

# movements stylesheet

Redaktion movements

## Text Formats and Character Limitations

**Articles** are double-blind peer-reviewed journal articles. They should not exceed 40.000 characters, including spaces, footnotes and reference lists. The abstracts, keywords and author's short biographies are counted separately.

**Research reports** should in general not exceed 15.000 characters, including spaces, footnotes and reference lists. The abstracts, keywords and author's short biographies are counted separately.

**Interventions** should in general not exceed 10.000 characters, including spaces, footnotes and reference lists. The abstracts, keywords and author's short biographies are counted separately.

## Meta Information

After your abstract has been accepted by the *movements* editorial board, we provide you with an information form that should be submitted together with your first full paper draft.

## Information about the contribution

**Title:** The main title should be capitalized and should not exceed 60 characters incl. spaces.

**Subtitle:** The subtitle should also be capitalized and should not exceed 90 characters incl. spaces.

**Language:** Please indicate whether your article is written in British English or in American English. Please ensure sticking to one or the other spelling throughout the whole paper.

**Abstract:** Please provide us with an abstract not exceeding 1.200 characters incl. spaces.

**Keywords:** Please choose five keywords in lower case, except proper names.

## **Contact details and short biography**

Please state the names, postal addresses (for your free copy) and e-mail addresses of all involved authors and indicate whether your e-mail addresses should or should not be published.

Please provide us with a short biographical outline of no more than 500 characters incl. spaces. This text will be published in print in the authors list and online next to your own contribution.

## **Formatting and Design**

Please submit your paper in Word format .docx and please choose a file name that includes your name and your paper's title.

Typeface Times New Roman, 12pt, 1 ½ line spacing, 1 inch margins, body text justified, headings flush left.

## **Headings**

Please use headings only as structuring element and only use up to two outline levels.

Please capitalize all headings according to the principles of headline-style capitalization.

Headings should not be numbered and should not exceed 80 characters incl. spaces.

Please insert a blank line before and after any heading.

Directly following the title and subtitle, *no* further heading should be used (e.g. Introduction or the like).

## **Paragraphs**

Paragraphs in the body text should be justified. Please do not use further special paragraph styles (e.g., indentation, spacing, etc.)

Please add a blank line between all paragraphs.

Please do not use any manual or automatic word division / hyphenation.

Literal quotes that exceed 4 lines should be indented.

Do not add blanks to abbreviations (e.g., i.e., etc.).

## **Footnotes**

Information and thoughts that exceed the text and form a supplement with regards to content are to be placed as footnotes at the end of the respective page.

References in footnotes are used following that same rules that apply to references in the body text, see below.

Please refrain from indicating the URLs of online documents or websites in footnotes. Instead, create an entry in the reference list and refer to it in the footnote according to the general reference rules.

## **Emphases**

Emphases should be used sparsely and are formatted in italics. All non-English words should be in italics as well.

Please do not use bold type, capitalization, underlining, small caps, letter spacing, etc.

## **Quotation marks**

*movements* solely uses reversed French »guillemets« as quotation marks, also known as »inward pointing angle quotes«. Please make sure to use reversed guillemets as quotation marks consistently throughout the text: »double reversed guillemets« for direct, literal quotes and ›single reversed guillemets‹ for quotes within quotes. ›Single reversed guillemets‹ can also be used for ironic distancing.

## Hyphens and dashes

Please take care of a correct use of hyphens and dashes:

- Hyphen: - Only to be used to hyphenate compound words.
- En dash: – To be used without blanks between page numbers (e.g. pp. 1–20) and between years (e.g. 2010–2015).
- Em dash: — To be used without blanks if you want to insert a side-thought into a sentence.

## Tables and illustrations

Please get in touch with us in advance if you would like to use tables or illustrations, as these elements are normally edited with dedicated tools.

## Language

Please make use of a non-discriminatory and gender-sensitive language. The decision about how this is accomplished is left to the author(s).

## References and Citations

*movements* uses parenthetical author-date references and a corresponding reference list. Author-date references should be placed immediately following the direct quote or the paraphrase, using the following format: (Author's last name Year: Page).

(Ahmed 2004: 16).

Direct quotes are marked with double reversed guillemets.

