



Neofelis Stylesheet for English Texts

We would kindly like to ask our authors and editors to observe the following specifications when formatting texts that will be published by Neofelis as monographs, or as contributions in edited volumes / journals. By observing these formatting guidelines, the editing and layout process will be easier for us.

Content

1. Text

1.1 General ▪ 1.2 Quotations & Footnotes ▪ 1.3 Foreign-Language and Translated Quotes ▪
 1.4 Foreign-Language Terms and Titles ▪ 1.5 Transcription / Original Script ▪ 1.6 Gendered Language ▪
 1.7 Emphases ▪ 1.8 Titles, Organizations / Institutions ▪ 1.9 Quotation Marks & Apostrophes ▪
 1.10 Other Notations ▪ 1.11 Cross-References ▪ 1.12 Appendix / Bibliography

2. Images

2.1 Image Specifications ▪ 2.2 Captions / Image Credits

3. Bibliographic Citations

3.1 General Citation Guidelines ▪ 3.2 Bibliographic References (Only for Monographs) ▪
 3.3 Citations in Footnotes ▪ 3.4 Types of Citation (Books – Journal Articles – Newspaper Articles – Internet –
 Gray Literature – Archival Material – Films – TV Series – Theater Plays – Visual Arts – Musical Works)

4. Useful Websites / Reference Data Banks

1. Text

1.1 General

Please submit your text in one of the following formats: **.doc / .docx / .rtf** (not .odt / .pdf).

For monographs, please submit one file; for edited volumes, one file per contribution.

Please write in **American English**, including the use of the **Oxford comma**.

Font: Garamond; line spacing: 1.2.

Main text: 11 pt, justified; indented quotations and footnotes: 9 pt, justified.

Contribution title / chapter heading: 13 pt, bold; subheadings in the text: 11 pt, bold; please use **title case** for all headings.

Please don't indent the beginning of paragraphs or footnotes; do not leave space between paragraphs (unless it's meant to indicate a contextual shift within the chapter).

1.2 Quotations & Footnotes

All quotations that are longer than two lines should be indented by 1.0 cm and set without quotation marks.

In consecutive quotations, each sentence should have an individual citation. If there are several citations in a sentence which are supported by the same evidence, the footnote symbol should be placed after the final punctuation.

Footnote numbers should always directly follow the quotation mark. Make sure to place punctuation inside the quotation marks: "quote."¹

Only use **Arabic numerals** for footnotes; do not use endnotes. For monographs, please count the footnotes separately for each main chapter.

When quoting in a footnote, the reference should come directly after the quotation mark in parentheses.

For references to other literature, please use **see**. When citing a source in the footnote that is not quoted directly, the citation should follow without parentheses.

E. g.: X has written extensively on the history of the human-animal relationship. See ...

or For a general history of the media representations of astronauts, see ...



1.3 Foreign-Language and Translated Quotes

For all quotations that are not in English, please provide a translation either in the footnote (with the original quote in the text body) or within the text body (instead of the original quote). When citing literary texts, the original should always appear in the text body with a translation in the footnote. If possible, already published translations should be cited; otherwise a self-translation may be used by indicating the name of the translator (only initials are necessary if translated by the author).

English translation in the text body: Walter Benjamin: *Einbahnstraße*. Berlin: Suhrkamp 2001, p. 15 (transl. A.A.).

Original quote in the text body and translation in the footnote:

Walter Benjamin: *Einbahnstraße*. Berlin: Suhrkamp 2001, p. 15. “Bourgeois life determines all private matters” (transl. A.A.).

If the footnote contains the quotation in the original language as well as in translation, a slash should be used: “Original quote” (citation) / “Translated quote” (citation).

If all translations from the same work or the same language are provided by the author, only one citation is necessary:

E. g.: All translations from the Portuguese, unless otherwise noted, A.A.

1.4 Foreign-Language Terms and Titles

Foreign-language terms that have not (yet) been adopted into the English language should be set in italics. Please observe the capitalization rules of other languages.

E. g.: *Weltanschauung* but doppelgänger

Please use the **original title** in the text body for books, films, etc. Provide an English **translation** after the original title the first time it is mentioned; published English translations – or, in the case of films, the English distribution title – should be set in **(parentheses)**; if there is no such published translation of the title, please provide your own in **[brackets]**.

1.5 Transcription / Original Script

Transcription of Hebrew, Arabic, or other text from non-Latin scripts must be consistent and follow the most common **Romanization Standard** (see 4. Useful Websites / Reference Data Banks). Use only for terms, names, and places. Titles of texts, films, etc., and bibliographic information should be written in the original script. In the case of bibliographic entries, an English translation should be inserted in brackets after the title.

