Submission Guidelines

Schriften des Instituts für Dokumentologie und Editorik
(http://www.i-d-e.de/publikationen/schriften/)

- Please submit your article as .odt, .doc, or .docx
- The length of your submission can vary from 7000-15000 words
- Please stick as close as possible to our style guidelines (see "Guidelines")
- Please attach images separately (see "Figures")
- With your article please submit also
    - a short bibliography of all authors (max. 80 words)
    - a short abstract in English (max. 200 words)

Send your final contribution as zip-file to dixit@uni-graz.at. The submission should consist of (1) the article, containing at the end a bibliography of all references in the text, and an index of figures, (2) the images, (3) a bibliography of all authors, and (4) a short abstract.

Style Guidelines

1. In-line text formatting

- to emphasize terms in the text use italics, not quotation marks
- quotes (if within a paragraph) go into "quotation marks"
- titles of books and projects are set in italics
- use single spaces after full stops, commas, exclamation marks, etc.
- insert code snippets as free-standing block (see also "Code snippets")

2. References

The [MLA Style](#) (8th edition) may be used as a guideline. Generally you put a reference to your source material in parentheses in the text and you list all the sources to which you have referred in alphabetical order at the end of the paper.

General formatting rules:
- titles of books and journals are set in italics
- book chapters or journal articles go into in quotation marks
- please follow the rules of punctuation in bibliographic references

Ex. Book:
Roth, Veronica. *Divergent.* Katherine Tegen Books, 2011.

Ex. Book with two authors:
Olsen, Gregg, and Rebecca Morris. *If I Can't Have You: Susan Powell, Her Mysterious Disappearance, and the Murder of Her Children.* St. Martin's True Crime, 2015, pp. 18-22.

Ex. Book with three or more authors (include the author that is listed first on the source):
Matthews, Graham, et al. *Disaster Management in Archives, Libraries, and Museums*. Ashgate, 2009.

Ex. Book chapter:
Montrose, Louis. "Elizabeth Through the Looking Glass: Picturing the Queen's Two Bodies." *The Body of the Queen: Gender and Rule in the Courtly World, 1500-2000,* edited by Regina Schulte, Berghahn, 2006, pp. 61-87.

Ex. Article of online journals:
Asafu-Adjaye, Prince. "Private Returns on Education in Ghana: Estimating the Effects of Education on Employability in Ghana." *African Sociological Review*, vol. 16, no. 1, 2012, pp. 120-138. JSTOR, <www.jstor.org/stable/24487691>.

Ex. Scholarly edition:
Stefan George: Sämtliche Werke in 18 Bänden, edited by Georg Peter Landmann and Ute Oelmann, Klett-Cotta, 1981-2013.

Additional amendments for online resources

Consider references to online resources as part of bibliographic references by putting them into the bibliography at the end of the paper. If your refer to online resources please try to describe them in the same manner as printed publications.

However, always provide the *URL* to the online resource and the *date* the resource was accessed. We recommend to archive online resources with a service such as *Internet*

Archive (https://archive.org/web/,use the "Save page now"-service). However, do not use the link generated by the archiving platform as these links are often too long.

Ex. Project references:

Simple project references as for instance The IDE (http://www.i-d-e.de/) is great should be resolved in the following way:

- in the text: The Institute for Documentology and Digital Editing (IDE) is great.
- in the bibliography: IDE: Institut für Dokumentologie und Editorik. 2007-2010. <http://www.i-d-e.de>.

Ex. Accessed date:

Use "Accessed" for URL-references.

The Shelley-Godwin Archive, edited by Neil Fraistat et al., <http://shelleygodwinarchive.org> [Accessed 2016-11-04].

White, Lori. "The Newest Fad in People Helping People: Little Free Pantries." *Upworthy,* Cloud Tiger Media, 3 Aug. 2016, <www.upworthy.com/the-newest-fad-in-people-helping-people-little-free-pantries?g=2&c=hp stream>.

Ex. URL format:

End URLs without a slash and put them into angle brackets:

<http://www.tei-c.org> not www.tei-c.org/

In-line references

Please give references in brackets as short and clear as possible in the main text. Indicate the page number if necessary. When the author appears more than once in your bibliography indicate also the date. Usually the reference precedes the closing punctuation mark. If you refer to terms or titles within the text it should be put directly after the respective term.

