

Guidelines for authors / Style sheet (UAJb)

1. Layout

- The template layout must be used, and no changes may be made to it!

2. Formatting

- The template's formatting must be used, and no changes may be made to it!
- As a general rule:
 - Font size: 11 pt; headings: 12 pt; footnote text: 8 pt; headers: 10 pt.
 - Headings are not printed in bold.
 - Spacing: single-spaced.
 - No spacing before or after paragraphs or headings!
 - Justified alignment throughout.
- Before work begins, all of Word's auto-formatting features are disabled and will not be applied to the document!
- no automatic lists or numbering – these are inserted individually by hand using tab stops!
- Links and references to the Internet must be inactive—i.e., <https://www.s-u-a.de/> rather than <https://www.s-u-a.de/>

3. Indentations

- The same rules regarding formatting apply here: no automatic lists or numbering and no automatic indentations;
- The indentations are controlled individually using tab stops and the ruler at the top edge.
- No other bullet characters (e.g., “◆”) are used, only “–” and “•”.

4. Hyphenation

- Word's automatic hyphenation must not be used and must be deactivated.
- “Hard” manual hyphens (inserted using the “-” key) must not be used, as this leads to “stranded hyphens” when changes are made!
- Hyphenation must be performed manually using the “optional hyphen”—i.e., the key combination “Ctrl” + “-”.

5. Fonts

- As a general rule, the *Times New Roman* font is used. For other languages and writing systems, the following fonts are used:
 - „Runic“-Turkic: Orkhon
 - Chinese / Chinese characters: KaiTi
 - Coptic: Kephala
 - Pahlavi:
Khusro & Ardashir / Shapur & Bahram
<http://minerva.stkate.edu/offices/academic/classics.nsf/pages/pahlavifonts>
Ham_dibirih
<http://www.fravahr.org/spip.php?article185>
Pahlavi script (inscriptions)
http://www.iranchamber.com/scripts/pahlavi_script.php

The fonts can be provided upon request. If additional or different fonts are to be used, the publishers should be consulted beforehand.

6. Footnotes

- only footnotes are used, not endnotes;

- In principle, footnote numbers in the text follow the punctuation marks—that is: ,¹ .² !³
- In the footnotes, references to the literature are abbreviated as follows: Poppe (1965), p. 54; Poppe (1965), pp. 54-55 (instead of Poppe (1965), p. 54-55 or Poppe (1965), p. 54 f.); Poppe (1965), pp. 54–61 (instead of Poppe (1965), p. 54–61 or Poppe (1965), pp. 54 ff.);
- Where an author has published several works in the same year, they are cited as follows: Poppe (1965a), Poppe (1965b), etc. – and this is indicated accordingly in the bibliography;
- The abbreviations ‘p.’ (sing.), ‘pp.’ (pl.) or ‘S.’ (pl. and sing.) are used consistently to denote ‘pages’;
- The abbreviations ‘col.’ (sing.), ‘coll.’ (pl.) or ‘Sp.’ (pl. and sing.) are used consistently to denote ‘columns’.

7. Quotations

- References or source citations do not appear in the running text (e.g., APA guidelines, Harvard referencing, MLA style, etc.), therefore full references in the footnotes rather than author-date citations in the text”

- Citing monographs:

ANISIMOV, A[RKADIJ] F[EDORVIČ] (1991): *Kosmologische Vorstellungen der Völker Nordasiens*. Hamburg (Studia Eurasia II).

where there are several authors:

DIÓSZEGI, VILMOS / HOPPÁL, MIHÁLY: *Shamanism in Siberia*. Budapest 1978 (Bibliotheca Uralica 1).

- Citing articles:

GIBSON, TODD (1997): Notes on the history of the shamanic in Tibet and Inner Asia. In: *Numen* 44 (1). January 1997, pp. 39–59.

where there are several authors:

MIRONOV, N[IKOLAJ] D[MITRIJEVIČ] / SHIROKOGOROFF, S[ERGEJ] M[ICHAJLOVIČ] (1924): Šramaṇa-Shaman. Etymology of the word „shaman“. In: *JRAS* (North-China Branch), LV. 1924, pp. 105–130.