E. g.: Lea Goldberg: מכתבים מנסיעה מדומה [Letters From an Imaginary Journey]. Tel Aviv: Davar 1937.

1.6 Gendered Language

Use gender-neutral language wherever possible. A more elegant way of doing so is forming sentences in the plural when making generalized statements.

E. g.: Schoolchildren should take a packed lunch to school with them every day. (not: A schoolchild should take a packed lunch to school with him or her every day.)

1.7 Emphases

Do not underline text or set it in bold unless it is part of the original quote. Use *italics* or **single quotation marks** to emphasize ideas; please do so sparingly.

In the case of emphasis in quotations, please indicate in the footnote whether the emphasis appears in the original or was added by the author with (emphasis in original) or (emphasis added).

E. g.: Margit V. Wunsch Gaarmann: *The War in Our Backyard. The Bosnia and Kosovo Wars through the Lens of the German Print Media*. Berlin: Neofelis 2015, p. 93 (emphasis in original).

1.8 Titles, Organizations / Institutions

Titles of **independent publications** and texts (poems, plays), films, performances, exhibitions, etc., should appear in *italics*, not in quotation marks. Please set **dependent publications** (newspaper and journal articles, conferences and workshops, etc.) in “quotation marks”. Organizations and institutions such as parties, associations, artist groups, etc., should be written without quotation marks.

1.9 Quotation Marks & Apostrophes

Please use only typographic quotation marks (“” and ‘’), not " and '.

Please ensure that quotation marks and apostrophes are facing the right way!



Use **double quotation marks** for quotations from sources and for individual terms and phrases from common parlance (e. g., sayings). Please use **single quotation marks** for emphasis or to distance yourself from certain terms.

Use real apostrophes ' (e. g., Derrida's philosophy, not Derrida's. Use apostrophes with names (Nietzsche's theory) unless the name has a commonly used adjectival form (Kantian).

1.10 Other Notations

Only use hyphens (-) in compound nouns (e. g., single-mindedness). Please use en dashes (–) for breaks and parenthetical statements as well as for providing numeric information (e. g., pp. 1–3, 1985–1986).

When using numbers in a text, please subdivide four-figure or larger numbers using commas (e. g., 1,000, 10,000, 100,000, 1,000,000).

Dates should always be written in the following format: January 1, 2001.

1.11 Cross-References

Please provide cross-references (e. g., images, abbreviations) in the text body after the final punctuation.

When cross-referencing within an article, monograph, or edited volume, please provide specific information about the other articles, chapters, or sections that you are referring to; don't write "see above" or "see below". Please highlight this information in green, don't include page information.

E. g.: **see chapter 1** or **see section 1.2** or **See Colleen Boyle: Through the Eyes of the Astronaut. Mediator of the Human Imagination, in this volume.**

1.12 Appendix / Bibliography

Please supply a list of works cited (bibliography) at the end of monographs. Don't include a bibliography when submitting articles in journals or edited volumes. **For works in film or theater studies, please compile a filmography or a list of performances.**

If the appendix consists of several parts, arrange them in the following order: List of Abbreviations – Primary Sources (including archival or unpublished material) – Bibliography – Filmography – List of Figures

2. Images

2.1 Image Specifications

Please don't include images in your text, only use them as references: (Fig. 1). Provide **separate image files**.

Format: **.tif**; resolution: min. **300 dpi** for color and gray-scale images, **1,000 dpi** for b/w line drawings; min. length of the shortest side: **2,500 px**.

Under no circumstances should web images with 72 dpi or images with a length of less than 1,000 px be sent. Neither of these can be used for printing, even if they may look good on the screen!

Please name and number the image file according to the author: Name_01.tif, Name_02.tif, etc.

2.2 Captions / Image Credits

Include continuous references in the form (**Fig. 1**) in the text body. If the image is to function as a scientific **pictorial citation** (*Bildzitat*), its reference must be fully integrated in the line of argument, so that the specific image shown and its value in the argument are directly addressed and not just given as a general example.

At the end of the monograph / article, please include a **list of figures**. Entries must consist of two sections: the first containing the **image caption**, e. g. Artist: *Image Title*, year, material specifications, collection / museum; the second paragraph must contain the **image's source and copyright information**.

E. g.: Fig. 1: Kathy High: *Embracing Animal*, 2004–2006.

© Adrian Garcia, 2006.

