signale

modern german letters, cultures, and thought

# Author Guidelines

## Contents

# 1. Submitting Your Manuscript

> **REQUIRED MATERIALS:**
>
> **All electronic text files**
> **All original and electronic art**
> **All required permissions**
> **Completed Manuscript Information Form and Checklist**

**Provide electronic text files of your final manuscript** The electronic files must be complete, containing everything that will be in the published book. Paper copy of your manuscript is not necessary unless specifically requested. Prepare your manuscript using standard PC or Macintosh compatible programs; Microsoft Word is strongly preferred. Do not make any further changes or resubmit material after this point. Wait for the copyedited files.

**E-mail your electronic files or send disk(s) containing your files** If you have many files, disk(s) may be preferable to multiple e-mail attachments. Text files should be on one disk, art files on a separate disk. Label disk(s) with your name, the manuscript title, software program, and the date.

**Create a frontmatter file**
The first part of your manuscript is called the frontmatter and all these sections should be saved in one file. Your book might not have all these sections, or might have additional ones, but the following are the basic elements and the order in which they are arranged:

> Title page (*include your name exactly as you want it to appear in the book*)
> Dedication
> Epigraph
> Contents
> List of Illustrations
> Preface
> Acknowledgments
> List of Abbreviations

**Save each chapter separately**
Each section of your manuscript should be in a separate file. All the frontmatter elements are in one file, each chapter is a file, and sections such as the appendix or bibliography are each saved in separate files.

**Name files by chapter number**
Give your files clear, descriptive names such as "frontmatter," "introduction," "glossary," or "bibliography." Chapters should be called "chapter 1," "chapter 2," etc. The introduction and conclusion should not be numbered as chapters.

**For preparation of text, notes, and bibliography,** refer to the formatting and style sections in these guidelines and to the *Chicago Manual of Style,* 15th edition

**Obtain all art and permissions BEFORE you finalize your manuscript**

**Keep tables and art separate**
Do not embed tables or art in the text. Save tables separately, either in one "tables" file or a series of files named by table number. See pages XX–XX below for instructions on tables and illustrations.

**Provide a separate file of illustration captions**
In addition to the illustration list (if you choose to have one) in the frontmatter, prepare a file of captions to go with all figures, charts, line drawings, maps, photos, etc. These captions should credit the source of each illustration appropriately. Tables are not included on this caption list; titles and credits for tables belong with the tables themselves.

**If you have many pieces of art, submit all electronic art on a disk** Copy all electronic art onto a disk, *not* the same disk your text files are on. Be sure all art files are labeled correctly. See the illustrations section of these guidelines for more information.

**Submit all other art**
Please be careful about submitting original, irreplaceable art. A copy is better.

**Complete the Permissions Log(s) and Questionnaire**
Print out copies of the Permissions Log for illustration, table, and text permissions. List all art and tables whether or not permission is required. See the permissions section of these guidelines for more information.

Whether or not you are reprinting your previously published work in this manuscript, fill out the Permissions Questionnaire. The Signale managing editor can offer assistance if you are unsure about the need to request permission to reprint.

Provide copies of all permissions and permissions correspondence for art and text. Include any e-mails, letters, or forms you receive. Number illustration permissions with the figure number.

**Provide your complete home and office addresses, phone and fax numbers, and e-mail address**
We need complete and accurate contact information for authors, editors, and contributors. Fill out the Manuscript Information Form and be sure to update us promptly if there are any changes.

**Complete and submit the Manuscript Information Form and Checklist**
If your book uses a non-Latin alphabet or any unusual characters or symbols, be sure to provide this information on the Manuscript Information Form.

# 2. Formatting

> **Double space all text**
> **Use one font and type size**
> **Number all pages consecutively**
> **Embed notes in text and use endnotes**
> **Label subhead levels**
> **Mark art and table locations**

**Double space all text**
Everything should be double spaced, including notes, bibliography, and extracts.

**Use one font and type size throughout the entire manuscript,** preferably Times New Roman, 12 point

**Indicate italics with an *italic* font or by <u>underlining</u>**
Choose one method and be consistent throughout.

**Number all pages consecutively**
Starting with the first page of the introduction or chapter 1, number pages consecutively through to the end of the manuscript. The frontmatter should be numbered separately.

