

# Guidelines for submission of copy to the editors of *PEGS*

## **General**

1. *PEGS* generally uses Modern Humanities Research Association (MHRA) style, which is described in the downloadable MHRA Style Guide, Third Edition: <http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>. *PEGS* usage regarding references (see “References” below) is different from MHRA style in a few areas listed below. **For articles written in German, see the special guidelines under “German copy” below; however, the preceding material is also relevant.**
2. Please keep footnotes to a minimum. Footnotes should be used only for references to works used in the main text or other essential supporting material. General bibliographical footnotes should be avoided, as should footnotes containing supplementary or tangential argument. Any general note on the article should appear as a first un-numbered note, but personal acknowledgements should appear under the heading “Acknowledgements” before the “Notes on contributor” at the end of the article.
3. Please note that German nouns and their adjectives embedded in English sentences take the nominative case, regardless of their syntactical position within the surrounding English sentence: e.g. ‘In this “verwirrte Einöde” into which his loss has plunged him, words are lacking’. An exception to this rule should be made when it is necessary to preserve the original case of the German word in order to illustrate a linguistic or textual point.
4. Papers may be divided into sections, but these may not have titles or be numbered. Please indicate section breaks with three centred asterisks.

## **References**

5. The following editions of Goethe’s works may be used: Weimarer or Sophien-Ausgabe (WA); Münchner Ausgabe (MA); Frankfurter or Deutscher Klassiker Verlag Ausgabe (FA). Please do *not* use the Hamburger Ausgabe (HA) as the primary source, though commentaries from it and other editions may of course be cited. Full references to these editions need not be given; instead the abbreviations given in brackets above should be used. Use a single edition as far as possible. The same applies to the National-Ausgabe (NA) of Schiller’s works. Please use abbreviations for the most common periodicals in German Studies (e.g., *DVjs*, *ECS*, *GLL*, *GJb*, *GYb*, *GQ*, *GR*, *GRM*, *GSR*, *JbDSG*, *LYb*, *MLN*, *MLR*, *PMLA*,

- etc., but do not abbreviate single-word titles such as *Euphorion* and *Monatshefte*) as well as selected general collections (*DNB*, *OCD*, *OED*, etc.); if in doubt, use an abbreviation and your editor will decide whether to keep it. Other abbreviations for frequently cited texts may be introduced in a footnote.
6. References to works using abbreviations follow the form: MA, 9, p. 32 (note the use of ‘p.’ or ‘pp’, unlike the usage for periodicals, see below). Half-volumes are given after a diagonal slash: MA, 3/2, p. 25. In the case of WA, FA and other multi-volume works that have numbered sections as well as volumes, the section number appears in upper case roman numerals, e.g., WA, IV, 7, pp. 128–30 (=Abteilung IV, letters; volume 7, pages 128 to 130); WA, I, 5/2, p. 377 (=Abteilung I, works; vol. 5, half-volume 2, page 377). *These references may be included in brackets within the text rather than in footnotes.* Roman numerals are used for volumes only in the specific cases of editions or collections not keyed to an abbreviation (see MHRA, sect. 11.2.2). Once it is clear which volume is being used, further references in brackets may include only page numbers.
  7. For parts of a literary or other work, use the form ‘*Paradise Lost*, IV. 3. 10–12’ (MHRA 11.2.7). In the case of longer works by Goethe or others in verse, it is most useful for the reader if the edition being used is indicated in an initial footnote, but further references indicate line number only, so that the reader may refer to any edition. For example: ‘(*Faust*, 7080–92)’, or simply ‘(7080–92)’ if it is clear that *Faust* is being quoted. Other works, too, may be quoted in this way by parts (etc.): ‘*Dichtung und Wahrheit*, IV. 18; MA, 16, p. 761’ (this refers to part IV, book 18). Note that in these cases, *small caps* are used (IV, not IV). To enter small caps, type the numeral in *lower case* (iv), then define it and click on ‘Font’ and then ‘small caps’.
  8. Following MHRA style (sect. 11.2.4), volume numbers of periodicals are given in the following form: *PEGS*, 52 (2007), 56–58 (note the commas). (**Note: please do not use roman numerals for volume numbers as in earlier issues of *PEGS*.**)
  9. Many footnotes can be eliminated by inserting the reference in brackets in the main text, using author’s name (with short title if there is more than one work by the same author), assuming the work has already been cited in full in an earlier note. The author’s name should be omitted in brackets if it is clear from the context. Examples: ‘Moritz’s account is based heavily on his own experiences (Wingertzahn, p. 432).’ ‘Wingertzahn has demonstrated the biographical context of the work (p. 432).’
  10. Note that a journal name or abbreviation is followed by a comma; likewise the parts of the reference are separated by commas, not full-stops.
  11. Foreign place names should be given in their English form where this is in current use, e.g. Munich for München, Zurich for Zürich. This applies to place of publication in references as well as to the main text.

