



Style Sheet

Germano-Slavica accepts submissions in English, German or French. Regardless of the language of the submission, the format of the Modern Language Association (“MLA style”) should be followed in terms of punctuation and citation of sources.

Spelling

English-language submissions may use either Canadian, American or British spelling, and German-language submissions, for the present, may use either the new or the old orthography, as long as they are internally consistent. Quotations from sources should of course always follow the spelling conventions of the original text.

Punctuation

In order to maintain a consistent appearance throughout, the rules and forms of punctuation as given in *The MLA Style Manual* should be followed regardless of the language of the submission. Forms of punctuation can be changed within most modern word processors. The key points are as follows:

- Double quotation marks (“like so”) should be used for all quoted material (except for block quotations, which require no quotation marks); certain titles (e.g., of poems, short stories, etc.); translations and definitions; and words or phrases purposely misused or used ironically or in some other special sense.
- Single quotation marks (‘like so’) should be used for quotations within quoted material (except within block quotations) or for definitions or translations that appear without intervening punctuation (e.g., *ainsi* ‘thus’).
- English-style quotation marks should be used, and *not* European-style split-level quotation marks („like so“) or guillemets (*Gänsefüßchen*; « like so »). However, when quoted material contains passages of dialogue which use dashes rather than quotation marks in the original, quotation marks should not be substituted for the dashes, e.g.: “San’ka — negromko povtorili iz temnoty. — Ty cto, San’?!” (Semenov 19).
- Commas and periods should go *within* quotation marks, except when the quotation is immediately followed by a parenthetical citation. For example: “Go back,” Smith says in the final paragraph. “There is no way out” (Jones 145).
- The names of books, plays, long poems published as books, pamphlets, periodicals, operas, individually titled instrumental musical compositions, films, radio and TV programs, artworks, and individually named ships or aircraft should be italicized or underlined (underlining will be converted to italics in typesetting).
- The titles of articles, essays, short stories, short poems, songs, book chapters, individual episodes of radio and TV programs, and unpublished or orally delivered works should be enclosed in double quotation marks and *not* italicized or underlined.

Transliteration

In certain contexts — particularly in submissions in the field of linguistics or philology — single words or very short phrases may appear in the body of the text in the Cyrillic alphabet. In general, however, brief quotations (i.e., three typeset lines of prose or less) from sources in Cyrillic-alphabet languages should be transliterated into the Roman alphabet. English-language submissions should follow a modified version of the Library of Congress transliteration system (the modified version as used by *Germano-Slavica* omits the arcs over “ts,” “iu” and “ia”); French-language submissions should follow the ISO R9 transliteration system, and German-language submissions should follow the DIN 1460 system derived from the ISO system. Please enquire should there be any difficulties with rare symbols in non-Russian Cyrillic alphabets, Old Church Slavonic, Glagolitic, etc. Symbols or diacritics may be written into the manuscript in black ink or dark pencil if they are otherwise unavailable through the typewriter or word processor.

Block quotations, set apart from the body of the text (i.e., prose of three typeset lines or more; two or more lines of poetry; sentences or phrases given as linguistic examples) should remain in Cyrillic.

Preferred Transliteration Systems for Cyrillic Characters*

Russian Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
А, а	a		
Б, б	b		
В, в	v		
Г, г	g		
Д, д	d		
Е, е	e		
Ё, ё	ë		
Ж, ж	zh	ž	ž
З, з	z		
И, и	i		
Й, й	ĭ	j	j
К, к	k		
Л, л	l		
М, м	m		
Н, н	n		
О, о	o		
П, п	p		
Р, р	r		
С, с	s		
Т, т	t		
У, у	u		
Ф, ф	f		
Х, х	kh	ch	h
Ц, ц	ts	c	c
Ч, ч	ch	č	č
Ш, ш	sh	š	š
Щ, щ	shch	šč	š
Ъ, ъ	"		
Ы, ы	y		
Ь, ь	'		
Э, э	è	é	è
Ю, ю	iu	ju	û
Я, я	ia	ja	â
Russian Alphabet	LOC†	DIN 1460	ISO R9
	Transliteration		

† modified (note in particular Ц/ts, Ю/iu, Я/ia)

Belarusan Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
Г, г	h		
І, і	i		
Ў, ў	ŭ		

Bulgarian Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
Щ, щ	sht	št	št
Ъ, ъ	ŭ	ă	ă

Macedonian Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
Ѓ, ѓ	ǵ		
С, с	dz		
Ј, ј	j		
Љ, љ	lj		
Њ, њ	nj		
Ќ, ќ	k		
Х, х	h		
Џ, џ	dž		

Serbian Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
Ђ, ђ	đ		
Ј, ј	j		
Љ, љ	lj		
Њ, њ	nj		
Ћ, ћ	ć		
Х, х	h		
Џ, џ	dž		

Ukrainian Alphabet	Transliteration		
	LOC†	DIN 1460	ISO R9
Г, г	h		
Ґ, ґ	ǵ		
Є, є	ie	je	je
И, и	y		
І, і	i		
Ї, ї	ï		
’	-		

* Note that there are some variants even within a single system, e.g. the various drafts of the ISO standard. These variants, although not listed, are permissible so long as the text is internally consistent.