**Embed notes and place them at the end of each chapter**
Whether your book will have footnotes or endnotes, the manuscript should have all notes embedded and set as endnotes at the end of each chapter.

**Use hard returns and tabs correctly**
Use hard returns at the end of each paragraph or section only, not at the end of each line. Use a tab indent to start each new paragraph, not a line space.

**Clearly indicate the hierarchy of subheads**
Label the level of your subheads as <A>, <B>, or <C>. Do not label the chapter title.
For example:

> Chapter 1. Wildlife of the Northeast
> > <A>Birds
> > > <B>Chickadees
> > > > <C>Nesting Habits

**Mark art and table locations in manuscript**
Because tables and illustrations are not embedded in the final manuscript, you need to indicate where you would like them to be placed. Type in a call out like <insert fig. 1 about here> or <insert map 1 about here> in between paragraphs on the page where you want the art or table to be.

# 3. Style

> **In general, manuscripts should be prepared in accordance with the following style guidelines and the *Chicago Manual of Style*, 15th edition.**

## Documentation

We prefer manuscripts to follow either the notes and bibliography system or the author-date system with a reference list, as detailed in the *Chicago Manual of Style*. The following are a few examples of each style; please refer to the *Chicago Manual* for more detailed information. The *Chicago Manual* is also available online at *http://www.chicagomanualofstyle.org*.

*Notes and bibliography system:*
*Bibliographic entries:*
Petro, Nicolai N. *Crafting Democracy: How Novgorod Has Coped with Rapid Social Change*. Ithaca, NY: Cornell University Press, 2004.
Geary, John. "Employee Voice in the Irish Workplace." In *What Workers Say: Employee Voice in the Anglo-American Workplace*, edited by Richard B. Freeman, Peter Boxall, and Peter Haynes, 97-124. Ithaca, NY: Cornell University Press, 2007.
Loften, Peter. "Reverberations between Wordplay and Swordplay in *Hamlet*." *Aeolian Studies* 2 (1989): 12-29.

*Notes*:
[1] Nicolai N. Petro, *Crafting Democracy: How Novgorod Has Coped with Rapid Social Change* (Ithaca, NY: Cornell University Press, 2004), 186–88.

*Author-date system*
In this system, sources are cited parenthetically by author and date in the text: (Petro 2004) or (Loften 1989, 14–15), with full details provided in the reference list.

*Reference list entries*
Petro, Nicolai N. 2004. *Crafting Democracy: How Novgorod Has Coped with Rapid Social Change*. Ithaca: Cornell University Press.
Loften, Peter. 1989. "Reverberations between Wordplay and Swordplay in *Hamlet*." *Aeolian Studies* 2:12-29.

The documentation system outlined in the Modern Language Association's *MLA Style Manual and Guide to Scholarly Publishing,* 3rd ed., is also acceptable, as long as it is applied consistently.

For titles in English, the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.) are capitalized. Articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length) are not capitalized. The *to* in infinitives and the word *as* in any function are also lowercased. Serial commas are added, ampersands are spelled out, and numbers are spelled out. For titles in *any* non-English language, including French, only the first letter of the title and subtitle and proper nouns are capitalized. For the treatment of Dutch and German titles, respectively, see *CMS* 10.24 and 10.43.

## Numbers
Cardinal numbers to one hundred, as well as the ordinal numbers derived from them, and such numbers followed by hundred, thousand, million, and so on are spelled out. For cardinal numbers greater than one hundred, and the ordinal numbers derived from them, numerals are used.

Arabic numerals are used to designate divisions of written works.

## Punctuation
American punctuation (inside quotation marks, etc.) throughout.

Series comma: a, b, and c

Ellipses: Three dots indicate an ellipsis within a sentence or fragment; four dots (a period plus three dots) indicate an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used at the beginning of a quotation (whether it begins with a grammatically complete sentence or not) or following a quotation (if it ends with a grammatically complete sentence). For more detailed guidelines on the use of ellipses see *CMS,* 15th ed., 11.57–61.

Superscript note references are placed after punctuation and outside parens generally, *except* em-dash and when note applies strictly to material enclosed in parens, then note reference may appear inside parens

## Quotations/Extracts. See also **Translations.**

If quoted material is more than seven lines long, it should be set off as an extract. Whether such quotations are introduced with a colon, a comma, or no punctuation depends on their syntactic relationship to the preceding text. The first line is not indented.