»Direct quote in the body text« (Ahmed 2004: 16).

Indirect quotes or paraphrases are referenced similarly, complemented with see.

Paraphrase in the body text (see Ahmed 2004: 16).

Reference to a contradicting source is indicated by using cf.

Paraphrase with another opinion (cf. Ahmed 2004: 16).

Multiple sources of different authors are separated with a semicolon.

Paraphrase in the body text (see Ahmed 2004: 16; Michaels 2006).

References to several sources of the same author are separated with a comma.

Paraphrase in the body text (see Ahmed 2004, 2008; Michaels 2006).

References to multiple pages are either indicated by adding an f. (for another single page) and an ff. (for several pages) to the page number, or by indicating the range of pages, separated by an en dash. Please make use of one of the two options consistently throughout your paper.

Paraphrase in the body text (see Ahmed 2004: 16f.).

Paraphrase in the body text (see Ahmed 2004: 16ff.).

Paraphrase in the body text (see Ahmed 2004: 16–20).

If a reference refers to the same reference used directly before, it can be replaced by *ibid.*

»Direct quote from same page as before« (*ibid.*).

»Direct quote from another page as before« (*ibid.*: 20).

Paraphrase from the same source (see *ibid.*).

Paraphrase from the same source, but another page (see *ibid.*: 20).

In references to sources of two or three authors all last names are indicated, separated with slashes, but **with no blanks** in between.

»Direct quote in the body text« (Ahmed/Müller 2000: 25).

»Direct quote in the body text« (Ahmed/Michaels/Müller 2005: 30).

Paraphrase in the body text (see Ahmed/Müller 2000: 25).

Paraphrase in the body text (see Ahmed/Michaels/Müller 2005: 30).

Where there are **more than three** authors, only refer to the name of the first person and add et al.

»Direct quote in the body text« (Ahmed et al. 2004: 30).  
Paraphrase in the body text (see Ahmed et al. 2000: 25).

Where a complete sentence is quoted or a reference to a whole sentence is made, the source is indicated before the period. If the reference only applies to a part of the sentence, the source is quoted as part of the sentence as well.

»Citation of a whole sentence« (Ahmed 2004: 16). New sentence.

Something else, »but now citation« (Ahmed 2004: 16).

If a citation is longer than four lines, please make use of an indentation. If the quoted sentence ends with a period, question mark or exclamation point, please indicate the source only after this punctuation mark and the following quotation mark.

»This is an indented quote.« (Ahmed 2004: 16)  
»Is this an indented quote?« (Ahmed 2004: 16)  
»Yes, this is an indented quote!« (Ahmed 2004: 16)

If an indented quote refers to the same source as before and if the period, question mark or exclamation point was set in front of the quotation mark, make use of a capitalized *ibid.* in the author-date reference.

»This is an indented quote.« (*Ibid.*: 16)

Only if an indented quote deliberately does not end at the end of the source's sentence, the period is set after the author-date reference in brackets, in order to indicate that not the whole sentence was quoted. If applicable, *ibid.* is written in lower case.

»The quoted sentence has not terminated here« (Ahmed 2004: 16).  
»The quoted sentence has not terminated here« (*ibid.*: 16).

Citations within citations are quoted with ›single reversed guillemets‹ as quotation marks.

»This quote contains ›another quote‹ as well« (Ahmed 2004: 16).

Additions within a quote are indicated in square brackets, while elisions are marked by using three dots (ellipsis) in square brackets [...].

»In this quote [something] was missing« (Ahmed 2004: 16).

»This quote was [...] too long« (Ahmed 2004: 16).

Accentuations within quotes are marked when used both by the authors (by referring to the author's acronym), and where they are part of the original (emphasis in original).

»This statement *\_is\_ important*« (Ahmed 2004: 16; emphasis XY).

»This is *\_my\_ opinion*« (Ahmed 2004: 16; emphasis in original).

Where the citation of a secondary source cannot be avoided, it should be supplemented with: quoted according to.

»Quote from a secondary source« (Ahmed 2004, quoted according to Müller 2006: 25).

Sources from the *World Wide Web* are referenced according to the rules of print publications: Author(s) Year: Page number, if applicable. The URL is only cited in the bibliography.

