

## *Goethe Yearbook* Style Sheet

In preparing your manuscript for publication, the editors ask that you follow the guidelines below.

### **Formatting**

All text should be in Times New Roman 12pt (except epigraphs, which are 10pt). All text should be double-spaced except block quotes and endnotes, which are single-spaced. Subtitles should be bold font and centered with one carriage return before.

Please do not introduce any codes or formatting commands for full justification, page numbering, headers or footers, etc. With regard to format, the *Goethe Yearbook* is primarily interested in accurate text, italics, tabs, paragraph beginnings, marking of block and verse quotations. Do not enter page breaks or section breaks.

### **Notes**

The *Goethe Yearbook* uses endnotes only, no footnotes. All bibliographical information should be contained in the endnotes since the *Yearbook* does not use a “Works Cited” or “Works Consulted.” Notes should be introduced with the word “**NOTES**” centered. To mark subtitles, use a period for German texts, and a colon for English texts. For publication city Frankfurt am Main, shorten as Frankfurt/Main.

### **Bibliographic Information**

Follow *Chicago Style Manual* rules (there are a couple house-style exceptions to CMS noted here). For a concise guide to *CMS* citation style see [www.bibme.org/citation-guide/chicago](http://www.bibme.org/citation-guide/chicago).

For book titles:

*Black Bread—White Bread* (Columbia, SC: Camden House, 1988) 200. (*Note*: there is no comma after the final parenthesis and before the page number)

For article titles:

*MLA* 90, no. 2 (1990): 1–30.

*Note:* If you refer to a text more than 6 times, please refer to it using page numbers (and another identifier, if necessary) parenthetically in the text after the first instance.

In subsequent notes to the same text use short forms of reference: Saine 100 (*note:* no comma, no text name), or, if multiple works of the author are cited, Saine, *Bread*, 100.

### **Quoting Goethe (and Schiller)**

The *Goethe Yearbook* expects authors to quote from reliable Goethe editions and to use the following abbreviations: WA (Weimarer Ausgabe), BA (Berliner Ausgabe), FA (Frankfurter Ausgabe), MA (Münchener Ausgabe), GA (Gedenkausgabe), HA (Hamburger Ausgabe). Although the HA is listed, the *Yearbook* would prefer that this edition be avoided. Editions such as the Jubiläumsausgabe and the Propyläenausgabe are not as readily available as the others, so they should preferably not be cited. Standard editions of other *Goethezeit* authors should also be cited using abbreviations, e.g., NA for the Schiller National-Ausgabe.

If it is possible to quote accurately without reference to *any* particular edition, please do so. Citing longer poems, verse plays, *Faust*, etc., by line number, and correspondence (including the Goethe-Schiller correspondence), diaries, conversations (including Eckermann's *Gespräche mit Goethe*), etc. by dates makes it possible for readers to consult practically any edition without undue difficulty.

### **Submitting Manuscripts**

Please email your submission as a Word file to [editors@goethesociety.org](mailto:editors@goethesociety.org).

### **Special Editorial Points**

Because the *Goethe Yearbook* synthesizes German and American editorial conventions, a number of particular editorial questions have arisen over the years. Here is a list of specific guidelines:

1. Even manuscripts written in German must follow the *Chicago Manual of Style* (CMS) rules governing formatting and punctuation. For example, commas are placed within quotation marks, as are periods unless they are followed by an internal reference set off by parentheses, in which the period comes after the closed parenthesis.
2. Please always use American quotation marks: “Warte nur, balde / Ruhest du auch.”
3. Again, please do not use the Hamburger Ausgabe.
4. A descriptive designation of an historical period is usually lowercased, except for proper names: ancient Greece, imperial Rome, the Victorian era.
5. Some names of periods are capitalized, either by tradition or to avoid ambiguity: Enlightenment, Renaissance, Reformation, Romanticism, Baroque.
6. University Presses are abbreviated as follows: Cornell UP.
7. Page numbers are shortened so that 354–72, 301–09, and 1147–289, however 66–67.
8. When citing an article give the entire page range, followed by the specific page 344–56, here 352.
9. Single quotation marks are used only within double quotation marks to indicate a quotation within a quotation.
10. Exception: In linguistic and phonetic studies a definition is often enclosed in single quotation marks with no intervening punctuation; any following punctuation is placed *after* the closing quotation mark.
11. Even if you feel the need to use “ironic” quotation marks, please make sure they are of the double variety.
12. All stylistic dashes in the middle of the text must be m-dashes. Please use n-dashes to separate page number and date ranges.
13. Ellipses do not require brackets around them, even in German texts. Type out each ellipsis manually (a space between each dot) instead of using the automatic character offered by the word-processing program. Do not start or end quotations with ellipses. Use three-dot ellipses in the middle of sentences and four dot ellipses to indicate the end of the sentence, i.e., three dots and a period.
14. Changing the capitalization of the first word of a quotation to suit the context can be done silently. Do not mark capitalization changes with square brackets. Square brackets should be used to mark other changes to quotations or for “parentheses-within-parentheses” situations.
15. Please use this format for all dates: April 28, 2019.
16. Please do not make up your own abbreviations. You may use well-known abbreviations (e.g., FBI, GDR, etc.), but if you need to refer to things in your text in short form, and there are no common abbreviations for them, then please create a short form using words

