Checklist in preparation for the final version of your paper:

1. HEADING • Insert your full name. • In the next line, your affiliation

2. Then provide the title of your chapter.

3. TEXT FORMATTING • Use a 12 points font size, use Time Romans throughout.

4. Always use footnotes instead of endnotes.

5. Do not use manual word separations, codes, commands, manual adjustments of margins, line spacings, page numbers, etc.

6. Indent all quotes longer than 3 verses or 2 lines, leaving one space before and after. If non-English text, offer a translation. If within text, use round brackets for translations, if indented, following the original, use square brackets.

7. If you use a dash in order to create a pause in the sentence, use space, then the n-dash, such as: – ; if you have years, or pages, such as 1940–2006, use the n-dash, as indicated.

8. Every sentence is separated from the next with only one space.

9. If you can, add a reference to the other papers that will form part of the book (See also the contribution to this volume by xyz). I’ll share all contributions with you once they are ready. If you need an extra copy, please let me know.

10. Use the tab setting, instead of empty spaces. All sentences are separated from each other with only one space, no double spacing anywhere.

11. Do not use headers or footers.

12. Try not to have any particular commands, do not format, it only causes headaches for me.

13. Verify all data, spelling of names, and your quotes at least several times.
14. Use search tools such as MLA and WorldCat, or RLIne, to make sure that you have covered all relevant research literature. Keep in mind, please, that in many cases the bibliographical information cited in other studies is not quite complete.

15. You must include, following the book title, the series, and the vol. 9, such as: Albrecht Classen, “Imagination, Fantasy, Otherness, and Monstrosity in the Middle Ages and the Early Modern Age,” [no: in] Imagination and Fantasy in the Middle Ages and Early Modern Times: Projections, Dreams, Monsters, and Illusions, ed. Albrecht Classen.


16. Finally, compare your conclusion with what you have said in your thesis.

17. No space before and no extra one after a quotation mark (never use the square marks or chevrons as in French titles!).

18. No space before a colon! Colons always go after a quotation mark.

19. Use American spelling: Toward, and not towards, onward, not onwards: analyze, criticize, favorite, etc.

20. Footnote numbers follow the semi-colon.

21. Subheadings always in bold, same font size, not followed by an empty line. Do not use any numbering system (neither Roman nor Arabic).

22. As to REFERENCES / PRINTED SOURCES

23. Always give the full first name (middle name) and last name, then comma, then title etc.

Referencing articles / chapters in books: first name, last name, comma, quotation marks,


26. Note, always double-check if book has appeared in a book series, whether there is a series no. or not.

27. When you repeat a reference, cite the author’s last name, and use an abbreviated title.

Following the title, add (see note xx). Ex.: Again, see the contributions to *D’Orient en Occident* (see note 31); only then come the pp. (no letters pp., only the figures).

28. Make sure that you have always the full pagination of every article, and never use ‘f’ or ‘ff.’ I.e., use autopsy when you cite!

29. Make sure that you list at least the first two cities, such as: Chicago, London, and Baltimore: publisher, 1990), 46, or: (Chicago, London, et al.: publisher, year), 127.


30. Note: always a space between abbreviated first names.


32. Verify all your sources; if you cite from a secondary source, distrust it and go to online databases, such as MLA or WorldCat and double-check. Very often people forget to include the title of a book series and the vol. no. Alternatively, go to the wonderful Karlsruhe Virtueller Katalog at: [http://www.ubka.uni-karlsruhe.de/kvk.html](http://www.ubka.uni-karlsruhe.de/kvk.html) (also in English).

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