Citation of Sources

Sources may be cited in *either* of two ways: either

- by short parenthetical reference in the body of the text, followed by a list of works cited; or
- by using numbered endnotes containing complete bibliographical information. In this case, it is not usual to include a list of works cited.

However, when there are frequent references throughout a submission to one work, even an endnoted article may use parenthetical references within the text, thus avoiding a series of endnotes with virtually identical information. Likewise, a submission using parenthetical references in the text may also include a small number of endnotes giving ancillary comment, explanation or information, or bibliographic notes containing either several sources or evaluative comments on sources.

Citation of Sources — Works Cited

In the text, the author's name and page number(s) of the citation:

This claim has been argued before (Author x).

At the end of the text, the works are listed in the following format (by author's surname):

A book

Author(s). *Title of Book*. Place of Publication: Publisher, Year of Publication.

Citation of Sources — Endnotes

In the text, a superscript number:

This claim has been argued before.¹

At the end of the text, the work cited (and page numbers) are given at the corresponding number in the following format:

A book

¹ Author(s), *Title of Book* (Place of Publication: Publisher, Year of Publication) x.

N.B. The author's name (or in the case of multiple authors, the name of the first author) is *inverted* in the list of works cited, but not in an endnote. Place of publication should be given in the language of the submission (i.e., "Vienna" in English, "Wien" in German, "Vienne" in French); titles, however, should not be translated, though Cyrillic-language titles should be transliterated. The rules for capitalization of titles follow the rules of the language that the individual title is in (i.e., *A Tale of Two Cities*; *Josef und seine Brüder*; *Prestuplenie i nakazanie*).

• Book with one author

Laqueur, Walter. *Russia and Germany*. Boston: Little, Brown, 1965.

• Two books by the same author

(After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically.)

Heer, Friedrich. *Europäische Geistesgeschichte*. Stuttgart: Kohlhammer, 1953.

---. *Die Tragödie des Heiligen Reiches*. Wien: Europa Verlag, 1952.

• Book with one author

² Walter Laqueur, *Russia and Germany* (Boston: Little, Brown, 1965) 85.

• Two books by the same author

(Not applicable to the endnote format.)

- **Subsequent references to the same book**

(Not applicable to the works cited format.)

- **Book with more than one author**

Nemec Ignashev, Diane, and Sarah Krive. *Women and Writing in Russia and the USSR: a Bibliography of English-Language Sources*. New York: Garland, 1992.

N.B. If there are more than three authors, you may list only the first author followed by the phrase *et al.* (the abbreviation for the Latin phrase “and others”) in place of the other authors’ names, or you may list all the authors in the order in which their names appear on the title page.

- **Book with a corporate author**

American Allergy Association. *Allergies in Children*. New York: Random, 1998.

- **Book or article with no author named**

Encyclopedia of Indiana. New York: Somerset, 1993.

“Cigarette Sales Fall 30% as California Tax Rises.” *New York Times* 14 Sept. 1999: A17.

N.B. For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author’s name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Encyclopedia* 235) and (“Cigarette” A17).

- **Anthology or collection**

Smirnov, A. F., ed. *Literaturnye portrety*. Moscow: Sovremennik, 1991.

A part of a book (such as an essay in a collection)

Author(s). “Title of Article.” *Title of Collection*. Ed. Editor’s Name(s). Place of Publication: Publisher, Year. Pages.

- **Subsequent references to the same book**

(Usually only author’s name and page number are needed. If citing two or more books by the same author, an abbreviated form of the title should be added. Avoid using “op. cit.,” “ibid.” or “ebenda.”)

³ Laqueur 255.

⁴ Laqueur, *Russia* 255.

- **Book with more than one author**

⁵ Diane Nemec Ignashev and Sarah Krive, *Women and Writing in Russia and the USSR: a Bibliography of English-Language Sources* (New York: Garland, 1992) 243.

- **Book with a corporate author**

⁶ American Allergy Association, *Allergies in Children* (New York: Random, 1998) x.

