Checklist in preparation for the final version of your paper:

1. **HEADING**
   - Insert your full name.
   - In the next line, give the title of your chapter.

2. **TEXT FORMATTING**
   - Use a 10 points font size.
   - Always use footnotes rather than endnotes.
   - Do not use manual word separations, codes, commands, manual adjustments of margins, line spacings, page numbers, etc.
   - 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.
   - If you use a dash in order to create a pause in the sentence, no space, then the m-dash, such as: —; if you have years, or pages, such as 1940–2006, use the n-dash, as indicated.
   - Every sentence is separated from the next with only one space.
   - If you can, add a reference to the other papers that will form part of the book. I’ll share all contributions with you once they are ready. If you need an extra copy, please let me know.
   - Use the tab setting, instead of empty spaces. All sentences are separated from each other with only one space, no double spacing anywhere.
   - Do not header or footer, I’ll do that later.
   - Try not to have any particular commands, do not format, it only causes headaches for me.
   - Verify all data, spelling of names, and your quotes at least several times.
   - 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.
   - Finally, compare your conclusion with what you have said in your thesis.
   - No space before and after a quotation mark (never use the square marks!).
   - No space before a colon! Colons always go after a quotation mark.
   - Use American spelling: Toward, and not towards, onward, not onwards: analyze, criticize, favorite, etc.
   - Footnote numbers follow the colon.
   - Subheadings always in bold, same font size, not followed by an empty line. Do not use any numbering system (neither Roman nor Arabic).
3. REFERENCES / PRINTED SOURCES

- 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, title, comma, quotation marks, space, journal name or book title in italics (if book, followed by editor (New York: Palgrave, 1995), page number/s; if article: followed by volume, such as 63, 4 (1996): 4-52; here 35 (note the semicolon!).


- When you repeat a reference, cite the author’s last name, and use an abbreviated title. Following the title, add (see note xx); only then come the pp. (no letters pp., only the figures).

- 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!

- 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.


- Verify if there is a subtitle for a book (always include it). Is there a book series and vol. no?


- 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.

- Do not use any acronyms for a book series, a journal, etc. I would even prefer to have the full name of series such as MGH, or PMLA. This will be an interdisciplinary vol., so many readers might not necessarily know what you are referring to.

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  Example: Fig. 6: “Chaucer Portrait” © The British Library Board, MS Harley 4866, fol. 88r