

## A very basic style guide

All text in Times New Roman 12 points.

Most important: Use intext citations like (Bazin 1961: 41). Nothing else! At the end, put a bibliography in this style:

Bauman, Zygmunt. 2007. *Liquid Times: Living in an Age of Uncertainty*. Cambridge: Polity Press.

Bazin, André. 1961. *Qu'est-ce que le cinéma?* [4 volumes]. Paris: Cerf. Engl.: *What Is Cinema?* [2 volumes]. Berkeley: University of California Press, 2005.

Benezra, Neal. 2002a. "Raw Materials" in R. Morgan (ed.), *Bruce Nauman*. Baltimore: The Johns Hopkins University Press, 23–40.

Bostrom, Nick. 2003. "Are you Living in a Computer Simulation?" in *Philosophical Quarterly* 53, 144–67.

Put the full name for every entry (first name and fully spelled out family name). Do not put ----- for repeated authors.

Use footnotes only when you want to add something to the text. Do not use them for referencing. The intext citation is enough for referencing.

If you quote text in the footnotes, do also only use intext citations such as (Bazin 1961: 41).

The intext quotation should come like this:

He is "on the side of death and of all dichotomies because he transcends them" (Le Bot: 6).

Please pay attention to the place of the final quotation marks and the period.

Make **subtitles** every 3 to 5 pages. The subtitles should be numbered and come in **bold**.

Block quotations are indented half an inch. We make block quotations when the quotation is more than 5 lines long.

Translations of texts must be official translations. Only when the text has not been translated can you provide your own translation.

The book must come in perfect English.

When preparing an entire book, separate the chapters by using a **section break** (not a simple page break). The section break can be found in the layout – breaks menu. Chose the last one, which is the “odd page” break. Then every chapter will start on an odd page.