E. g.: Fig. 2: Francis Bacon: *Painting*, 1946, oil and pastel on linen, 197.8 x 132.1 cm, The Museum of Modern Art, New York City.

© 2020 Estate of Francis Bacon / Artists Rights Society (ARS), New York / DACS, London.

E. g.: Fig. 3: Mark Rothko: *No. 13 (White, Red on Yellow)*, 1958, oil on canvas.

From: Jacob Baal-Teshuva: *Rothko*. Cologne: Taschen 2020, p. 7.

Authors are responsible for clearing the copyright permissions of the images they supply!



3. Bibliographic Citations

3.1 General Citation Guidelines

If there are **several authors or editors**, name a maximum of four, followed by the abbreviation “et al.”.

If an author is mentioned several times in one entry, use “idem” for successive mentions.

E. g.: Dominik Ohrem: *The Ends of Man. The Zooanthropological Imaginary and the Animal Geographies of Westward Expansion in Antebellum America*. In: Idem (ed.): *American Beasts. Perspectives on Animals, Animality and U.S. Culture, 1776–1920*. Berlin: Neofelis 2017, pp. 245–278.

The **main title and subtitle** should be separated by a period (.); not by a hyphen, colon, etc. This also applies for titles in other languages.

The **edition** should only be specified if it has been revised, extended, or otherwise modified. Please do not provide any series information.

Publisher’s names should be shortened wherever possible (e. g., Penguin instead of Penguin Books, Sternberg instead of Sternberg Press, Norton instead of W. W. Norton & Company). Use familiar abbreviations (e. g., SUNY, etc.) and UP instead of University Press (e. g., Harvard UP, U of Chicago P).

If there are more than three locations for one publishing house, do not name more than four. Name US States only if necessary for clarity; use the recognized two-letter state abbreviation (e. g., Cambridge, MA).

When specifying page numbers, please provide a **concrete page range** (e. g., pp. 1–2 instead of pp. 1f. or pp. 1ff).

If primary sources are cited from secondary sources, identify them in the footnote with **qtd. in**. Note that the citation for the primary source should always be as complete as possible.

E. g.: Friedrich Nietzsche to Lou Andreas-Salomé, 1882, qtd. in and transl. by Angela Livingstone: *Salomé, Her Life and Work*. Wickford: Moyer Bell 1985, pp. 41–42.

Please identify not yet published articles / books at the end of the entry with **forthcoming**:

E. g.: Berlin: Neofelis, forthcoming.

Please use **title case** for all titles in English, according to which all words must be capitalized except articles, prepositions, and conjunctions fewer than five letters; always capitalize the first word of the title in accordance with **MLA Style**:

E. g.: *We Are All Astronauts. The Image of the Space Traveler in Arts and Media*

There is a helpful online tool for this purpose: <https://capitalizemytitle.com/>

3.2 Bibliographic References (Only for Monographs)

Cite sources in the bibliography according to 3.4 Types of Citation. The only difference between formatting information in footnotes, which is outlined in 3.4 Types of Citation, and in the bibliography is that the author’s name must appear in the order **Surname, First name** (Brecht, Bertolt) instead of **First name Surname** (Bertolt Brecht). If there are several authors, only the first name should be switched (Adorno, Theodor W. / Max Horkheimer).

Order references alphabetically by surname of the authors or editors; order references without an author / editor alphabetically by title (**do not use “Anonymous”, “Unknown Author”, or similar**).

Order citations from the same author in ascending order by year of publication. Indent the second and further titles of the same author by 1 cm and do not include the author’s name again.

E. g.: Keazor, Henry / Thorsten Wübbena (eds): *Rewind, Play, Fast Forward. The Past, Present and Future of the Music Video*. Bielefeld: Transcript 2010.
(ed.): *We Are All Astronauts. The Image of the Space Traveler in Arts and Media*. Berlin: Neofelis 2019.

3.3 Citations in Footnotes

For the **first mention** of a title, the full bibliographic information should be referenced according to 3.4 Types of Citations. For **repeated mentions**: Surname(s): Short Title, p. x. (not: loc. cit.; **ibid.** only in direct succession). Titles of independent publications should be in short form and set in italic.

E. g.: **independent:** Pynchon: *The Crying of Lot 49*, p. 25.
dependent: Smithson: *A Cinematic Atopia*, p. 138.

When first mentioning a contribution or individual text from an already cited anthology or edition, please provide information on the anthology or edition in a shortened form.

E. g.: **edited volume that has already been cited:** Michael Malay: *Modes of Production, Modes of Seeing. Creaturely Suffering in Upton Sinclair’s The Jungle*. In: Ohrem (ed.): *American Beasts*, pp. 123–152, here p. 127.



