

English Guidelines

1/10

All our typescripts are copy-edited. We emphasize consistency and clarity. The following guidelines are designed to help you achieve this goal. All points listed here are important, some are binding, others can be discussed and adjusted. If anything is unclear, please contact buch@seismoverlag.ch.

Please supply your text to us as a Microsoft Word file. We prefer Word documents; other file formats are possible. If you want to send your file in another format, please contact us beforehand. The takeover can be problem-free but also very time-consuming. Therefore, depending on the amount of work required, we might have to charge a conversion fee. In addition to the text in Word format, we require a PDF of the manuscript. Then, please hand over all documents embedded on the text file (graphics, tables, images, etc.) as separate files. For anthologies, you can either hand over all in one document or organize as chapter files. Please name the chapter files clearly (e.g. with the name of the author and the chapter number: Mueller_01). Remove all the field codes before submitting your word file. Field codes are used in Microsoft Word to link your citations to your bibliographic references (note: make a copy of your document before removing the codes). Disable “comments” and “track changes” as well as all other auto-formatting options.

The design of your book is among our responsibilities. You make it easier for us by clearly marking the sub-heading hierarchies and starting each chapter on a new page. Otherwise, avoid “styling” your manuscript (e.g. with drop caps, varying fonts and sizes, other DTP design markers). Include a table of content and, if necessary, a list of tables and a list of figures. If you use a lot of abbreviations and acronyms, a separate list is useful. Acknowledgements can be added or amended at proof if necessary. Once we have started the copy-editing we can take in minor amendments but not replace chapters or files.

In the following, we list more details in order to support you in using a consistent style. They are binding, unless other guidelines are agreed upon in advance. There is an index in alphabetical order located at the end of the document to help you navigate.

British or American English

We prefer British-English style and encourage following the *New Oxford Style Manual* (Oxford University Press 2016) as a useful guide to spelling, grammar, and general points of style. Another useful reference is the *Guardian & Observer Style* (www.theguardian.com/guardian-observer-style-guide-a). If you do choose American English, we recommend *Chicago Manual of Style* (www.chicagomanualofstyle.org). Important is that you use one style consistently.

For edited collections, the editor is responsible to communicate a common and consistent style to all contributors and make sure that the respective style is followed, including same spelling, punctuation, number and date conventions, etc.

Please refer the authors/book editors to following dictionary: <https://www.oxfordlearnersdictionaries.com/> in case you are using British English. The *Merriam-Webster* is useful for spelling when using American English (www.merriam-webster.com).

Gender and Minority Sensitive Language and Images

We strongly encourage the authors to be consistent in using a language that is gender inclusive and respects minority communities and nations. Please consult the APA Style Guides for bias-free language (<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>).

Hierarchization and Title Formatting

As a rule, more than four title hierarchies should be avoided, especially for short texts. Title hierarchies should either be numbered manually or clear style sheets must be assigned. Please use no manual interlacing.

Titles and Subtitles

English-language titles:

Capitalize the first words in titles and subtitles and capitalize all nouns, pronouns, verbs, adjectives, and adverbs (except *and*, *but*, *for*, *or*, *nor*, *of*, and *as*).

Lowercase the articles (the, a and an) and prepositions, regardless of length, except when they are used adverbially or adjectivally (up in Look Up, down in Turn Down, on in The On Button, to in Come To, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (De Facto, In Vitro, etc.). Lowercase the word *to* not only as a preposition but also as part of an infinitive (to Run, to Hide, etc.), and lowercase *as* in any grammatical function.

Hyphenated compounds: Always capitalize the first element. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions. If the first element is merely a prefix or combining form that could not stand by itself as a word (*anti*, *pre*, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.

Post-Classical | *Bed-and-Breakfast* | *The E-flat Concerto* | *Self-Sustaining Reactions*
Anti-intellectual Pursuits | *Does E-mail Alter Thinking Patterns?* | *Re-educator*
A Two-Thirds Majority of Non-English-Speaking Representatives

Titles in the reference list are to be capitalized accordingly. This includes book titles, chapter titles, titles of journal articles, etc. The titles of newspaper articles, blogs, online comments however remain non-capitalized.

