotes and for quotations, using the abbreviations as listed in the appendix.
- Mark clarifying additions within a quotation with square brackets and use square brackets and three dots [...] for omissions.
- Prose quotations of more than four lines and verse quotations of two lines or more should be set off from the main text by indenting them by 1.25 cm (font size 10 pt).
- In quotations in dialogue form write the speakers' names on the left and add a colon. Italicize the names but do not abbreviate them:

Desdemona: O, banish me, my lord, but kill me not.

Othello: Down, strumpet!

Desdemona: Kill me to-morrow, let me live to-night.

Othello: Nay, an you strive, –

(5.2.79–82)

- Give references to act, scene, and line as follows: (1.1.1–3). There are no spaces between the numbers, separate lines by a dash (–).
- Give references to pages as precisely as possible, e.g. exact page number instead of “ff.”.

7. References in footnotes.

Titles quoted for the second time are abbreviated as follows: Name (Year), page number. If the second reference follows directly after the first, the abbreviation: Ibid., page number. must be used.

Books:

Name or initials surname (always the way the authors themselves use it), *Title: Subtitle*. Series volume number in Arabic numerals (place: publisher, date of publication), page number.

Example: George Fullmer Reynolds, *The Staging of Elizabethan Plays: At the Red Bull Theatre 1605–1625*. The MLA of America, General Series 9 (New York: Kraus Reprint Corporation, 1966), 17.

or: Reynolds (1966), 25. or: Ibid., 37.

Essays in periodicals:

Name or initials surname, “Title”, *periodical* volume number in Arabic numerals (date of publication), page number. (Titles of well-known periodicals should be abbreviated according to the *MLA Bibliography*.)

Example: Ernest Schanzer, “The Marriage-Contracts in *Measure for Measure*”, *ShS* 13 (1960), 81.

or: Schanzer (1960), 98. or: Ibid., 107.

Essays in anthologies:

Name surname of the author, “Title”, in name surname (ed. / eds.), *Title: Subtitle*. Name of the series volume number in Arabic numerals (place: publisher, date of publication), page number.

Example: John Orrell, “Beyond the Rose: Design Problems for the Globe Reconstruction”, in Franklin J. Hildy (ed.), *New Issues in the Reconstruction of Shakespeare's Theatre: Proceedings of the Conference Held at the University of Georgia, February 16–18, 1990*. Artists and Issues in the Theatre 1 (New York: Peter Lang, 1990), 99.

or: Hildy (1990), 102. or: Ibid., 115.

Editions:

Name surname of the author, *Title: Subtitle*, ed. by name surname. Series. Volume number in Arabic numerals *title* (place: publisher, date of publication).

Example: William Shakespeare, *The Taming of the Shrew*, ed. by Stanley Wells. The Oxford Shakespeare (Oxford: Oxford University Press, 1994).

Example: William Shakespeare, *The Annotated Shakespeare: Complete Works Illustrated*, ed. by A. L. Rowse. Vol. 1 *Comedies* (London: Orbis, 1978).

8. Abbreviations for Shakespeare's works

<i>All's Well that Ends Well</i>	AW	<i>The Merry Wives of Windsor</i>	MW
<i>Antony and Cleopatra</i>	AC	<i>A Midsummer Night's Dream</i>	MND
<i>As You Like It</i>	AYL	<i>Much Ado About Nothing</i>	MA
<i>The Comedy of Errors</i>	CE	<i>Othello</i>	Oth
<i>Coriolanus</i>	Cor	<i>The Passionate Pilgrim</i>	PP
<i>Cymbeline</i>	Cym	<i>Pericles</i>	Per
<i>Hamlet</i>	Ham	<i>The Phoenix and the Turtle</i>	PhT
<i>Henry IV, Part 1</i>	1H4	<i>The Rape of Lucrece</i>	Luc
<i>Henry IV, Part 2</i>	2H4	<i>Richard II</i>	R2
<i>Henry V</i>	H5	<i>Richard III</i>	R3
<i>Henry VI, Part 1</i>	1H6	<i>Romeo and Juliet</i>	RJ
<i>Henry VI, Part 2</i>	2H6	<i>Sonnets</i>	Son
<i>Henry VI, Part 3</i>	3H6	<i>The Taming of the Shrew</i>	TS
<i>Henry VIII</i>	H8	<i>The Tempest</i>	Tem
<i>Julius Caesar</i>	JC	<i>Timon of Athens</i>	Tim
<i>King John</i>	KJ	<i>Troilus and Cressida</i>	TC
<i>Love's Labour's Lost</i>	LLL	<i>Twelfth Night</i>	TN
<i>A Lover's Complaint</i>	LC	<i>The Two Gentlemen of Verona</i>	TGV
<i>Macbeth</i>	Mac	<i>The Two Noble Kinsmen</i>	TNK
<i>Measure for Measure</i>	MM	<i>Venus and Adonis</i>	VA
<i>The Merchant of Venice</i>	MV	<i>The Winter's Tale</i>	WT

Please send your manuscripts to:

Redaktion des Shakespeare Jahrbuchs
Prof. Dr. Sabine Schülting
Institut für Englische Philologie, Freie Universität Berlin
Habelschwerdter Allee 45, D-14195 Berlin
jahrbuch@shakespeare-gesellschaft.de