Style Guide: Vermeer Project

File Format

The file should be saved in the **.doc** format and not the .docx format.

Delivery

Via **email** and **ILIAS**.

Spelling and Grammar

The target text should be written in **British English**.

Pronouns

The general 'unmarked' form '**he**' should be used and not 'he/she' or 'they'. See footnote 1 in '*Naseweise Bemerkungen zum literarischen Übersetzen*'.

Layout

The layout of the source document should be <u>imitated</u> as far as possible and the following points must be observed:

- <u>Font</u>
  The text should be written in **Times New Roman** with a font size of **12**.

- <u>Spacing (between lines)</u>
  Single spacing should be used.

- <u>Headings</u>
  Headings should be in **bold type** but not underlined. Only the first word of the heading (and any proper names) should be capitalised. There should be an empty line both above and below each heading.

- <u>Paragraphs</u>
  Paragraphs should be marked by **indentation** of the first line. There should not, however, be an empty line between each paragraph. The only exception to this is for headings (see above).

- <u>Justification</u>
  The text should be **justified**.

- <u>Footnotes</u>
  Footnotes should be in font size 10.

- <u>Quotations, References and Quotation Marks</u>
  - If the source text contains longer quotes from other texts, the quotation should be formatted as follows:
    1) There should be a space between the main text and the quotation (both before and after the quote).

2) The quotation should be indented and no quotation marks are needed.

3) The quotation should be one font size smaller than the main text (i.e. font size 11).

   For an example of this type of quotation, see the text and translation of *'Naseweise Bemerkungen zum literarischen Übersetzen'* (page 148: excerpt from *'Little Dorrit')*.

- For shorter quotes referencing other texts, the double quotation marks should be used, e.g. "xxx".

- For single words or short phrases that appear in the German text in double quotation marks (see, for example, page 149 of *'Naseweise Bemerkungen zum literarischen Übersetzen'*: "Man fragt nach der "Funktion" des Translats"), single quotation marks (inverted commas) should be used in the English text, e.g. 'xxx'.