English-language titles in the bibliography or references to an English publication in a contribution written in French or German should be capitalized.

Footnotes

The consecutively numbered footnotes are used for short commentaries only. They are not meant for bibliographical information, charts, graphics, formulas and the likes. Footnotes are treated like sentences. They begin with a capital letter and end with a punctuation mark.

Each footnote number is to be placed immediately after the word(s) it refers to. If the footnote refers to a full sentence, the number is placed immediately after the punctuation mark, but before the comma if the footnote refers to a part of sentence separated by a comma.

Note numbers appear at the end of a sentence or clause as a superscript after the punctuation (except in the case of a dash).

Burckhardt's understanding of the polis echoed the writings of Alexis de Tocqueville, Benjamin Constant and Fustel de Coulanges.¹

During the 1950s, under the leadership of Alfred Roth² and the strong influence exercised by Sigfried Giedion³, the university had maintained a clear modernist direction.

Quotations and Quotation Marks

Use double quotation marks for a first quotation; quotations within quotations stand within single quotation marks. Quotations in quoted quotations – admittedly rare – should revert to double quotation marks. Set all quotations, in English or foreign languages, in roman (standard format) type.

Lengthy quotations (of more than three lines or 40 words) should start on a new line, and be indented and set without quotation marks.

Use the spelling and capitalization of the original, but, unless a decision has been taken to the contrary, adapt obsolete and archaic letter forms: i becomes j, ß becomes ss. Spell out contractions, putting extra letters in square brackets. Errors in quotations are marked with a “(sic!)” behind them. If the original language of the quotation differs from the publication language, but is not translated, the quotation marks common in that respective language are to be used. Refer to our German and French styleguides available on our webpage.

Double quotation marks are used for other functions beside direct quotes, such as scare quotes, e. g. words not used as for their meaning. Please note that less is more.

For additional information on punctuation <https://www.thepunctuationguide.com/>

Manuscripts must use inverted commas when quoting (‘ ’). Book chapters shall be quoted with a single quotation mark as per British style.

Italics or Roman

Titles of articles, chapters, shorter poems and songs are to be cited in roman within single quotation marks in the text; titles of books, periodicals, epic poems, plays, operas, ballets, exhibitions in italics only; works of art, pieces of music in italics only if so named by the creator, but in roman in quotation marks if popularly identified as such by others.

Foreign words and phrases familiar to most readers and listed in *New Oxford Dictionary for Writers and Editors* should appear in roman (not italics) if used in an English context, such as:

avant-garde, brise-soleil, oeuvre, vis-à-vis, ad hoc, dilettante, loggia, perestroika, program, Weltanschauung

Unfamiliar foreign words and phrases should be set in italics:

coup de foudre, coup d'oeil, machine à émouvoir, objet trouvé, promenade architecturale, passeggiata, piano nobile, Bildungsroman

He never missed a chance to *épater les bourgeois*.

Foreign proper nouns (e. g., Comédie Française) are not italicized in an English context. Avoid the use of italics for rhetorical emphasis. The use of italic should highlight a theoretical concept or a usage of the indicated term crucial to the argumentation of the author. In the reference list book titles, edited book titles, and the names of journals are put in italic.

Serial / Oxford Comma

- In a list of three or more items, insert a comma before the *and* or *or*.
- Note that no comma is used for two items in a list.

En Dash [–] and Em Dash [—]

We suggest to consequently use the Em dash for parenthetical dashes and the En dash to indicate a range (i. e. page numbers in the references, i. e. pp. 25–40). Follow the rules of the “punctuation guide” (<https://www.thepunctuationguide.com/>).

