

## 1. General Information

- Articles for *JSBC* should not exceed a total length of 12 pages including a bibliography of all works cited. Accordingly, text and notes should have *c.* 5,500 words. This equals 30,000 characters excluding spaces or 35,500 characters including spaces.
- Format specifications: lines spaced at 1.5, 2.5 cm for all margins, 12 pt Times New Roman.
- Texts should be submitted to the respective editors of *JSBC* in two versions: a hard copy and a copy saved on disc. For the latter, standard word-processing programmes (no Apple or Macintosh formats) should be used.
- Contributors are kindly requested to use British English.

## 2. Layout of the Text

2.1. The texts should be subdivided into several chapters. If these chapters carry headings, number them with Arabic figures (left-justified):

1. Conservatism, History and 'Traditional Heroes and Heroines'
2. Stars of Empire
3. Exemplary Lives
4. Fantasy

If they do not carry headings, number them with Roman figures (centred):

- I.
- II.
- III.

2.2. No footnotes or endnotes should be used for mere page references, i.e. when quoting from works directly or indirectly. These should be included in the text according to the following examples. Please pay attention to the quotation and punctuation marks:

- If the quotation comprises only a fragment of a sentence, add the punctuation mark after the parenthesis giving the source:  
Wessex has changed so much that it serves as a stage for "the ache of modernism" (Hardy 1975: 152).
- If a quotation ends with or comprises a whole sentence, include the respective punctuation mark within the quotation:  
"As both historical and contemporary studies have shown, masculinity has to be constantly reinforced by cultural texts of all kinds." (Bassnett & Ecker 1996: 100)
- For broader references (i.e. no verbatim quotes) a 'cf.' is inserted:  
Teachers have demonstrated that it is possible to provide opportunities for meeting people from the target cultures here in Germany (cf. Müller 1989: 112).
- 'Mixed' forms of bibliographical reference: If the author has already been named in the text proper, it is enough to supply the appropriate year within the parenthesis.  
As Michael Byram (1991: 186) and G  n  vi  ve Zarate (1990) have shown, an ethnographic approach can be very fruitful.
- If the same source is referred to or quoted in immediate succession, an '(*ibid.*)' will replace the full reference if work and page number are identical. If only the page number changes, add the new page number after '(*ibid.*: 000-000)'.  
■ If possible, do not use footnotes with the title.
- For page references, always use complete numbers, i.e.:
  - not "120f.", but "120-121";
  - not "143-86", but "143-186";

- not "f." nor "ff." nor "seq."

2.3. While shorter quotations appear in quotation marks (English version, i.e. superscript) within the text, longer ones (of more than three full lines) do not appear in quotation marks but as an indented paragraph. If parts of a citation are omitted in either case, the omission is noted by three full stops enclosed in square brackets.

- direct quotations: double quotation marks (" ")
- self-coined phrases or phrases without immediate reference: single quotation marks (' ')

2.4. Notes should only be used for longer commentaries or 'asides'. They will appear at the end of the text, before the bibliography.

2.5. Title of the article: capitalisation, bold print, 14 pt., (subtitle, bold) author etc. below, e.g.:

**Whoring, Scolding, Gadding About**  
**Threats to Family Order in Early Modern Conduct Literature**  
Irmgard Maassen (Berlin)

2.6. Tables in the text: short reference to the source (left-justified), e.g.:

**Table 7:** Economic Activity of Married Couples of Working Age \* with Dependent Children, by Age of Youngest Dependent Child: Great Britain, 1996

Economic activity of husband and wife	Age of youngest dependent child			
	0-4	5-9	10+	All
Husband working with:				
Wife working full-time	17	21	29	22
Wife working part-time	35	44	43	40
Wife unemployed	3	3	2	3
Wife economically inactive	33	20	13	23
Total	89	87	86	87

\* Married couples with husband aged 16-64 and wife aged 16-59.

ONS (1998: Table 5.13)

2.7. With ordinal numbers, the 'th' should not be formatted as superscript, i.e.

- not: 19<sup>th</sup> century
- but: 19th century.

### 3. Bibliography

Every article must have a bibliography in alphabetical order. The bibliography only includes the works cited or referred to within the text proper. In some cases it might be useful to subdivide the bibliography into 'Primary' and 'Secondary Sources'.

