

## *libri liberorum*

*Journal of the Austrian Society for Research into Children's and Young Adult Literature*

and the

## *Publication Series*

Austrian Research into Children's and Young Adult Literature.

Publications from the Austrian Society for Research into Children's and Young Adult Literature

## **Style Sheet for Contributions**

Authors of the journal *libri liberorum* are requested to abide by the following guidelines, in order to facilitate the editors' work during the preparation for printing. Please consider that doing so will also reduce the number of potential sources of error.

### **1. Deadline**

The deadline is to be understood as the latest possible submission date. Please adhere closely to the dates communicated to you, in order to avoid obstructing the issue's production flow. In case of unavoidable schedule deviations, please contact the respective editor well in advance.

### **2. Submission Format**

Please send your contribution as an email attachment to your contact within the group of editors of the respective issue. Format \*.doc or \*.docx. If you are not using MS Word, please use a common format, such as \*.rtf .

Name your file using your last name (e.g. "huber.doc"). Should you send more than one file, please number them consecutively (e.g. "huber01.doc"). Please only send image files in consultation with the editors of the volume and only as compressed files (ZIP-files). Make sure to send any images embedded in your file as separate image files as well. Please do not forget to write captions for your images and make sure you have the publication rights.

### 3. Length

**a) Submissions for *libri liberorum*:** On-topic contributions for the journal *libri liberorum* should not exceed 20.000 characters (including blank spaces). This corresponds roughly to 10 single spaced pages.

**b) Submissions for the publication series:** Your contribution should not fall below 30.000 or exceed 50.000 characters (including blank spaces, references and footnotes).

**c) Reviews:** The text should not fall below 4.000 or exceed 7.000 characters (including blank spaces). This corresponds roughly to about 1 or 2 pages respectively.

**d) Miscellaneous:** max. 1 page

### 4. Text Design & Layout

Please adhere to the following standards:

#### a) Headings

- No numerical section headings, fully worded headings instead
- Main headline: Font size 14/ bold/ left justified
- Contributor's name: Font size 12/ small caps
- Chapter headings: No automatic creation, only manual
  - Main headings: Font size 12/ bold
  - Subheadings: Font size 12/ *italics*
- Blank lines:
  - Leave one blank line after the main headline
  - Leave two blank lines (Font size 12) after the contributor's name
  - Leave two blank lines (Font size 12) before every new heading

#### b) Fonts/Font size

- Running text: Times New Roman/ 12/ single spaced
- Long quotes: Times New Roman/ 11/ single spaced
- Left justified
- No page numbers
- Titles of cited works (in the text and in the footnotes) are written in *italics*

E.g. Nöstlinger's *Gretchen Sackmeier* is an emancipatory book for girls.

#### c) Paragraphs

- No indentations
- No default settings before a paragraph (0 pt.)
- No tabs

#### d) Footnotes

- Convert footnotes to endnotes
- Footnotes are not used to indicate the source of citations; these are included in the running text (see section 5: Quotations)

#### e) Long quotations

- Indented
- No quotation marks
- Font size 11
- Blank line before and after, also Font size 11

#### f) Citing titles of books and journals

- In the running text and the endnotes: *italics*
- In the references: regular font

#### g) Citing titles of poems, stories or articles

In the running text, using quotation marks

#### h) Images, Figures, Illustrations

- Please do not copy into the document, instead, save as separate files (e.g. TIFF-, JPEG)
- Please scan in (at least) 300 dpi
- Please number image files consecutively
- Please put captions for images, figures, illustrations into a separate document
- Please indicate the placement of the image, figure or illustration in the text, e.g. [Fig. 1]
- Please note that only images, figures, or illustrations to which you have the rights (also for a later publication on the internet) can be printed! Please contact the editors regarding an appropriate arrangement.

### 5. Quotations

In the running text, the details of the literature referred to are not indicated in full and are not indicated in a footnote (these are used for additional information). Instead, three pieces of information are given in round brackets right after the relevant passage; please cite the title of a work in *italics* here too. ([Author's last name] [Year of Publication], [Page number])

**a) Short quotations** (no more than three lines in the running text) are enclosed in double quotation marks.

E.g. In this context Inge Wild talks about “the inversion of traditional gender roles.” (Wild 1997, 272)
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**b) Long quotations** (more than three lines) are presented as a separate indented paragraph (Font size 11) **without** quotation marks. Indicate any omissions or alterations using square brackets.

E.g. After several years, sensing that he might not be destined to succeed as a playwright, James decided to give the theater one more chance. He wrote to his brother William on December 29, 1893:

I mean to wage this war ferociously for one year more – 1894 – and then (unless the victory and the spoils have by that become more proportionate than hitherto to the humiliations and vulgarities and disgusts, all the dishonour and chronic insult incurred) to “chuck” the whole intolerable experiment and return to more elevated and more independent courses. (Edel 1893, 389)

That year he put his efforts and his hopes into a promising new play ...

**c) Cite primary sources** using [title], [page]:

E.g. [...] this dress. (*Gretchen Sackmeier*, 57)

If the running text or the list of references do not explicitly make clear which edition is being cited, please also indicate the year of publication.

