

Style Guide for GAM (November 2019)

General Information

- Please submit your final text as a **word.doc** or **rtf.-file** only. Do not send texts in a PDF-format.
- Please switch off the automatic syllabication of your word processing program and do not insert hyphens to divide syllables at the end of the line.
- Please consider our character limits: **Case Studies/Project Reports: max. 8.000 characters incl. spaces, theoretical essays: max. 25.000 characters incl. spaces, Intro texts for photo series: max. 3.000 characters incl. spaces.**
- Please use **footnotes** instead of endnotes for your references and for additional information which would interrupt your line of argument.
- GAM follows the **Chicago Manual of Style** and uses **American English** spelling throughout.

Visual Material

- Every contribution opens with a title-image. Please submit at least one illustration for the opening page together with your text.
- Please send your visual material along with your text as separate JPEG-files and in high resolution (**300 dpi**). Do not send images in PDF-format.
- For illustrations containing text (diagrams/charts/mappings/etc.) please submit **vector graphics**.
- Every image or graph must be accompanied by a **caption**, including the name of the building/work/project, the name of the architect/s or office, place, date, and copyright information.

Fig. 1 "Name of Project/Artwork/Building," Name of Architect/Artist, Place, Year © Copyright Information

- Image captions can also be descriptive (explaining what is shown) but should not be longer than two lines.
- Visual material must be ordered in numbers and references to the images can be given in the text. ... (fig. 1) / (figs. 1-3).
- All authors are kindly asked to request copyrights and provide the copyright-info accordingly. Images without captions or copyright information cannot be published.

Referencing

- Please include a footnote each time you use a source, whether through a direct quote or through a paraphrase or summary. **Footnotes** will be added at the end of the page on which the source is referenced. Please position the footnote after the punctuation. Please do not use endnotes.
- The first note for each source should include all relevant information about the source: author's full name, source title, and facts of publication. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title, the reference to the first note (see note xy), and page number(s). For example: Ward and Burs, *The War* (see note 1), 3.
- If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding note should use the word "**Ibid.**".
- **Titles of books and journals** are italicized throughout (*New York Times, Architectural Review, ...*) **Titles of articles, chapters, poems, etc.** are placed in quotation marks ("The Prophet of Dystopia," "The Waste Land," ...)
- Place direct quotes in inverted commas („...“¹) and use „See ...“ for indicating a paraphrase in the footnote below.
- Punctuation in shortened notes: Bateson, "How Social Is the Animal?," (see note 1), 337.
- For more examples see: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Book (one author)

- Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York, 2006).
- Edward Buscombe, *"Injuns!": Native Americans in the Movies* (London, 2006).

Book (two or more authors)

- Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York, 2007).
- Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*

Reprint (including date of first edition)

- Helmuth Plessner, *Die verspätete Nation* (1935; repr., Frankfurt/M., 2002).

Editor or compiler instead of author

- Richmond Lattimore, ed., *The Iliad of Homer* (Chicago, 1951).
- Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago, 1987).

Translator

- Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London, 1988).

Chapter or other part of a book

- Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis, 2016), 177–178.
- Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago, 1986).

Chapter of an edited volume originally published elsewhere (as in primary sources)

- Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago, 1986), 35.

Preface, foreword, introduction, or similar part of a book

- James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (1833; repr., Chicago, 1982), xx–xxi.

Book published electronically

- Jane Austen, *Pride and Prejudice* (New York, 2007), Kindle edition.
- Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago, 1987), available online at: <http://press-pubs.uchicago.edu/founders/> (accessed February 28, 2010).

Article in a print journal

- Giorgio Osti, "Mobility Demands and Participation in Remote Rural Areas," *Sociologia Ruralis* 50, no. 3 (2010): 296–310.

Article in an online journal

- Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," in *American Journal of Sociology* 115 (2009): 411, available online at: <https://www.semanticscholar.org/paper/Origins-of-Homophily-in-an-Evolving-Social-Network-Kossinets-Watts/3c49c8ae5e3dc5f7ccb26b4852ef243d94452e4a> (accessed February 28, 2010).

Article in a newspaper or popular magazine

- Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.

Thesis or dissertation

- Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

Paper presented at a meeting or conference

- Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).