Ex.1:

The authors of the *Tabulae Vindolandenses* I and II (Bowman and Thomas 1983, 1994) tend to use it both when identification is uncertain and when to show that there is no doubt: using the dot to show that the letter is broken. An analysis of the Leiden Markup of the Vindolanda

ink text indicates that 9.9% of the letters in the ink text were marked as being broken (Terras 71):

Ex. 2:
The problem is still unsolved (Sahle 2010).

Ex. 3:
This document has been the subject of intense scholarly interest for a long time, and this interest has included close study of the language and phrasing, not least because it is a rare example of vernacular literacy from the lay nobility (Keynes 1990 248–9; Keynes 1992; Gretsch 1994; Hough 2000; Brooks 2009).

Quotations

To indicate short quotations (fewer than four typed lines of prose) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation and include a complete reference in your bibliography. Punctuation marks appear after the citation. Gaps in quotations are marked with […] (not as MLA suggests [. . .]!). Mark every change and addition in quotations with square brackets: [ ].

Ex.1:
M.R. James once wrote "I cannot teach the art of assigning dates to manuscripts; I am even inclined to think that it cannot be taught" (Pfaff 103).

If the quotation is longer than three lines place quotations in a free-standing block of text (indent ½ inch, line space) and omit quotation marks. The parenthetical citation should come after the closing punctuation mark.

Ex.2:
….undertake their own original research, as studies have shown that digital humanities resources tend to be poorly documented and therefore not be trusted by users:

> In the absence of technical documentation, it was impossible to reuse files [...] Although users require procedural documentation, about the status and completeness of sources, and selection methods, this is often difficult to locate [...] and shows that this makes reuse of digital resources almost impossible. (Warwick et al. 33)

Furthermore, the persuasive nature of the visualisation and display can mean we do not stop to question the very nature of digital images of historical artefacts:

Footnotes

Convert longer notes in brackets into text or into footnotes. Please do not use footnotes for 'pure' URL-references, cfr. the section on URLs. Footnote references follow the punctuation marks as long as the note doesn't refer only to a part of the sentence. Every footnote ends with a full stop.

Ex.:

TEI is based primarily on the principles of text-oriented markup, but it does make some significant concessions toward documentary markup by including elements like <space/> ("indicates the location of a significant space in the copy text": Consortium 2009: § 11.6.1) or <hi/> ("marks a word or phrase as graphically distinct from the surrounding text, for reasons concerning which no claim is made": Consortium 2009: § 3.3.2.2; our italics). The reason for providing such elements is that the scholar-encoder is not always able or willing to state why some textual features look the way they do.[1]

<text>

[1] The Guidelines again: "If the encoder wishes to other no interpretation of the feature underlying the use of highlighting in the source text, then the hi element may be used, which indicates only that the text so tagged was highlighted in some way. [...] The hi element is used to mark words or phrases which are highlighted in some way, but for which identification of the intended distinction is difficult, controversial, or impossible." (2009 § 3.3.2.2). See also Sperberg-McQueen 1991, pp. 43–44.

Code snippets

Please insert code snippets as free standing block. Please make sure that formatting and indentation is semantically correct.

Ex. XML-code:

```
<pb facs="#f0021" n="15"/>
    <div xml:id="dtdl_2">
        <head rend="right">II</head>
          <lg>
                <l>Gieb mir den grossen feierlichen hauch</l>
                <l>Gieb jene glut mir wieder die verjünge</l>
                <l>Mit denen einst der kindheit flügelschwünge</l>
                <l>Sich hoben zu dem frühsten opferrauch.</l>
          </lg>
```

Ex. JavaScript:

```
function myFunction(name,job) {
        document.getElementById("demo").innerHTML =
        "Welcome " + name + ", the " + job + ".";
}
```

3. Figures

If you want to include figures (images, diagrams, etc.) and tables, please make sure that captions are provided. Figures and tables have to be consecutively numbered and each figure and table caption has to start with either 'Figure' or 'Table ' followed by the figure number, a colon and the figure title, i.e.:

Figure 1: Interface of the Beckett-Archive.

Table 1: Use of digital editions by medievalists.

The title of the figure caption should summarise briefly what the figure is about. In the article itself insert only the figure number and the caption as placeholder for the image in square brackets as free standing block, i.e.

[Figure 1: Interface of the Beckett-Archive.]

Please make sure that licence for any images, diagrams, etc. allows for a re-use and that there won't be issues of copyright. Attach separately

- an index of figures in order of their appearance with complete bibliographic information and the copyright statement.
- the respective figures (preferably png, jpg - no PDFs!) must have a resolution of 300 dpi. As file name use the placeholder (i.e. figure1.jpg)

We encourage you to use grayscale images. If required, contact us on using colour images.