## **Bibliography**

The bibliography at the end of the article is headed with **Literature** and contains all sources referred to in the text, in alphabetical order.

### **Monographs**

Order: Last name, first name [in full] (year): Book title. Subtitle. Xth ed. [only if 2nd or later] Place of publication.

Ahmed, Susan (2004): *Issues. Texts about Texts*. 2nd ed. London.

## **Chapters in edited volumes**

Order: Last name, first name [in full] (year): Chapter title. Subtitle. In: Editor's last name, first name (Ed. [for single editors] / Eds. [for multiple editors]): Title of edited collection. Place of publication [multiple locations are separated with slashes but no blanks in between]. Page numbers.

Ahmed, Susan (2005): Best Issues. Selection of Texts about Texts. In: Michaels, Sonja / Müller, Peter (Eds.): Unforgotten. Collected Essays. London/New York. 289-308.

## **Journal articles**

Order: Last name, first name [in full] (year): Paper title. Subtitle. In: Name of the Journal Volume (Number). Page numbers.

Ahmed, Susan (2006): (Ad)Ventures. Experiments and Results. In: Pamphlet 38 (3). 150-177.

## **Articles in newspapers and magazines**

Order: Last name, first name [in full] (year): Title. Subtitle. Name of the Newspaper of Date [in the format DD.MM.YYYY].

Ahmed, Susan (2007): Interventions in a debate. The Weekly Paper of 01.09.2007.

## **Publications in the world wide web**

Order: Last name, first name of author [in full] or name of organization (year): Title. Subtitle. Name of the homepage, organization etc. of Date [in the format DD.MM.YYYY; if applicable]. URL: <http://www.abc.xy> [Date of last access in the format DD.MM.YYYY].

Ahmed, Susan (2007): Interventions in a debate. The Weekly Paper of 01.09.2007. URL: <http://www.weeklypaper.com/2007/09/ahmed/> [22.07.2015].



## References with multiple authors

The bibliography states all authors and editors in inverted form [last name, first name], following the order of appearance in the title of the original publication, separated by slashes **with blanks in between**.

Ahmed, Susan / Müller, Peter (2005): Best issues. Selection of Texts about Texts. New York.

Ahmed, Susan / Müller, Peter (2005): Best Issues. Texts about Texts. In: Michaels, Sonja / Müller, Peter (Eds.): Unforgotten. Collected Essays. London. 289–308.

## One author, two texts, same year of publication

If multiple sources of the same author(s) with the same year of publication are cited, lower-case letters are inserted after the year, both in the author-date reference in the body text and in the bibliography.

»Quote in body text« (Ahmed 2006a: 16).

»Another quote in body text« (Ahmed 2006b: 20).

Ahmed, Susan (2006a): [...].

Ahmed, Susan (2006b): [...].

## Multiple authors, same last name

If sources of different authors with the same last name are quoted, the first letter of their first names is added to the author-date reference in the body text, even if they are cited at different locations in the text or have different publication years.

»Quote in body text« (S. Ahmed 2004: 16).

»Another quote« (M. Ahmed 2006: 25).

Ahmed, Michael (2006): [...].

Ahmed, Susan (2004): [...].

## **Alphabetical order**

In the reference list, the alphabetical order is determined first by the first authors' last name, second by the first authors' first name and third by the year of publication, ascending chronologically. Beyond that, single-author entries always precede multi-author entries with the same first author. Multi-author entries are arranged chronologically in ascending order as well (and **not** with respect to the second author's last name). **All** names are inverted [last name(s), first name(s)], while multiple authors' names are separated by slashes **with blanks** in between.

Ahmed, Michael (2006): [...].  
Ahmed, Susan (2004): [...].  
Ahmed, Susan (2006a): [...].  
Ahmed, Susan (2006b): [...].  
Ahmed, Susan / Müller, Peter (2000): [...].  
Ahmed, Susan / Berger, David (2002a): [...].  
Ahmed, Susan / Berger, David (2002b): [...].  
Ahmed, Susan / Michaels, Sonja / Müller, Peter (2005): [...].  
Ahmed, Timothy (1995): [...].

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