#### 3.1. Monographs

- Name, first name (year of publication), *title. subtitle*, place: publisher.
  - Please use the authors' complete names, no initials.
    - Davey, Kevin (1999), *English Imaginaries. Six Studies in Anglo-British Modernity*, London: Lawrence & Wishart.
- Several authors:
  - 2 Jacobi, Otto & Hans Kastendiek (1985), [...].
  - 3 William, Paul, Tim Morris & Beverly Aston (1993), [...].
  - >3 Allnutt, Gillian *et al.* (1988), [...].
- Editor(s) (an 'ed.' or 'eds.' appears between name and date of publication):
  - 1 During, Simon, ed. (1993), [...].
  - 2 During, Simon & Patrick Brantlinger, eds. (1993), [...].
  - >3 Cooke, Anthony *et al.*, eds. (1998), [...].
- Several places of publication (up to three will be separated by a dash):
  - [...] *Culture and Language Learning in Higher Education*, Clevedon – Philadelphia – Adelaide: Multilingual Matters.
  - >3 [...] *The New Englishes*, London *et al.*: Routledge & Kegan Paul.
- Specifications of the place of publication:
  - [...] *Margaret Thatcher. A Bibliography*, Westport, CT – London: Greenwood.
- Title of series, first edition or other important information:
  - Turner, Graeme (1990), *British Cultural Studies. An Introduction* (Media and Popular Culture 7), Boston: Unwin Hyman.
  - Williams, Raymond (1984), *The Long Revolution* (<sup>1</sup>1961) or (First Edition 1961), [...].
  - Solomos, John (1993), *Race and Racism in Britain* (Revised Edition), London: Macmillan.
- With translations, name the translator:
  - Barthes, Roland (1993), *Mythologies* (<sup>1</sup>1957), transl. Annette Lavers, London: Vintage.
- Specifications like 'transl.' etc. in front of the name, e.g.:
  - not: [...], Annette Lavers, transl., [...]
  - but: [...], transl. Annette Lavers, [...].
- Concerning the publisher, surnames suffice, i.e.:
  - not: [...] London: John Miller.
  - but: [...] London: Miller.
- Capitalisation in titles:
  - Capitalise nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions.
  - Do not capitalise articles, prepositions, coordinating conjunctions, 'to' with infinitives.
- Attention: Periods and commas not belonging to titles are not italicised, but remain straight.
- With year dates, please use a hyphen without spaces, e.g.: 1680-1830.
  - With cities, please use space, dash, space, e.g.: London – New York: Routledge.
- Several works of one author: name is mentioned only once and subsequently substituted by a dash:
  - Kramer, Jürgen (1995), [...].
  - (1997), [...].
- Abbreviations (e.g. of publishing houses) should be resolved, e.g.:
  - not: [...] Oxford: OUP.
  - but: [...] Oxford: Oxford University Press.
- With more publishers than one do not use "and", but "&".
- With place names, please use the international versions, e.g. do not write "Frankfurt am Main", but "Frankfurt/Main".

### 3.2. Articles from Collections of Essays, Periodicals, and Newspapers

- Essays:
  - Hall, Stuart (1985), "The Rediscovery of Ideology", in Veronica Beechey & James Donald, eds., *Subjectivity and Social Relations*, Milton Keynes: Open University Press, 23-55.
- With articles from periodicals or newspapers, omit 'in' after the title of the article, e.g.:
  - Thomas, Keith (1959), "The Double Standard", *Journal of the History of Ideas*, 20, 195-216.
  - Samuel, Raphael (1989), "History's Battle for a New Past", *The Guardian*, 21 January, 13.
- If the author of an article and the editor of the collection from which the article is taken are identical, only her/his initials are repeated:
  - Würzbach, Natascha (1993), "Frauen machen Theater", in N.W., ed., [...].
- Normally, all specifications about the source follow the title of the essay, in this order: first name, surname, *title*, place: publisher, page numbers.
  - [...], in Veronica Beechey & James Donald, eds., *Subjectivity and Social Relations*, Milton Keynes: Open University Press, 23-55.
- However, if the source has an entry of its own in the bibliography, only add: name, page numbers. The year is necessary only if the editor is mentioned in the bibliography with more than one work in the respective year, e.g.:
  - [...], in Maassen (2002a), 35-42.
- A volume of essays is given an extra entry in the bibliography if more than one of its essays are listed.

### 3.3. Internet Resources

- If author and year of publication are known:
  - Author (Year), "Title", <http://web page> (date of last retrieval).
  - Hastie, Nicki (1994), "'You Never See Lesbians'. Reading 'Lesbian' through Channel 4 TV's *Brookside*", <http://www.nickihastie.demon.co.uk/brooksid.htm> (15 July 2002).
- If author and year of publication are not known:
  - "Title" (n.d.), <http://web page> (date of last retrieval).
  - "Frequently Asked Questions" (n.d.), <http://www.bnp.org.uk/faq.html#bonds> (22 January 2004).

### 3.4. Movies

- *Title* (Country Year, D(irector): [...], Sc(reenplay): [...]):
  - Bridget Jones's Diary* (UK 2001, D: Sharon Maguire, Sc: Helen Fielding).