If the anthology / edition was cited in the footnote immediately preceding, replace the citation information with **Ibid.**

Please separate consecutive citations in footnotes with a semicolon (;), not with “and” or “resp.”.

For primary texts that are used centrally, use **abbreviations** if necessary. Define them in the footnotes when first mentioned, and in monographs also with a list of abbreviations.

In the text body, identify the references with capital letters, parentheses, and page numbers or verse / scene information: (HMT, p. 25); (BH, v. 12); (WG, IV.2).

3.4 Types of Citation

3.4.1 Books

Author (First name Surname) / Author 2 / Author 3: *Title. Subtitle*. Place: Publisher Year, p. x.

E. g.: José Esteban Muñoz: *Cruising Utopia. The Then and There of Queer Futurity*. New York: New York UP 2009, p. 35.

Revised or Extended Editions

Author (First name Surname) / Author 2 / Author 3: *Title. Subtitle*. 2nd, rev. [ext.] ed. Place: Publisher Year, p. x.

Multivolume Works

Author (First name Surname) / Author 2 / Author 3: *Title. Subtitle*, vol. y[: Volume Title]. Place: Publisher Year, p. x.

E. g.: Maureen Perry: *The Cambridge History of Russia*, vol. 1: From Early Rus' to 1689. Cambridge: Cambridge UP 2015, p. 12.

Translations

Author (First name Surname) / Author 2 / Author 3: *Title. Subtitle*, transl. from the Language by Translator (First name Surname). Place: Publisher Year.

E. g.: Can Xue: *I Live in the Slums*, transl. from the Chinese by Karen Gernant / Chen Zeping. New Haven: Yale UP 2020.

Exhibition Catalogues

Editor (First name Surname) / Editor 2 / Editor 3 (ed. [eds]): *Title. Subtitle*. Name of Museum / Gallery exhibition catalogue. Place: Publisher Year, p. x.

Do not name the museum / gallery before “exhibition catalogue” if the museum / gallery is also the publisher.

Editions

Author: Title. In: Idem: *Edition*, vol. x, ed. by Editor (First name Surname). Place: Publisher Year, pp. x–y, here p. z.

E. g.: Kurt Vonnegut: Jailbird. In: Idem: *The Complete Novels*, vol. 3: Novels 1976–1985, ed. by Sidney Offit. New York: Library of America 2016, pp. 138–143, here p. 140.

If the volume comprises a single work:

E. g.: Aldous Huxley: *Ape and Essence. The Collected Works of Aldous Huxley*, vol. 24. London: Chatto & Windus 1966.

3.4.2 Articles in Edited Collections

Author / Author 2: Title. Subtitle. In: Editor (First Name Surname) / Editor 2 (ed. [eds]): *Collection Title*. Place: Publisher Year, pp. x–y, here p. z.

E. g.: Marlon B. Ross: Beyond the Closet as Raceless Paradigm. In: E. Patrick Johnson / Mae G. Henderson (eds): *Black Queer Studies. A Critical Anthology*. Durham, NC: Duke UP 2005, pp. 161–190, here p. 162.

3.4.3 Articles in Reference Works

Author (if named): Title. In: *Title of Reference Work*, ed. by Editor. Place: Publisher Year, pp. x–y, here p. z.

E. g.: Aiken, Conrad (1889–1973). In: *Researching the Song. A Lexicon*, ed. by Shirlee Emmons / Wilbur Watkin Lewis. New York: Oxford UP 2005, pp. 10–11, here p. 10.

3.4.4 Articles in Journals / Annuals

Author 1 (First name Surname) / Author 2: Article Title. In: *Journal Title* Volume, Number (Year), pp. x–y, here p. z.

E. g.: Freddie Rokem: Ideology and Archetypal Patterns in the Israeli Theatre. In: *Theatre Research International* 13,2 (1988), pp. 122–131, here p. 125.

Yearbooks should be handled like journals.



3.4.5 Newspaper Articles in Dated Issues

Author (First name Surname) / Author 2: Title. Subtitle. In: *Title of Newspaper*, Date (Month dd, yyyy), p. x.

E. g.: Caleb Kenna: Behold Vermont, From Above. In: *New York Times*, July 15, 2020, p. 5.

3.4.6 Newspaper Articles in Numbered Issues (e. g., Weekly and Monthly Newspapers)

Author (First name Surname) / Author 2: Title. Subtitle. In: *Title of Newspaper*, Number/Year, pp. x–y, here p. z.

