

# Guidelines for Authors

The following guidelines are designed to provide a uniform formal standard for all those involved in preparing the contributions. Authors' attention is also drawn to the following information on style and presentation guidelines. We adopt US style.

### Equal Treatment of Men and Women in Language

Please make use of the *singular they*, wherever possible: »But a journalist should not be forced to reveal their sources.«

Otherwise, him or her resp. him- or herself could be used.

## 1. Spelling and Punctuation

### Spelling

realize, emphasize, organization (not realise, emphasise, organisation)

program (not programme)

focused, focusing (not focussed, focussing)

toward, forward, onward (not towards, forwards, onwards)

facade (not façade)

skillful (not skilful)

### Hyphenation

large-scale tasks

high-profile practices

multi-scale, multi-dimensional

self-evident

Hyphenation of proper names should be avoided.

A useful list can be found here: <http://www.tysto.com/uk-us-spelling-list.html>

### Punctuation

Serial comma: »Superordinate topics and research questions are addressed by architectural, theoretical, and transdisciplinary means,...«

After a colon, the first letter should be capitalized if the first word is a proper noun or if the colon introduces a complete sentence (as opposed to British usage which prefers always l.c.).

Examples:

»For this process, two basic requirements are necessary in addition to all specialist knowledge: intuition and understanding.«

»In other words: Conceived architecture becomes real architecture, a specific place where life takes place.«

Titles and intermediate headers are capitalized (except for prepositions and articles).

Well-known locations (Munich, Zurich, Cologne, Vienna) are given in their English version.

Indented quotes have quotation marks as well.

All quotations should be enclosed in double, French-style quotation marks: »... «

Quotes within quotes should be enclosed in single quotation marks: (»... '...'...«)

If parts of an original quote are being left out or something is added to it it's necessary to mark it like this: [...]

### Dates and Numbers

Write 1990s (no apostrophe) and not nineties, 18th and not 18<sup>th</sup> or eighteenth century, 2<sup>nd</sup> and not 2<sup>nd</sup>.

Dates (also e.g. for newspaper articles) are reported as September 11, 2001. Indicate the full titles of newspaper articles. If the temporal context is clear it's not necessary to mention the century before mentioning a decade.

Numbers up to twelve should be written in words, except for measurements. Numbers with five or more digits should have a decimal comma (45,000 or 123,456 but 2000). If a sentence begins with a number, it is usually written out, regardless of its size.

Metric measurements are preferred (do not abbreviate units of measurements, hence: meter (not m), hectare (not ha). Percentages should be written 'percent' (not '%'). Currencies (20€) should always be written in numbers.

## 2. References and Quotations within the Text

All references to books and other sources in the text have to be identified. All quotations and references should be formatted in Harvard Style. Please make sure to include DOI of Open Access publication to allow for interlinking and referencing with the original source.

Sources should include the author's last name, year of publication: (Steward 1997)

A page number must be given where a direct quotation is made:  
As Mark LeVine suggested, »all Muslims are good« (LeVine 2004: 336)

Where there are no named authors, the name of the appropriate body should be used:  
(Commission Nationale Consultative des Droits de l'Homme 1991)

References to more than one publication by the same author in the same year should be distinguished alphabetically by a, b, c, etc.

If several works are cited, please separate them with a semicolon. The order should either be by year or by relevance, never alphabetical: (Benjamin 1978: 12; Mayer/Miller 1982; Smith et al. 1997: 45–83)  
A maximum of three authors should be identified: (cf. Heylighen/Martin/Cavallin 2005)  
With more authors, name the first one with et al.: (Groffman et al. 2017)

References to literature for further consultation are indicated by »cf.«:  
Luhmann and other differentiation theorists, however, regard the question of system integration with a fair amount of equanimity. (cf. Schimank 1999)

All works referred to in the text should be listed within the bibliography at the end of the text.

If another passage is quoted from the same source on the next page or two and there is no intervening quotation from a different source, »ibid.« should be used in the parenthetical reference.