E.g. [...] this dress. (*Gretchen Sackmeier* 2001, 57)

**d) Cite secondary sources** using [author’s last name] [year of publication], [page number] in the running text:

E.g. “[...] inversion of traditional gender roles”. (Wild 1997, 272)

If you cite several works by one author, which all have the same year of publication, please mark the works using lowercase letters.

E.g.

In the running text: (Wild 1997a, 272)

In the list of references: Wild, Inge (1997a): Christine Nöstlingers *Gretchen Sackmeier*. [...] Weinheim, München: Juventa, p. 267-276.

**e) Annotations** are indicated in the running text using Arabic numerals. Please refrain from numbering your annotations manually, **only use automatic numbering** for your endnotes. The annotations are put at the very end of the respective contribution as endnotes.

## 6. List of references

Primary and secondary sources are listed in separate subsections, and ordered alphabetically according to the authors' last names. Edited volumes are listed under the editors' names. Please use the following guidelines for your list of references:

### a) Books

[Author's last name], [Author's first name] ([Year of publication]): [Title]. [Subtitle]. [Edition]. [Place of publication]: [Publisher] ([Series name], [Series number]).

E.g. Ewers, Hans-Heino (2000): *Literatur für Kinder und Jugendliche. Eine Einführung*. München: Wilhelm Fink (UTB, 2124).

### b) Edited volumes

[Editor's last name], [Editor's first name] / [2<sup>nd</sup> Editor's last name], [2<sup>nd</sup> Editor's first name] (Eds.) ([Year of publication]): [Title]. [Subtitle]. [Edition]. [Place of publication]: [Publisher] ([Series name], [Series number]).

E.g. Grenz, Dagmar / Wilkending, Gisela (Eds.) (1997): *Geschichte der Mädchenlektüre. Mädchenliteratur und die gesellschaftliche Situation der Frau*. Weinheim, München: Juventa, (Lesesozialisation und Medien).

### c) Articles in Edited volumes

[Author's last name], [Author's first name] ([Year of publication]): [Title]. [Subtitle]. In: [Editor's last name], [Editor's first name] / [2<sup>nd</sup> Editor's last name], [2<sup>nd</sup> Editor's first name] (Eds.): [Title]. [Subtitle]. [Edition]. [Place of publication]: [Publisher] ([Series name], [Series number]), [Page number].

E.g. Wild, Inge (1997): *Christine Nöstlingers Gretchen Sackmeier*. In: Grenz, Dagmar / Wilkending, Gisela (Eds.): *Geschichte der Mädchenlektüre. Mädchenliteratur und die gesellschaftliche Situation der Frau*. Weinheim, München: Juventa (Lesesozialisation und Medien), p. 267-276.

### d) Journal Articles

[Author's last name], [Author's first name]: [Title]. [Subtitle]. In: [Name of the Journal] [Volume number] ([Year of publication]), [Issue number], [Page number].

E.g. Schreiber, Sylvia: *Italienische KJL im Dienste der nationalen Identitätsbildung. Cuore von Edmondo De Amicis*. In: *libri liberorum* 15 (2014), 44, 9-15.

Separate several authors or editors using a slash (and a blank space before and after the slash). Several places of publication are separated by a comma. **Every bibliographic entry ends with a period.**

## 7. Reviews

Please cite the work to be reviewed according to the following examples:

[Author's/Editor's last name], [Author's/ Editor's first name] / [2nd Author's/Editor's last name], [2nd Author's/ Editor's first name] (Eds.) ([Year of publication]): [Title]. [Subtitle]. [Place of publication]: [Publisher] ([Series name]. [Edited by Name(s) of series editor(s)], [Series number]), [ ISBN number], [Page count].

E.g. Hopster, Norbert (Ed.) (2012): Die Kinder- und Jugendliteratur in der Zeit der Weimarer Republik. Teil 1 und Teil 2. Frankfurt am Main: Peter Lang (Kinder- und Jugendkultur, -literatur und -medien. Theorie – Geschichte – Didaktik. Edited by Hans Heino Ewers, Ute Dettmar and Gabriele von Glasenapp, Series number. 74), ISBN 1435-4721, 527 pages.; ISBN 978-3-631-60058-0, 533 pages.

E.g. Kümmerling-Meibauer, Bettina (2012): Kinder- und Jugendliteratur. Eine Einführung. Darmstadt: Wissenschaftliche Buchgesellschaft (Einführungen Germanistik. Edited by Gunter E. Grimm and Klaus-Michael Bogdal), ISBN 978-3-53423546-9, 156 pages.

Quotations from the reviewed work should be put in round brackets without p. (page number) right after the quoted passage: e.g. (13-14) or (compare 13-14).

The review should follow the same formal guidelines as the other contributions, except that footnotes or endnotes are omitted. The text should not fall below 4.000 or exceed 7.000 characters (including blank spaces), which is equivalent to about one or two pages respectively.

## 8. Miscellaneous

“Miscellaneous” consists of short contributions, related to a specific occasion or event, which can but do not have to fit the topic of the issue. For guidelines regarding text design and layout, quotations and text length, please see above.

## 9. Short biography

Please add a short biography to your contribution, using the following guidelines:

[First name] [Last name], academic degree, [Year of birth], [Education, field of work, focus areas, if required: recent or important publication(s). contact: [email address]