Guidelines for the fabrication of a manuscript ready to print

1. The editors ask for the submission of manuscripts in duplicat as described in the below and, also, for the purpose of forwarding for peer review in anonymous form, i.e. without mentioning or references to the author(s).

   Please refrain from any attempt to formatting (page format, header, etc.). Only the following types of font are permitted: italics, bold (see point 8) and SMALL CAPS (see points 11 and 12) as well as, for longer quotes (see point 6), a smaller font size.

2. Drawings, graphics, diagrams etc. should be sent as separate files. The resolution must be no less than 300 dpi.

3. **Maximum size of the manuscript:** 45.000 characters (including blanks and foodnotes).

4. A brief **summary** in Polish, German and English should precede the manuscript. The summaries should not exceed 8 lines per language.

5. Following **additional information** is required: on the first page of the manuscript note the first- and surname of the author(s). We ask for brief bio-bibliographical particulars of the author(s) to be sent in a separate file, i.e. information as regards academic career and major publications (At the end of each edition the short biographies of authors are published).

6. **Quotes.** Long quotes (more than three lines) presenting a syntactic unit may appear as separate paragraphs indented in petit print. Quotation marks are omitted in this case. Notes by the author(s) are in square brackets. Omissions within quotations are also indicated by square brackets.

7. **Quotation marks.** Quotes in the text are written in double quotes ("..."). Quotes in quotes are presented in single quotes (', ... ') as are definitions, inauthentic speech, central terms and translation equivalents of individual words and phrases.

8. **Mark ups.** Terms relating to object language as well as literary titles should be typed in italics, highlighted and newly introduced terms in bold. Other mark ups such as letter-spacing, underlining etc. are not permissible.

9. **Annotations.** Annotations are indicated in the text by superscript numbers without parenthesis. The numbers should be placed always behind the punctuation mark closing the sentence and are counted continually. In print the notes appear as footnotes.

10. **Paragraphs.** Indentation is to be avoided. Paragraphs are marked by additional leading.

11. **Bibliographical notices** in text and footnotes should be written as follows:

    LIEI (1975:142).
    ... ALTMANN (1988) und REIS (1977) haben gefordert...
    ... die Beiträge in BOLINGER (1972c)...
    ... vor kurzem ausführlich erörtert (LIPKA 1990:171f.)...
    ... wie bei QUIRK / GREENBAUM (1973:406-429) besprochen...

    **References to websites** (see also 12) are not integrated into the text but are shown in the footnotes. Use the phrase “online verfügbar” for texts which are also accessible in printed form.
The name(s) of the author(s), which are the subject of the article or belong to the relevant secondary literature, may be written in SMALL CAPS, never in CAPITALS. Also written in SMALL CAPS are names in the parenthetical and the names of authors in the bibliography. References to unprinted or once only cited sources may be listed in full in the footnotes (see also points 12 and 13).

12. Bibliography. At the end of each article a bibliography must be compiled using the heading Literatur. The entries should be arranged alphabetically according to the surnames of the author or editor respectively. In case of several works by the same author these works must be arranged chronologically and in case of identical years of publication differentiated by means of a, b, c, etc. The cited or current edition should preferably be preceded by the date of the first edition. Follow-up editions should be specified with exponent digits if possible. As regards newspapers include the date and, if applicable, the issue. Polish titles must be followed by a German translation in square brackets (not in italics). When using translations the name of the translator should be mentioned.

Examples:


13. Index of sources. If unprinted sources are cited in the article, then an index of sources is inserted between main text and bibliography by using the heading Quellen. This index should be arranged alphabetically according to the place name where the source was found.

NAME OF THE ARCHIVE/COLLECTION ETC. (including LOCALITY): Name of the department. Name of subdivision(s) in hierarchical order. Name of the stock. Number and/or designation of fasces.
Example:

14. Numbers and dates in the main text are written out in full up to twelve, above 13 as digits. Exceptions: fifty, a hundred, a thousand, a million, a billion. Names of the months are written out in full. Dates for numbers up to 10 are always written with zero and without spaces: 01.09.2020. In the footnotes, all numbers are written as digits. For exceptions see above.
15. **Abbreviations.** Only the following abbreviations should be used:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anm.</td>
<td>annotation(s)</td>
</tr>
<tr>
<td>Bd./Bde.</td>
<td>volume/s</td>
</tr>
<tr>
<td>bzw.</td>
<td>respectively</td>
</tr>
<tr>
<td>d.h.</td>
<td>i.e.</td>
</tr>
<tr>
<td>(ed.)/(eds.)</td>
<td>(editor/s)</td>
</tr>
<tr>
<td>f.</td>
<td>following page</td>
</tr>
<tr>
<td>Hs.</td>
<td>manuscript</td>
</tr>
<tr>
<td>s.</td>
<td>see</td>
</tr>
<tr>
<td>usw.</td>
<td>and so forth</td>
</tr>
<tr>
<td>vgl.</td>
<td>compare</td>
</tr>
<tr>
<td>v.</td>
<td>verse</td>
</tr>
<tr>
<td>Z.</td>
<td>line</td>
</tr>
<tr>
<td>z.B.</td>
<td>for instance</td>
</tr>
<tr>
<td>zit. nach</td>
<td>quoted after</td>
</tr>
</tbody>
</table>

16. Anything else is to be written out in full. **“ff” is not permissive,** please use precise page references.

17. **Avoidance of the generic masculine gender.** If applicable please use both the female and masculine forms.

18. **Punctuation marks** are always placed after parentheses, unless it is an exclamation or question mark or a block quotation.

Examples:

….. eine „zeitgeistkonforme verlegerische Entscheidung“ (Haberland 2016:174).
„Himmel – ist denn die Welt ganz aus den Fugen!“ (Ury 2014:5), ruft Annemarie

except:
„Himmel – ist denn die Welt ganz aus den Fugen!“ (Ury 2014:5) Den Streit kommentiert die Mutter: ……

Using a block quotation:

…..Die Anstrengung, das Ich zusammenzuhalten, haftet dem Ich auf allen Stufen an, und stets war die Lockung, es zu verlieren, mit der blinden Entschlossenheit zu seiner Erhaltung gepaart. (Horkheimer / Adorno 1968:47)

19. **Proof-reading.** The editors ask to submit manuscripts in a condition ready to print.

20. **Re-prints.** Authors receive two copies of the issue including their article.

21. **On-line edition of CONVIVIUM.** As the rights to the articles remain with the authors, all authors are asked to declare their approval that their text can be published in the on-line edition as well. This can be found in the form 'Author's Declaration'.