Never quote translations of English works but always their original. Quotes of books written in English should be from the original and not from translations (e.g. French, German). If you instead use any English translation from a book originally published in a language other than English you should mention the year of the original publication. If you quote from a work with an English translation available the quote should be from that translation and not your own.

If no English translation was ever published, you can use your own translation and identify it as such, e.g.:  
(Seiler 2012: 126. Translation: author(s)).

Indicate the first edition's year in the original language in square brackets.  
Schulze, Reinhard (2000 [1994]): A Modern History of the Islamic World, New York: New York University Press.

### 3. References and Bibliography

All sources used in the text should be listed within the reference list. The order of the bibliography is arranged alphabetically; several works of an authors are listed chronologically from old to new. Please list sources according to the following conventions:

#### Monographs

Last name, first name(s) [in full], (year) title, place: publisher.

Gellner, Ernest (1964): *Thought and Change*, London: Weidenfeld and Nicholson.

For two or more authors or editors:

Last name, first name(s)/last name, first name(s) (year) title, place: publisher.

Maturana, Humberto/Varela, Francisco (1980): *Autopoiesis and Cognition*, Boston: Dordrecht.

For translated works, please list original edition and the English translation your quote is from.

Le Corbusier (1923): *Vers une architecture*. – English translation: *Towards a New Architecture*, transl. from the thirteenth French edition by Frederick Etchells, London: John Rodker, 1927, repr. Oxford: Architectural Press, 1989.

For publications with two publisher locations:

Last name, first name(s), ed.(s) (year): title, place/place: publisher.

Scott, Fred (2007): *On Altering Architecture*, London/New York: Routledge.

Edited works:

Last name, first name(s), ed.(s) (year): title, place: publisher.

Ammon, Sabine/Froschauer, Eva Maria, eds. (2013): *Wissenschaft Entwerfen: Vom forschenden Entwerfen zur Entwurforschung der Architektur*, Paderborn: Wilhelm Fink Verlag.

#### Articles in Anthologies

Last name, first name(s), (year), »Title of contribution«. In: first name, last name (ed.), title of the collection, place: publisher, the inclusive page numbers.

Robertson, Roland (1995): »Globalization: Time-Space and Homogeneity-Heterogeneity«, in: Mike Featherstone/Scott Lash/Roland Robertson (eds.), *Global Modernities*, London/Thousand Oaks: Sage Publications, 25–44.

#### Articles in Periodicals

Last name, first name(s), (year), »Title of article«. Name of the journal/volume issue number, the inclusive page numbers. If known, please add the doi of the quoted article.

Feldman, Allen (1997): »Violence and Vision: The Prosthetics and Aesthetics of Terror«, in: *Public Culture* 10/1, 24–60.

The title of the article is capitalized, regardless of the original spelling.

Lakoff, George/Johnson, Mark (2002): »Why Cognitive Linguistics Requires Embodied Realism«, in: *Cognitive Linguistics* 13 (3), 245–263. DOI: 10.1515/cogl.2002.016

Do not abbreviate the names of journals. Here, use *Cerebral Cortex*, rather than *Cereb Cortex*.

Boulenger, Véronique/Hauk, Olaf/Pulvermüller, Friedemann (2009): »Grasping Ideas with the Motor System: Semantic Somatotopy in Idiom Comprehension«, in: *Cerebral Cortex*, August 2009, 19(8), 1905–1914. doi: 10.1093/cercor/bhn217

#### Websites

Make sure the access date was no more than some 18 months prior to journal publication date. If no access date was provided by the author, please check whether the entry still exists and add your access date.

Dörner, Dietrich (1998): »Sprache und Denken«. In: *Mannheimer Beiträge – Sonderheft 1998*, <http://www-1v75.rz.uni-mannheim.de/Publikationen/MA%20Beitraege/Sh98/Sonderheft98.pdf#page=41>, accessed September 18, 2019.

#### Newspapers

Indicate the full titles of newspaper articles. Do not abbreviate page numbers, in this case, don't use 443–8 or 443–48.

Jalabert, Lambert (1934): »Le Nationalisme marocain«, in: *Esprit* August 20, 443–448.