- Citing articles in anthologies, etc.:

HAJDÚ, PÉTER (1963): Von der Klassifikation der samojedischen Schamanen. In: DIÓSZEGI, VILMOS (Hrsg.): *Glaubenswelt und Folklore der sibirischen Völker*. Budapest, pp. 161–190.

where there are several editors:

KURATH, GERTRUDE PROKOSCH (1950): Shaman. In: LEACH, MARIA / FRIED, JEROME (Hrsgg.): *Standard dictionary of folklore, mythology, and legend*. New York, coll. 1003 a–1004 a.

- The first names of authors and editors are always written in full!
- The authors’ full names should be given in small capitals in the bibliography (“POPPE, NIKOLAUS” rather than “Poppe, Nikolaus”), as should surnames in the footnotes. The names of authors mentioned in the main text should also be written in small capitals.
- Page numbers should always be given in full; for example, pp. 723–726 rather than pp. 723–6 or pp. 723–26.
- The suffixes of ordinal numbers are always written in superscript: 1st instead of 1st, 2nd instead of 2nd, 3rd instead of 3rd, 4th instead of 4th ...

8. Illustrations

- All illustrations are numbered consecutively in a single sequence;
- The volume must be accompanied by a list of illustrations, in which the source of each illustration is recorded;
- Photographic material / facsimiles must be provided at a resolution of 600 dpi;

- Graphics must be compatible with the template and must not disrupt the text flow at page breaks. Furthermore, they must not extend beyond the specified margins.
- All illustrations are given a caption, which is listed identically in the list of illustrations, stating the illustration number.

9. Tables

- Tables must be compatible with the template and must not extend beyond the specified margins.
- All tables have a heading!

10. Dates

- All dates are given without ‘zeros’ (i.e. ‘4.5.1764’ instead of ‘04.05.1764’) and only Arabic numerals are used (i.e. ‘3.12.1652’ instead of ‘3.XII.1652’).

11. Transcriptions

- For Turkish, the transcription and orthography current in Turkey apply;
- The standards of the Deutsche Morgenländische Gesellschaft (DMG) apply to the Arabic script as used in the literary languages of the ‘Islamic world’;
- The International Alphabet of Sanskrit Transliteration (IAST) is used for the transliteration of Sanskrit;
- Pinyin (*Hànyǔ Pīnyīn Fāng'àn*) is used for the transcription of Standard Chinese, whilst IPA-based systems are used for phonetic transcriptions;
- For the transcription of the Cyrillic alphabet as used in the Slavic languages, German and French publications follow the Continental European Library Standard (see Appendix below), whilst English publications follow the Library of Congress Standard (see Appendix below).

Appendix:

Cyrillic script (modern, basic forms)	Continental European library standard	Standard of the Library of Congress
Аа	Aa	Aa
Бб	Bb	Bb
Вв	Vv	Vv
Гг	Gg	Gg
Дд	Dd	Dd
Ее	Ee	Ee
Ёё	Ěě	Ěě
Жж	Žž	Zh zh
Зз	Zz	Zz
Ии	Ii	Ii
Йй	Jj	ĲĲ
Кк	Kk	Kk
Лл	Ll	Ll
Мм	Mm	Mm
Нн	Nn	Nn
Оо	Oo	Oo
Пп	Pp	Pp

Рр	Rr	Rr
Сс	Ss	Ss
Тт	Tt	Tt
Уу	Uu	Uu
Фф	Ff	Ff
Хх	Ch ch	Kh kh
Цц	Cc	$\widehat{T}s \widehat{ts}$
Чч	Čč	Ch ch
Шш	Šš	Sh sh
Щщ	Šč šč	Shch shch
Ыы	Yy	Yy
Ьь	,	,
Ээ	Ěě	Ěě
Юю	Ju ju	$\widehat{I}u \widehat{i}u$
Яя	Ja ja	$\widehat{I}a \widehat{i}a$