AKAN Stylesheet

ELEMENT	STYLE	REMARKS
Basic layout and formatting	Din A4; page orientation: portrait margins right, left, bottom: 2,5 cm; top: 3 cm font: Times New Roman, 14 pt line spacing: 18 pt spacing before and after paragraph: 0 text alignment: justified indentation: first line, 1 cm (except after headings, beginning of a chapter and after long quotations)	Please use quotation marks consistently: either „..." and ‚...' or "..." and '...' Please use dashes and hyphens correctly (–or — for a dash, - for a hyphen). Do not worry about page numbering; we will take care of it.
Author's name	font: 14 pt centered line spacing: single spacing after: 18 pt	Your name comes at the beginning of your document, above your essay's title.
Essay title	font: 18 pt, bold centered line spacing: single spacing before: 0 pt; after: 30 pt	
Heading (1. etc.)	font: 16 pt, bold line spacing: single spacing before: 24 pt; after: 12 pt	
Subheading (1.1 etc.)	font: 14 pt, not bold line spacing: single spacing before: 18 pt; after: 6pt	
Long quotations (more than 4 lines)	font: 12 pt line spacing: single indentation: 1 cm (complete quotation, not just the first line) spacing before and after: 6 pt	Do not put quotation marks around block quotes.
Latin text	font: italics	In quotations and running text.
Greek text	font: any Unicode font, NO italics!	In quotations and running text. Please don't use other fonts or italics; otherwise we will have trouble converting.
Footnotes	font: 12 pt line spacing: single indentation: hanging, 1 cm spacing after: 3 pt	Please start the first line of each footnote with a 1 cm tabstop so as to make it justify with the rest of the footnote text. Bibliographical references in footnotes: see p. 2, below.
Footnote number in running text	font: 12 pt, superscript!	
Footnote number in footnote	font: 12 pt, NO superscript!	We are afraid that the 'superscript' format in footnotes can only be removed by hand or macro.

Bibliography

Basic formatting	If there is more than one author, editor, or place of publication, separate them with slashes (no blanks in between).	exx.: Wehrli, F./Wöhrle, G./Zmund. L. ... ... W.W. Fortenbaugh/E. Schütrumpf (eds.)... ... London/New York 2008.
	End all references with a full stop. No "pp." before page numbers. Publishers are referred to as "ed."/"eds." or "Hg."/"Hgg." "Volume(s)" is abbreviated "vol."/"vols." Use a hyphen, not a dash, with page numbers (x-y, not x–y). In English titles, all 'content words' begin with capital letters.	
Monograph	Name, first name (abbreviated), title, place(s) and year of publication (no comma in between), no number of pages.	ex.: Bonhöffer, A., Die Ethik des Stoikers Epictet, Stuttgart 1894.
Journal	Name, first name (abbreviated; more than one first names are not separated by a blank), title of article, name of journal (common abbreviation possible) number (no comma in between), year of publication, pages.	ex.: Rist, J.M., Zeno and Stoic Consistency, Phronesis 22, 1977, 161-174.
Anthology	Name, first name, title of essay, in: name of publisher, title of anthology, volume (and if indicated, volume title after a colon), place(s) and year of publication (no comma in between), pages.	ex.: Steinmetz, P., Die Stoa, in: H. Flashar (Hg.), Die Philosophie der Antike, Bd. 4: Die hellenistische Philosophie, Basel 1994, 491-716.
References in footnotes	Name (year) page number (no comma in between).	ex.: Rist (1977) 167.

Please send a **complete electronic version** (Word document or .PDF).
Please remember to add a **summary** of (at most) ten lines at the beginning of your article.
Please send images in high resolution, if possible in .JPG/.JPEG format.

Thank you for your help. Sticking to these guidelines will really make our work so much easier!