

Guide for Authors of *Anglistik: International Journal of English Studies*

PAGE SET-UP

- **Format:** A4
- **Margins:** top: 3.0 cm, bottom: 7.5 cm, left: 4.4 cm, right: 4.4 cm, gutter: 0 cm, header: 2.0 cm, footer: 7.5 cm; do not mirror margins
- **Headers and footers:** select 'different odd and even pages' and 'different first page'

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- **Body text:** Times New Roman, size 10, line spacing 'exactly' 12 pt, alignment 'justified,' the first line of each paragraph is indented by 0.5 cm (exception: the first line following the title or a subheading is NOT indented), no spacing before/after individual paragraphs; please select 'widow/orphan control' under "paragraphs – line/page breaks" for the whole text.
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- **Longer quotes** (> 3 lines): TNR, size 9, line spacing 'exactly' 11 pt, spacing before and after 6 pt, indentation left: 1 cm, right: 0 cm, no quotation marks.
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PUNCTUATION MARKS

- Please use straight "double" and 'single' marks instead of (typographic) “inverted” commas.
- Omissions or additions to direct quotes should be indicated by square brackets [...].
- Commas, full stops and colons are placed before the closing quotation marks.
- Hyphens (-) are used to indicate a range of numbers (e.g. p. 3-5) and to connect words or parts of words (mother-in-law, 20th-century literature). Please use en-dashes (–) to indicate parenthetical information. En-dashes should have a space on each side.

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Works Cited

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