12. In references German cities should be given as follows: Frankfurt/Main, Freiburg/Breisgau. In the main text, names should be given in full. Please give only the first place of publication listed on the title page (e.g., 'Stuttgart', not 'Stuttgart and Weimar').
13. In references please give the place of publication and publisher (followed by a comma): e.g. Thorsten Valk, *Melancholie im Werk Goethes: Genese—Symptomatik—Therapie* (Berlin: de Gruyter, 2002), pp. 9–13; H. C. Erik Midelfort, 'Melancholische Eiszeit?', in *Kulturelle Konsequenzen der 'Kleinen Eiszeit'*, ed. by Wolfgang Behringer (Göttingen: Vandenhoeck & Ruprecht, 2005), pp. 239–53 (pp. 240–43); Jutta Linder, *Schillers Dramen: Bauprinzip und Wirkungsstrategie*, Abhandlungen zur Kunst-, Musik- und Literaturwissenschaft, 385 (Bonn: Bouvier, 1989), pp. 11–12. The page numbers in brackets indicate a span of pages within the chapter/article. For all other points, please refer to the relevant chapter of the MHRA Guide.
14. Second and subsequent references to a work should be in the form: author's surname, short title (if more than one item by the same author has been mentioned), page numbers: e.g. Valk, pp. 56–58, or Valk, *Melancholie*, pp. 56–58. For the sake of clarity, we do not allow the use of *idem.*, *ibidem.*, or *op. cit.*
15. When giving spans of pages, do not leave the span open (e.g. p. 62ff); spans must include both the start and end page numbers (e.g. pp. 62–65). This applies also to only two subsequent pages (pp. 62–63, not pp. 62f.).
16. Spans of numbers (pages, dates, line numbers) are separated by an en-dash, not a hyphen (e.g. 1749–1832, not 1749-1832). The en-dash can usually be generated by pressing the ctrl key simultaneously with the hyphen key at the top right of the number pad (num lock must be turned off), or by clicking on 'Insert' and 'Symbol' and finding the en-dash.

## **German copy**

17. Text submitted in German follows the same rules as English, subject to the following German variants.
18. For 'ed. by' and 'trans. by', use 'hrsg. von' and 'übers. von' respectively. For 'p.' and 'pp.', use 'S.', e.g., H. C. Erik Midelfort, 'Melancholische Eiszeit?', in *Kulturelle Konsequenzen der 'Kleinen Eiszeit'*, hrsg. von Wolfgang Behringer (Göttingen: Vandenhoeck & Ruprecht, 2005), S. 239–53 (S. 240–43). Other usual German abbreviations such as 'vgl.' or 'Bd.' should be used, but *not* 'ebda.' or 'a.a.O.' (see no. 10 above). For all other points, please refer to the relevant chapter of the MHRA Guide.