E. g.: Hannah Osbourne: The Universe Will End With a Black Dwarf Supernova. In: *Newsweek*, 22/2020, pp. 11–14, here p. 13.

For newspaper articles available online, include the web address and access information (see 3.4.7 Internet). It is not necessary to specify the page numbers of the print issue, however, please make sure to include the publication date.

3.4.7 Internet

Author: Title. In: *Website Name*, Date (Month dd, yyyy) [or number/year]. <http://website> (accessed: Month dd, yyyy).

E. g.: Pablo Larios: What Can Philosophy Teach Us About Confronting Race? In: *frieze*, August 11, 2020. <https://www.frieze.com/article/it-fair-compare-historical-trauma> (accessed: August 14, 2020).

If no date is given, write **n.d.** instead. You can also specify a DOI instead of the web address (with date of access).

3.4.8 Gray Literature / Unpublished Manuscripts

Author (First name Surname) / Author 2: *Title. Subtitle*. Unpublished Dissertation / Lecture / Thesis / Memoir, University / Conference Place, Date / Year, p. x.

3.4.9 Archival Material

Author: Title, Date (Month dd, yyyy). Archive, Place, Collection, Signature, p. x.

Manuscripts

E. g.: T. S. Eliot: *The Waste Land*, 1922. New York Public Library, The Berg Collection, Cup.410.g.63, p. 2.

Letters

E. g.: Gustav Mahler to Anton Krisper, March 3, 1880. National Library of Jerusalem, Otto Lobbenberg Collection, ARC. 4* 1651/10.1, p. 2.

3.4.10 Films

For the first mention of a film:

Original Title (English Distribution Title, Country Year, D: Name of Director).

E. g.: *Das weiße Band. Eine deutsche Kindergeschichte (The White Ribbon, DE / AT / FR / IT 2009, D: Michael Haneke)*.

Please use only the original title for subsequent citations.

In **film studies books**, give the original film title and the English distribution title in **small caps** (THE WHITE RIBBON).

For **country abbreviations**, use the following link: https://en.wikipedia.org/wiki/ISO_3166-1 (use “Alpha-2 code”).

3.4.11 Episodes From TV Series

For the first mention of a TV series:

Series Title (English Title, Country Year), season no. / episode no.

E. g.: *La casa de papel (Money Heist, ES 2017–), S01 / E03*.

E. g.: *The Sopranos (US 1999–2007), S02 / E03*.

Please use only the original title for subsequent citations.

3.4.12 Theater Productions

For the first mention of a theater production:

Author / Group: *Title of Play* (World premiere / English premiere / Premiere: Month dd, yyyy, Theater, D: Director).

E. g.: Tennessee Williams: *Cat on a Hot Tin Roof* (World premiere: March 24, 1955, Morosco Theatre, New York City, D: Elia Kazan).

E. g.: Tennessee Williams: *Cat on a Hot Tin Roof* (Premiere: March 6, 2008, Broadhurst Theatre, New York City, D: Debbie Allen).

The date the play was attended may be provided: (... D: Director; visited on Month dd, yyyy).



3.4.13 Visual Arts & Documentary Photography

For the first mention of an artwork:

Artist: *Title*, Year. [if necessary, information about material, format, *series*, collection, etc.].

E. g.: Nam June Paik: *Nixon*, 1965–2002, video, 2 monitors, b/w and color, sound and magnetic coils, from the series *TV Buddha*.

3.4.14 Musical Works

For the first mention of a piece of music:

Artist / Band: *Title (Album Title, Year, Label)*.

E. g.: John Cale / Brian Eno: *Spinning Away (Wrong Way Up, 1990, Opal Records)*.

4. Useful Websites / Reference Data Banks

Bibliographic Data

Library of Congress – <https://catalog.loc.gov/vwebv/searchAdvanced>

German National Library – <https://portal.dnb.de/opac.htm?method=showOptions#top>

Dictionary

Oxford English Dictionary – <https://www.lexico.com/> (Use “US Dictionary” option)

Country Abbreviations (for films and series)

https://en.wikipedia.org/wiki/ISO_3166-1 (Use “Alpha-2 code”)

Names and Proper Nouns

<https://www.wikipedia.org/>

Abbreviations for Ancient Authors and Works

<http://www.perseus.tufts.edu/hopper/abbrevhelp>

Abbreviations of Biblical Books

<https://hbl.gcc.libguides.com/BibleAbbrevTurabian>

Title Case

<https://capitalizemytitle.com/>

Romanization Standard for Non-Latin Scripts

https://en.wikipedia.org/wiki/BGN/PCGN_romanization