Marks of Omission and Ellipsis

To quote the *Oxford Dictionary for Writers and Editors*: to mark omissions ellipsis, three points (not asterisks) separated by normal space of line, are sufficient. No brackets are required. When three points are used at the end of an incomplete sentence a fourth point should not be added; normal space before the first point. If the sentence is complete, the closing point is set close up, followed by three points for omission. Please use the special character for the three dots to mark the omission, “...”, not “...”.

The use of ellipsis is recommended for omissions in citations, but should be avoided in the overall text.

Relative Placement of Punctuation and Quotation Marks

American style simply places full points and commas inside the quotation marks, regardless of sense. Although this makes life easier, it removes a layer of subtlety from the author’s expressive armoury which on occasion deprives the reader of the precise meaning of the quotation. We follow *Hart’s Rules for Compositors and Readers at the University Press, Oxford* (pp. 45–48). Some examples are set out below, but the safest rule is given in Hart’s Rules: All signs of punctuation used with words in quotation marks must be placed *according to the sense*.

Where the quotation is a complete sentence, there is little point in using two full points, one at the end of the quotation and one at the end of the sentence. Let the one of the end of the quotation stand for both:

What can be done with this information by the viewer is left entirely open: “I think”, “here it is” and “that’s all.”

Where the quotation is not a complete sentence, punctuation belongs outside the quotation marks:

His aim was to produce a painting that allowed the paint “to look as good as it did in the can”.

Similarly, with points of interrogation or exclamation, use punctuation according to the sense:

When Warhol was asked, “Why did you start painting soup cans?”, he replied “Because I used to drink it.”

But:

“Why does she refer constantly to that particular source of confusion?”

Where the quotation mark has a natural break within it, shows this in the way you punctuate:

“Art is art as art”, Reinhard had said, “everything else is everything else”.

But where you are introducing the break, make this clear to the reader by placing your punctuation outside the quotation marks:

“Isolation”, said de Maria, “is the essence of Land Art”.

Abbreviations

Preferably no abbreviations in text, beside official acronyms for organisations, unites and so forth. Organisational acronyms (e. g. CIAM) should be spelt out on first use: acronyms (e. g., CIAM) should be written out on first use:

The *Congrès Internationaux d'Architecture Moderne* (CIAM) gave the city an interpretation that extended well beyond its functional aspects. ... The CIAM's many different analyses reflect an ideological transformation.

The following abbreviations can be used in cross-references, bibliography, footnotes/endnotes and catalogues, others should be avoided. Do not put in italic. Do not start a sentence with an abbreviation or a number. If the abbreviation is at the end of a sentence, the full stop used after the abbreviation is also the full stop ending the sentence.

ca. (circa, approximately)
cf. (compare)
ch., no., pt., vol. (chapter, number, part, volume)
ed., eds. (editor, editors, edited by, edition)
e. g. (for example)
esp. (especially)
et al. (and others)
fig., figs. (figure, figures)
f. ff. following page(s)
i. e. (that is)
n., nn. (note, footnote, endnote; notes, etc.)
n. d. (no date)
n. p. (no place, no page, no publisher)
no., vol. (number, volume)
m, mm (metre, millimetre) (no full stop point)
p(p). (one letter space between p. or pp. and the number) (pages)
repr. (reprint)
rev. and corr. ed., enl. ed. (revised and corrected edition, enlarged edition)
trans. (translator, translated by)

Centuries

Centuries are suggested to be framed into Arabic numbers (19th century).

Numbers

In running texts and non-technical contexts, numbers from 0 to 100 should be spelled out:

She had lived in Scotland for more than thirty-three years.

But:

a 33-year-old man | 40, 65 and 135 days (not forty, sixty-five and 135) | A mixture of buildings – one of 103 stories, five of more than 50 and a dozen of only 3 or 4 – has been suggested for the area.

Concerning am pm >>> 7am, and only if the minutes are given >>> 7:30am. According to Oxford style guide, there is no space between the number and am/pm.

Numbers at the beginning of sentences and approximate numbers should be expressed in words, as should hundred, thousand, million, billion, etc., if they appear as whole numbers:

Two hundred and forty-seven pages were written.
The fire destroyed about five thousand books.
She lived and wrote a thousand years ago.