19. Please note the following differences from most standard German usage: titles of articles are enclosed in single quotation marks; titles of books are italicized; there is a comma after the titles of periodicals and after abbreviations like 'MA'; publishers are included for books along with place of publication; only the first place of publication and a short form for the publisher are used: 'Stuttgart: Metzler, 2005', *not*: 'Stuttgart und Weimar: J. B. Metzler Verlagsbuchhandlung, 2005'.
20. Place names appear in their German form in references and text proper: e.g. München, Genf.
21. Quotation marks appear in their English forms ('...' and "..."), not in German ones (',...' , ',...'“ or «...»») e.g. Das Gedicht 'Das Tagebuch' hatte 'eine lange Inkubationszeit', wie Volkmar Hansen bemerkt. In order to force your word processor to produce English quotation marks, you may have to select English as the default language of the document.

### ***Submission of copy***

22. Except where noted otherwise, authors should follow the guidelines for presentation of copy in the *MHRA Style Guide* (see the latest edition at <http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>). Section 11.2, in particular, has examples of forms of reference and detailed guidance. Note in particular that we use the verb ending '-ize' rather than '-ise' except in the cases noted in section 2.1 of the *MHRA Style Guide*, and we use a comma before 'and' in enumeration of three or more items (sect. 4.1). All other spellings and usage should conform to British conventions.
23. Copy should be submitted by e-mail to the editors, using MS Office Word 97 or subsequent versions and should be double-spaced. The first page of all submissions should state the title of the paper and an abbreviated title (for running headlines within the article). *Papers should be prepared for anonymous review, without the author's name or other identifying information*, which should appear instead on a separate sheet together with the title of the essay and an email address for all correspondence. Authors should obtain from the editor the form 'PEGS Article – Additional information from author' (or the German version for articles in German), fill it in and send it to the editor when the article has been accepted for publication.
24. Words should not be hyphenated at the end of a line. Use single inverted commas for short quotes (double for quotations within quotations), but quotations over fifty words should be single-spaced without inverted commas and separated by a line space from the main text of the paper. Translations are not generally needed for German quotations. Where a passage presents particular difficulty, translation may be offered either in parentheses in the text or in a footnote. Quotations in

languages other than German will require translation. Non-English words in the text, apart from names, should be italicized. There is no need to format articles; please include italics or bold type where necessary but not style codes. Please use hard returns only at the end of paragraphs; switch auto-hyphenation off; do not justify text; and do *not* use automatic numbering routines.

25. Tables and illustrations. These should be submitted as separate files, repeating on the back the title of the paper, and numbered sequentially using arabic numerals for Figures (illustrations, i.e. photographs, diagrams and graphs) and Tables. Each must have a caption, source, and where appropriate, a key. The position in the text must be clearly shown (e.g. Figure 1; Table 1). Tables should be keyed horizontally from left to right using a tab between columns, not the space bar (or keyed in Table mode in Word) Prints of photographs should be submitted or supplied electronically in CMYK format as good-quality TIFF or EPS files, suitable for printing. As a guide, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350–400 dpi for half tones, 600 dpi for slides or transparencies, 800 dpi for simple line and 1200 dpi for fine line illustrations. Please note that the final reproduction quality is dependent on original supply of correct format and resolution. **The author must obtain written evidence of permission to reproduce images (in all formats, in perpetuity and in all geographical regions worldwide) from the copyright owner for the use of any illustrative matter in the journal and will be liable for any fee charged by the owner of the image. The caption should include relevant credit of the permission of the copyright holder to reproduce the image.**
26. Online Colour. It is possible for colour illustrations to be published in the online version of *Publications of the English Goethe Society* free of charge, but they will be published in greyscale in the printed journal (unless otherwise agreed with the journal editor). Authors should consider the use of colour within their article carefully to ensure meaning is not lost in the translation of images from colour to greyscale for the printed volume. **Authors should bear this in mind when preparing the format of the images for submission and when obtaining permission to use material from third parties.**
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