

Essential (typographic) rules for
Studia austriaca and *Studia theodisca*
(irrespective of the language used in the essay)

- Send plain text emails, please! DOCs and images only as attachments, thank you!
 - No PDFs, please! Only MS Word compatible DOCs.
 - All essays should be accompanied by a short abstract in English (about 500-600 characters, including spaces).
 - Avoid using ‘black’ as your font colour; use ‘automatic’ instead.
 - Do not insert backgrounds (coloured or otherwise) in your text.
 - Words should NOT be hyphenated.
 - Except in special cases authorized by the editor, titles and quotations should be given in the original language, normally without translations.
 - *Work titles* should be italicized.
 - Block quotation paragraphs (this is an example) should always be formatted with indentation (NOT with spaces or tabs) at least on the left, so as to make their format clearly different from that of normal paragraphs. The quotations in these paragraphs should NOT be opened and closed by quotation marks inserted by the author of the essay. Note the (external) position of the reference number.¹
 - When quoting lines of poetry, insert a manual line break (“Shift+Enter”) after each line instead of using “Enter”, which should be inserted only after the last line of poetry.
 - Manual page breaks, column breaks and section breaks should never be used. They will be automatically removed in the formatting process. To display text in two or more columns insert it in a table.
 - For quotation marks the author should follow two simple rules:
 1. double angular marks («...») to enclose quotations in the running text:

«This is a quotation in the running text»¹. (note the position of the ref. number)
 2. single typographic marks (‘...’) for various uses within quotations, as well as for word glosses, or to emphasize specific words or expressions:

«That is what he said: ‘She is really special, but I prefer the other’».

As an example of word gloss he gave *ein Hund* ‘a dog’.
- Note: Avoid using inverted angular marks, single (›...‹) or double (»...«), even in German texts. Instead of single angular marks (‹...›) use single typographic marks (‘...’).
- Reference numbers:
 - in normal paragraphs reference marks precede punctuation marks¹.
 - they (normally)¹ follow a closing parenthesis.
 - In block quotation paragraphs reference marks always come last.

This left-indented paragraph is a block quotation paragraph.¹
 - If a quotation surrounded by quotation marks ends with a full stop, semicolon, colon, or comma, these punctuation marks (in contrast with exclamation marks and question marks) should not be inserted in the text. After the closing quotation mark there will be a full stop or the text will continue according to the intentions of the author of the essay.

- Distinguish consistently between a hyphen (or minus sign: “-”) and a dash (“—”). You may use the minus sign throughout your text and footnotes, but you should always distinguish hyphens from dashes according to the following examples.
 - Hyphens •• As a rule hyphens should not be preceded or followed by a space: “pp. 15-20”, “seine Nicht-Identität”, “post-war times”; but a well-known German usage requires a space after a hyphen in cases like “hin- und hergerissen”.
 - Dashes •• As a rule, dashes – whether long or short – should be preceded and followed by a space. But no space should be inserted after a dash followed by another punctuation mark, as in: “Go away or I’ll –”.
- In footnotes the author’s first name always comes before the surname.
- Footnote paragraphs should always end with a full stop.
- You should always provide a bibliography, or list of references, at the end of your work. You should include only items previously mentioned as reference.
- In all cases, the golden rule is CONSISTENCY.
- Please do not insert any space or other character in an internet address, otherwise you will destroy its link to the web. Internet addresses will be formatted by the editing staff.