

Guidelines for Contributors

Text layout (contributors)

Headings

Each contribution is preceded by two single-spaced blank lines (11 pts) which are followed by the author's complete name in CAPS and **bold** (first name followed by family name) and the place name of his/her institutional affiliation in brackets (11 pts). After one blank line (11 pts), the title of the article is given (12 pts). Should the title spill over to the next line, there is an indent of 1.25 cm in the lines following the first line.

After two more blank lines (12 pts) the subheading „**Abstract:**“ follows, then the text of the abstract (or the first subheading, etc.) follows.

Example:

JANE CONTRIBUTOR (University of Hard Knox)

The Title of this Article will be Very Long in Order to Demonstrate that the Second Line or a Subtitle is Indented

Abstract:

Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text.

Abstract text. Abstract text. Abstract text.

Subheadings (12pts)

Subheadings are numbered consecutively and bold. They are preceded by two blank lines and followed by one (14 pts). All parts of speech are capitalized apart from articles, conjunctions, prepositions and particles.

Type area (Satzspiegel)

block quote block quote block quote block quote block quote block quote block quote
block quote block quote. (Brian Rozema 2012)

Body text body text body text body text body text body text body text body text body text body text
body text body text body text body text body text body text.

Endnotes (10pts)

Please use consecutively and **manually** numbered endnotes. In text two squared brackets contain the endnote number after the punctuation of the sentence.

Endnote numbers in the text appear after the punctuation mark in *all* cases.

The endnote text is separated from the main text by a page break. It is headed by '**Endnotes**', followed by another blank line before the first endnote. Heading and blank line are both 12pts. Endnote numbers appear on the normal line level in square brackets, i.e. not superior - [1] not ¹. The endnote numbers and text are 10pts with justified margins. Leave one blank line between endnotes.

Example:

Endnotes

- [1] See, for example, Herring, Scheidt, Kouper, and Wright 2007, and Walker Rettberg op cit.
- [2] See, also, Smith 2001 on the performance of self online.

Works Cited (10pts)

The works cited page appears after the endnotes. The 'trick' to make this possible is to manually enter endnotes and *not* to automatically use the Word endnote function. This is very important for our further processing the article into the journal format.

The heading '**Works Cited**' [12pts, bold] is preceded by a page break, and there is one blank line to separate it from the first item of the bibliography. Each item is indented by 1.27 cm from the second line onwards (hanging indentation). There is one blank line between the different items.

Justified margins.

The works cited are listed alphabetically according to the authors' surnames or the works' titles when the author is unknown.

The citation format used at FIAR is the MLA 8th Edition. We strongly recommend Purdue Online Writing Lab's page "MLA Formatting and Style Guide" for detailed explanations and many practical examples:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

For more help, see also <Son of Citation Machine (MLA 8th Edition)>.

Some remarks:

1. For book citations, please include only the name or names of the publishing company or companies and the year of publication. Leave the place of publication out (see examples below). Also, when the publishing company is a university, use the abbreviations “U of Wxyz P” for “University of Wxyz Press” and “UP” for “University Press”.

Examples:

Gleick, James. *Chaos: Making a New Science*. U of California P, 1987.

Herwitz, Daniel. *Heritage, culture, and politics in the postcolony*. Columbia UP, 2012.

2. For online sources, please do not include their hyperlinks. Use the word “Web” instead and always add the date of access (or a reference date if you forgot the exact one). See some examples below.

Example:

Works Cited

Atwood, Margaret. “Atwood in the Twittersphere.” *New York Review of Books*, 29 Mar. 2010, Web. Accessed 10 Aug. 2011.

Bagchi, Alaknanda. “Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*.” *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

Bauman, Zygmunt. *The Individualized Society*. Polity Press, 2001.

Basic Encyclopedia of Indiana. Somerset, 1993.

Bergholz, Susan. E-Mail Exchange. 24 Jul. 2011.

Bolter, Jay David and Richard Grusin. *Remediation: Understanding New Media*. The MIT P, 2000.

Boullosa, Carmen. “El día en que me asesinaron en Facebook.” *Nexos*, 3 Nov. 2010, Web. Accessed 8 Apr. 2012.

—. “Manifiesto.” *Carmen Boullosa.net*, 2011, Web. Accessed 4 Apr. 2012.

Buchman, Dana. “A Special Education.” *Good Housekeeping*, Mar. 2006, pp. 143-48.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, Web. Accessed 20 May 2009.

English Department. Purdue U, 20 Apr. 2009, Web. Accessed 31 May 2015.

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

Krugman, Andrew. "Fear of Eating." *New York Times*, late ed., 21 May 2007, p. A1.

Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, Web. Accessed 6 Jul. 2015.

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