Poetry more than two lines long should be set off from the text. Omitted lines are indicated with a line of dots approximately equal in length to the preceding line.

Quotations must reproduce the wording, spelling, capitalization, and punctuation of the original exactly, with the following exceptions: (1) A change in capitalization *at the beginning* of a quotation may be made silently (without brackets) if the quotation's syntactic relationship to the preceding text suggests it (see *CMS* 11.16); changes in capitalization *within* a quotation must be bracketed. (2) The terminal punctuation may be omitted or changed to a comma if necessary, and internal punctuation before or after ellipsis points may be omitted. (3) Original notes and their superscript callouts are omitted. (4) Obvious typographical errors (e.g., "teh") may be silently corrected, but idiosyncratic spellings found in older works must be preserved. Such spellings that are likely to be thought erroneous may be, and grammatical errors in the original should be, followed by *sic* in brackets; those that may pose a hindrance to the reader may be followed by the modern spellings in brackets.

Permission to reprint may be necessary for long prose and poetry quotations. See the section on permissions for more information.

## Terms

American spelling is used throughout (except in quoted material). Spelling follows *Merriam-Webster's Collegiate Dictionary*, 11th edition, and *Webster's Third New International Dictionary*. For words spelled in more than one way—for example, *traveled, travelled*—the primary spelling according to *Webster's* is used. Most non-English words defined in *Webster's Collegiate* are not italicized; however, the treatment of German words is left to the author's discretion.

Proper nouns and their derivatives are capitalized; otherwise, a down (lowercase) style of capitalization is preferred (for detailed guidelines on capitalization of terms, see *CMS*, 15th ed., chap. 8).

Isolated non-English words and phrases that are not defined in *Webster's* should be translated into English. When non-English words and phrases are translated into English, or vice versa, parentheses or quotation marks are used to enclose the translation, as follows:

> The second *cavalier* (horseman) rode swiftly on.
> The second *cavalier*, "horseman," rode swiftly on.
> Spirit (*Geist*), in Hegel's phenomenology . . .

## Translations

In the main text—but not in the footnotes—translations of non-English titles of literary works, films, paintings, and other artistic works should be provided. Translated titles follow the original titles in parentheses and are treated typographically as bona fide titles.

> Goethe's novel *Wilhelm Meisters Lehrjahre* (*Wilhelm Meister's Apprenticeship*) . . .
> When Müller's essay "Um Gottes willen!" ("For Heaven's Sake!") appeared . . .

(Exceptions to this rule are titles of periodicals, such as journals, newspapers, and *Jahrbücher*, which are never translated.)

As a general rule, translate all quoted foreign language passages in the main text and notes into English, including the original as a supplement only when there is a compelling reason to do so.

When the original quotation is included in the main text or notes, the translation usually follows the original quotation in parentheses, without quotation marks.

> Lindbergh, flying over Paris, recalled Apollinaire's famous "Zone": "Bergère ô tour Eiffel le troupeau des ponts bêle ce matin" (Shepherdess, O Eiffel Tower, the flock of bridges is bleating this morning).

However, if the translation is provided first, the original may follow in parentheses, without quotation marks.

> Lindbergh, flying over Paris, recalled Apollinaire's famous "Zone": "Shepherdess, O Eiffel Tower, the flock of bridges is bleating this morning" (Bergère ô tour Eiffel le troupeau des ponts bêle ce matin).

Glosses within quotations are bracketed.

> Lindbergh, still flying over Paris, recalled Apollinaire's famous "Zone": "Shepherdess, O Eiffel Tower, the flock of bridges [*ponts*] is bleating this morning."

For quotations long enough to be set off from the text, the translation follows the original on a separate line but is bracketed.

Translations of organization names follow the original names in parentheses; title capitalization is used.

> Rossiiskii Gosudarstvennyi Arkhiv Sotsial'no-Politicheskoi Istorii (Russian State Archive of Sociopolitical History; RGASPI)

# 4. Tables

> **Prepare tables in Microsoft Word**
> **Obtain all necessary permissions**
> **Title, number, and caption all tables**
> **Submit all table files via e-mail or on the text disk**

Tables are not considered art and should be prepared in Microsoft Word. A good table presents information that would take several paragraphs to explain in the text. The text should not duplicate this information, but rather highlight and summarize it.