- **Book or article with no author named**

⁷ *Encyclopedia of Indiana* (New York: Somerset, 1993) x.

⁸ “Cigarette Sales Fall 30% as California Tax Rises,” *New York Times* 14 Sept. 1999: A17.

- **Anthology or collection**

⁹ A. F. Smirnov, ed., *Literaturnye portrety* (Moscow: Sovremennik, 1991) 43.

A part of a book (such as an essay in a collection)

¹⁰ Author(s), “Title of Article,” *Title of Collection*, ed. Editor’s Name(s) (Place of Publication: Publisher, Year) Pages.

- **Essay in a collection**

Grossman, Gregory. "The Party as Manager and Entrepreneur." *Entrepreneurship in Imperial Russia and the Soviet Union*. Ed. Gregory Guroff and Fred V. Carstensen. Princeton: Princeton UP, 1983. 284-305.

Cross-referencing: If you cite more than one essay from the same collection, cross-reference within your works cited to avoid writing out the publishing information for each separate essay. Include a separate entry for the entire collection listed by the editor's name. For individual essays, list the author's name, the title of the essay, the editor's last name, and the page numbers. For example:

Blackwell, William. "The Russian Entrepreneur in the Tsarist Period: An Overview." Guroff and Carstensen 131-40.

Kahan, Arcadius. "Notes on Jewish Entrepreneurship in Tsarist Russia." Guroff and Carstensen 153-67.

Guroff, Gregory, and Fred V. Carstensen, eds. *Entrepreneurship in Imperial Russia and the Soviet Union*. Princeton: Princeton UP, 1983.

- **Article from a reference book**

"Russia." *Encyclopedia Britannica*. 1999 ed.

An article in a periodical (such as a newspaper or magazine)

Author(s). "Title of Article." *Title of Source* Day Month Year: pages.

N.B. When citing the date, list day before month; use a three-letter abbreviation of the month (e.g. Jan., Mar., Aug.). If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g. 17 May 1987, late ed.).

- **Magazine or newspaper article**

Follath, Erich. "Aufstand der kleinen Zaren." *Spiegel* 31 Aug. 1998: 138-42.

- **Essay in a collection**

¹¹ Gregory Grossman, "The Party as Manager and Entrepreneur," *Entrepreneurship in Imperial Russia and the Soviet Union*, ed. Gregory Guroff and Fred V. Carstensen (Princeton: Princeton UP, 1983) 284-305.

- **Article from a reference book**

¹² "Russia," *Encyclopedia Britannica*, 1999 ed.

An article in a periodical (such as a newspaper or magazine)

¹³ Author(s), "Title of Article," *Title of Source* Day Month Year: pages.

- **Magazine or newspaper article**

¹² Erich Follath, "Aufstand der kleinen Zaren," *Spiegel* 31 Aug. 1998: 138-42.

An article in a scholarly journal

Author(s). "Title of Article." *Title of Journal* Vol (Year): pages.

An article in a scholarly journal

¹³ Author(s), "Title of Article," *Title of Journal* Vol (Year): pages.

N.B. "Vol" indicates the volume number of the journal. If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. *Modern Fiction Studies* 40 (1998): 251-81. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. *Mosaic* 19.3 (1986): 33-49.

• **Essay in a journal with continuous pagination**

Maggs, Barbara W. "'The Jesuits in China': Views of an Eighteenth-Century Russian Observer." *Eighteenth-Century Studies* 8 (1974): 137-52.

• **Essay in a journal that pages each issue separately**

Herman, Jost. "The 'Good New' and the 'Bad New': Metamorphoses in the Modernism Debate in the GDR since 1956." *New German Critique* 1.3 (1974): 73-92.

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¹⁴ Barbara W. Maggs, "'The Jesuits in China': Views of an Eighteenth-Century Russian Observer," *Eighteenth-Century Studies* 8 (1974): 137-52.

• **Essay in a journal that pages each issue separately**

¹⁵ Jost Herman, "The 'Good New' and the 'Bad New': Metamorphoses in the Modernism Debate in the GDR since 1956," *New German Critique* 1.3 (1974): 73-92.

For further information, or information on citing other types of sources, see Walter S. Achtert and Joseph Gibaldi, *The MLA Style Manual*, 1st ed. (New York: Modern Language Association, 1985) or Gibaldi, *The MLA Style Manual and Guide to Scholarly Publishing*, 2nd ed. (1998). Much of this information is also available at various web sites devoted to academic style—although very little of it, except for some information about citing electronic sources, is available free of charge at the web site of the MLA itself (www.mla.org). Finally, in cases of doubt or lack of access to MLA guidelines, please feel free to contact *Germano-Slavica*.