rather than abbreviations. Archives are an exception, they may be referred to using abbreviations.

17. In all abbreviated citations to standard Goethe and Schiller editions, there is no space between volume:page. There is a space between edition and volume (MA 4:65).
18. Parts of poems or plays are written lowercased: part two, canto 3, stanza 4, act 2, scene 5 [CMS 8.194]. Titles of most poems are set in Roman type, i.e. not italicized, and enclosed in quotation marks, while a very long poem that constitutes a book is italicized and not enclosed in quotation marks, such as *Faust II*.
19. Titles within titles: Books mentioned in a note to a journal article remain italicized; books in the title of a book (where the entire title is italicized in the note) receive double quotation marks. Remember to indicate that *Faust* is a distinct work in book titles, such as *A Companion to Goethe's "Faust": Parts One and Two*. Consider also whether you wish to indicate a broad distinction between *Faust I* and *Faust II*, or whether you are making a more specific reference to a scene, character or line in either part one or part two of *Faust*.
20. The titles of novellas are italicized, such as *Der Mann von funfzig Jahren* and *Novelle*.
21. If a sentence ends with an internal reference, the period follows the closing parenthesis of the reference. For block quotes, however, the period comes before the reference.
22. Please do not abbreviate the titles of journals. Please write out *Deutsche Vierteljahrsschrift für Literaturwissenschaft und Geistesgeschichte* for those new scholars not yet familiar with our shorthand.
23. Please do not use Roman numerals.
24. All manuscript submissions should be ready for anonymous review and should have no overt references to the author's name.
25. Quotations longer than 4 lines or 50 words (prose) or three lines (poetry) should be indented by .5" as a block quotation. Block quotations should be single spaced. If a translation follows, skip one line between the quotation and translation. Neither quotations nor translations are introduced with quotation marks, parentheses, or square brackets. Place the reference directly after the original quotation, and the translation reference (if applicable) after the translation.
26. The *Goethe Yearbook* follows (with some exceptions) current conventions of not hyphenating common prefixed words (i.e., words starting with re-, pre-, anti-, under-, counter-, etc.). So, for example, the correct spelling would be multiculturalism, rather than multi-culturalism. While this may look strange to authors, all major US style guides and dictionaries now prescribe this spelling. This also applies to analogous German prefixed words.

27. German and other foreign-language words should be italicized (unless they are quoted). Please provide an English translation in parentheses directly following the word the first time it is used. If it is a word that is commonly used in English (or in an English dictionary) please do not italicize it.
28. Please give the translation of a German work in parentheses after the first use. For subsequent uses you may simply refer to the German title (or the English title if you wish). In giving translated titles, please use italics and “headline” capitalization style (meaning all major words are capitalized) if the text has been translated. For untranslated texts, please give the title in Roman font and use “sentence-style” capitalization (meaning only the first word and proper nouns are capitalized). If you also need to refer to the publication year, place the publication year in the parentheses followed by a semicolon and then the translation.
29. If you find it necessary to give text excerpts in both the original and translation, please give the original in quotation marks, then follow the original with the translation in parentheses, without quotation marks. The original source page reference may be given before the translation and followed by a semicolon. The translation page reference may follow a semicolon at the end of the translation. An example might thus read, “wer nie sein Brot mit Tränen aß” (35; who never ate his bread with tears; 20).