Measures with units should have Arabic numerals and spaces: 13 × 7.5 metres, 4 × 8 centimetres.

Full stop must always be used for decimal fractions: 21.9, not 21,9.

Comma for thousands, starting from 1,000: 2,517 | 20,000 | 5,000,000.

Ordinal numbers should normally be written out: first, second, third, twentieth, hundredth.

Percentages

Write out percentages in the running text: 10 percent (except for graphics, tables, notes, footnotes bracketed text). Percentages should always be written with a figure, with a decimal point (in English) and with a fixed spacing between figure and character: 1.5 %, 1.5 percent.

Tables, Illustrations, and Diagrams

Charts, illustrations, and diagrams have to be numbered in consecutive order and should be given a meaningful title. The titles are placed above the tables and graphics. At the appropriate place in the text, reference is to be made to the table, chart, illustration, or diagram.

The columns of tables and charts are to be separated with tabs. For the creation of diagrams, in addition to a template for the diagram, the numbers on which it is based must also be supplied, most commonly in MS Excel. Tables, charts, and illustrations should speak for themselves as much as possible. Annotations to tables and graphics must immediately follow each table or graphic.

In tables, charts, and graphics no footnotes can be set, this includes the respective titles above them. In their place annotations are to be placed directly below the table, chart, or graphic. Tables, diagrams, and figures must not be placed directly after a chapter title.

Technical Specifications

Photograph Requirements: jpeg file or tif file, minimum 300 dpi, 1:1. Line Art Requirements: Illustrator eps, ai, 600 dpi, 1:1. All colour art should be delivered as original source files, not embedded into Word or PowerPoint. Supply a PDF file of your artwork for reference. These will be used for viewing purposes only.

Citations Within the Text

Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation, there must be a corresponding entry in your reference list. No literature is to be mentioned in the reference list that is not referenced in the text. Use the author's last name and the year of publication, for example: (Field 2005). For direct quotations, include the page number as well, for example: (Field 2005, 14), sole exception is an online publication without page numbers. In case a reference includes more than two authors just mention the first author, for the following use et al. in order to refer to the other authors. To indicate references for several publications of one author, use characters (a, b, etc.) by putting them behind the year of appearance. Several citations have to be listed in order of appearance, separated with semicolons, in parentheses.

... Durkheim (1930, 23–24) ... (Phelan et al. 1995) ...

... (Roussel et al. 1975; Castiglioni and Dalla Zuanna 2008; Forney 2009) ...

... (OECD 2009a; OECD 2009b; OECD 2010) ...

Bibliographical References (With Examples)

Books

Monograph: One Author

Offe, Claus. 2006. *Strukturprobleme des kapitalistischen Staates: Aufsätze zur politischen Soziologie*. Frankfurt a. M.: Campus.

Monograph: Two or more Authors

Berger, Peter L. and Thomas Luckmann. 1966. *The Social Construction of Reality: A Treatise in the Sociology of Knowledge*. Garden City, NY: Anchor.

Viscusi, W. Kip, Joseph E. Harrington Jr., and David E. M. Sappington. 2018. *Economics of Regulation and Antitrust*. 5th ed. Cambridge: MIT Press.

Reader: Chapter in Book

Denzin, Norman K. 1998. "The Art and Politics of Interpretation." In Norman K. Denzin and Yvonna S. Lincoln (Eds.), *Collecting and Interpreting Qualitative Materials*, 25–47. Thousand Oaks, CA: Sage.

No Author

Manual of Style. 1993. 14th ed. Chicago, IL: University of Chicago.

(List texts with no author alphabetically by the first significant word in the title.)

Journal Articles in Print

One Author

Levy, René. 1991. Discours sur la différenciation structurelle ou différenciation du discours sur les structures? *Revue Suisse de Sociologie*, 17(3): 618–626.