- Obtain all necessary permissions. See the permissions section of this document.
- Title all tables.
- Number all tables, either as table 1, table 2, etc. or by chapter, table 1.1, table 1.2.
- Captions, source information, and notes should be part of each table document.
- Place tables in individual files or a "tables" file on the text disk.
- Insert call outs in the manuscript to mark the location of each table. The call out should look like this: <insert table 1 about here>.

# 5. Illustrations

**Submit art early or with manuscript**
**Obtain all necessary permissions**
**Number all illustrations and prepare a file of captions**
**Submit all electronic art via e-mail or on a disk**
**Electronic scans of art must be at least 300 dpi**

Illustrations include photos, maps, line drawings, charts, and graphs. As you prepare your art program, be sure to talk with the Signale managing editor about what you want to include.

- Obtain all necessary permissions for illustrations. See the permissions section for more information.
- Number illustrations, either as figure 1, figure 2, etc. or by chapter, figure 1.1, figure 3.1, figure 3.2, etc.
- Prepare a file of captions to go with all figures, line drawings, maps, photos, etc.
- Illustrations should be kept separate from the manuscript and call outs inserted in the text to mark their location: <insert fig. 1 about here>.

**Preparing illustrations for submission**
Use the following basic instructions to get started. For more detailed information on submitting the many kinds of art that could be in your book, consult the Art Guidelines posted on the Cornell University Press website.

- Do not paste your art into a Word document. Provide a jpeg or tif file for halftones.
- Line art must be professionally drafted in camera-ready form, using Adobe Illustrator. Provide an editable, vector-based eps file. Any charges for redrawing are your responsibility.
- Electronic scans of art must be at least 300 dpi at intended print size. Vertical figure scans must be at least 7 inches high (approx. 43 picas) and horizontal scans at least 4 inches wide (approx. 27 picas). We cannot accept 72 dpi jpeg files from the Internet.
- Submit all electronic art via e-mail or on a disk and keep a copy of all art files for yourself.
- Use a removable sticker on the back of original art to number it.
- If photos should be cropped, mark this on a photocopy and be sure permission to crop has been granted.
- Color art in particular needs early approval. These illustrations should be numbered color plate 1, color plate 2, etc.

**Preparing captions**

Captions for illustrations should include the title of the work and a credit line, if needed, in paragraph form. An illustration list in the frontmatter should contain only the title or a brief description of the figure. The *Chicago Manual of Style* has more detail on captions.

# 6. Permissions

**Obtain permission to use any copyrighted material**
**Pay any applicable fees**
**Fill out the Permissions Log(s) and Questionnaire**
**Submit copies of all permissions correspondence**

**You are responsible for obtaining permission to use any copyrighted material, including your own previously published work**
There are several types of material that you might need to obtain permission to reprint:
- Previously published sections of your manuscript
- Long quotations of prose or poetry and unpublished archival material
- Tables or illustrations that are not your own

For detailed information and to determine whether the quoted text, tables, or illustrations fall under "fair use" guidelines, please refer to the *Guidelines on Permission to Reprint* posted on the Cornell University Press website or contact the Signale managing editor.

**Fill out the Permissions Questionnaire**
Parts of your manuscript might be your own previously published work. Fill out the Permissions Questionnaire and submit it with your manuscript. The Signale managing editor will help you determine if you need to obtain permission to reprint any of this material.

**Write to the copyright owner for permission to reprint and pay any applicable fees**
It can take many months to obtain permissions to reprint text or art so be sure to request them well before submitting your final manuscript. Use the sample letters provided on the Signale website or copy the language into an e-mail.

**Fill out the Permissions Log(s) for all quoted text, tables, and art**
Print out a separate copy of the Permissions Log for each type of material—text, tables, and illustrations. These logs must list all tables and art, whether or not permission is required, and text for which permission is required (long quotations and archival material). Also note any restrictions on use, cropping instructions, and the outcome of permissions requests (or reason for not requesting permission, such as "fair use" or public domain).

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Some copyright holders will request a complimentary copy of your book in exchange for permission to reprint art or text. Please compile a list of names and addresses and submit this with your permissions correspondence.

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Use permissions information to create credit lines for your captions list. Even if you did not have to get permission to reprint, the source should be indicated. Reprinted sections of your own work might need to be listed in the acknowledgments in the frontmatter.

*If you have difficulties or questions that these guidelines do not answer, please contact the Signale managing editor.*