

Essential (typographic) rules for  
*Studia austriaca* and *Studia theodisca*  
(irrespective of the language used in the essay)

- Send plain text emails, please! DOCs and images only as attachments, thank you!
- No PDFs, please! Only MS Word compatible DOCs.
- All essays should be accompanied by a short abstract in English (about 500-600 characters, including spaces).
- Avoid using ‘black’ as your font colour; use ‘automatic’ instead.
- Do not insert backgrounds (coloured or otherwise) in your text.
- Words should NOT be hyphenated.
- Except in special cases authorized by the editor, titles and quotations should be given in the original language, normally without translations.
- *Work titles* should be italicized.
- Block quotation paragraphs should always be indented both on the left and on the right, so as to make their format clearly different from that of normal paragraphs. The quotations in these paragraphs should NOT be opened and closed by quotation marks introduced by the author of the essay.
- When quoting lines of poetry, insert a manual line break (“Shift+Enter”) after each line instead of using “Enter”, which should be inserted only after the last line of poetry.
- Manual page breaks, column breaks and section breaks should never be used. They will be automatically removed in the formatting process. To display text in two or more columns insert it in a table.
- The use of different types of quotation marks should follow these rules: single quotation marks (‘...’ or ‘...’) to emphasize specific words or expressions; double quotation marks (“...” or "...") to enclose quotations. In the final formatting process, double quotation marks will become angle quotation marks («...»); single quotation marks will become double quotation marks (“...”). The author of the essay may of course follow this final practice consistently while typing or revising the text.  
Avoid using inverted angular brackets, single (>...<) or double (>>...<<), even in German texts. Instead of single angular brackets (<...>) use single quotation marks (‘...’ or ‘...’). Avoid using the ‘German quotation marks’, single (,...‘) or double (,...“), even in German texts.
- Distinguish consistently between a hyphen (or minus sign: “-”) and a dash (“—”). You may use the minus sign throughout your text and footnotes, but you should always distinguish hyphens from dashes according to the following examples.
  - Hyphens •• As a rule hyphens should not be preceded or followed by a space: “pp. 15-20”, “seine Nicht-Identität”, “post-war times”; but a well-known German usage requires a space after a hyphen in cases like “hin- und hergerissen”.
  - Dashes •• As a rule, dashes – whether long or short – should be preceded and followed by a space. But no space should be inserted after a dash followed by another punctuation mark, as in: “Go away or I’ll —”.
- Reference numbers in the text of the essay precede punctuation marks in normal paragraphs. They always come last in block quotation paragraphs. Reference numbers should be placed after a closing parenthesis.

- If a quotation surrounded by quotation marks ends with a full stop, semicolon, colon, or comma, these punctuation marks (in contrast with exclamation marks and question marks) should not be inserted in the text. After the closing quotation mark there will be a full stop or the text will continue according to the intentions of the author of the essay.
- In footnotes the author's first name always comes before the surname.
- Footnote paragraphs should always end with a full stop.
- You should always provide a bibliography, or list of references, at the end of your work. You should include only items previously mentioned as reference.
- In all cases, the golden rule is CONSISTENCY.