Two or More Authors

Bollen, Kenneth A., James B. Kirby, Patrick J. Curran, Pamela M. Paxton, and Feinian Chen (2007). Latent Variable Models under Misspecification: Two-stage Least Squares (2SLS) and Maximum Likelihood (ML) Estimators. *Sociological Methods & Research*, 36(1): 26–47.

Newspaper and Magazine Articles in Print

Magazine

Jana, Reena. 2000, April 24. Preventing culture clashes – As the IT workforce grows more diverse, managers must improve awareness without creating inconsistency. *Info World*, 95–96.

Newspaper

Kouchner, Bernard. 2007, September 18. Des sanctions pour éviter la guerre. *Le Monde*, 1 International.

Articles Retrieved in Electronic Format

Web Version of Newspapers

MacAskill, Ewan. 2007, September 29. Rice Apologizes for US security firm shootings. *The Guardian*, <http://www.guardian.co.uk/international/story/0,,2171324,00.html> (accessed March 18, 2020).

Web Base Journals

Hitzler, Ronald. 2002. Sinnrekonstruktion. Zum Stand der Diskussion (in) der deutschsprachigen interpretativen Soziologie. *Forum Qualitative Sozialforschung*, 3(2). <http://www.qualitative-research.net/fqs-texte/2-02/2-02hitzler-d.htm> (accessed March 18, 2020).

Working Papers and Proceedings for Manuscripts

Please use APA Style 6, guidelines for Conferences can be used as a guide: <https://guides.library.uq.edu.au/referencing/apa6/conferences>, but with some changes. We don't have brackets anywhere else in the page number reference. Also the year without comma. i. e.

Scheinin, Paul. 2009. "Using student assessment to improve teaching and educational policy." In Norman K. Denzin and Yvonna S. Lincoln (Eds.), *Assessment and student learning: Collecting, interpreting and using data to inform teaching*. Melbourne, Australia: Australian Council for Educational Research, 12–14.

Dissertations and Theses

Dacome, Lucia. 2000. Policing bodies and balancing minds: Self and representation in 18th-century Britain. PhD dissertation, History and Philosophy of Science, University of Cambridge, UK.

Information published online

BFS (Bundesamt für Statistik). 2009. Erhebungen, Quellen – Statistik der natürlichen Bevölkerungsbewegung (BEVNAT). Steckbrief. Neuenburg: BFS, http://www.bfs.admin.ch/bfs/portal/fr/index/infoteh/erhebungen__quellen/blank/blank/bevnat/01.html (accessed February 14, 2010).

Information published on a blog (example, a blog comment)

Don Pedro. 2008, September 16. 66% of economists are economists for Obama. *Economists for Obama*, <http://econ4obama.blogspot.com/2008/09/66-of-economists-are-economists-for.html> (accessed March 8, 2010).

Flyers, Films, Audio files, etc.

BFS. 2010. Tag der offenen Tür im Bundesamt für Statistik. Flyer. Neuenburg: BFS.

Asian Boos. 2020, June 5. World's leading vaccine expert fact-checks Covid-19 vaccine conspiracy: Stay curious #22. YouTube. <https://www.youtube.com/watch?v=WQdLDMLrYIA>.

DOI-Numbers

Wherever possible, add the DOI-number to the reference. Please keep the whole URL (example: <https://doi.org/10.1080/10926770802250942>).



10/10

[Index](#)

Abbreviations	5
Bibliographical References (With Examples)	7
Centuries	5
Citations Within the Text	7
DOI-Numbers	9
En Dash [–] and Em Dash [—]	4
Footnotes	2
Gender and Minority Sensitive Language and Images	1
Hierarchization and Title Formatting	2
Italics or Roman	3
Marks of Omission and Ellipsis	4
Numbers	5
Percentages	6
Quotations and Quotation Marks	3
Relative Placement of Punctuation and Quotation Marks	4
Serial / Oxford Comma	4
Style: British or American English	1
Tables, Illustrations, and Diagrams	6
Technical Specifications	6
Titles and Subtitles	2