

Style Sheet for ForumSprache

ForumSprache will only accept articles that have not been previously published elsewhere. The format of your manuscript should conform to our specific requirements. Please download the prepared template at www.hueber.de/forum-sprache and key in your manuscript directly. If you need to include previously formatted text, please do so using the toolbar instruction sequence Bearbeiten – Inhalte einfügen – unformatierten Text / Edit – Paste/Insert content – non-formatted text to avoid your previous format being accepted. It would assist us greatly if you would avoid any further formatting of your own. In the template you will find a sample text that shows you exactly what we require.

We also need you to adhere to the following **guidelines**:

Each article is to be preceded by an Abstract (max. 200 words) written in three different languages: English, German and a Romance language. The article is written in one of these languages. The Abstract should avoid mentioning material sources. Please understand that we will not be able to provide any translations of the Abstract.

On the following page the name and contact details of the author or authors should be included. The article should begin on page three. All pages should be numbered. The article should be structured using sub-headings on a maximum of two levels. In both German and English please use raised straight inverted commas to open and close quotations. For other languages please follow the usual convention. Please do not separate words at the end of lines.

Articles should be between 5.000 and 7.000 words in length and be followed by an exact bibliography. Should you wish to use photographs or illustrations for which you do not own the copyright, please first consult our editors-in-chief who will inform you about the necessary requirements. All illustrations must be accompanied by details of the source and the copyright holder. As a general rule, you should number all illustrations and save them in a separate file giving exact details of the source and where they should be placed in your text. We would ask you, therefore, to provide such materials with a caption and a number (e.g. Fig. 1: Frequency of question types) and refer to this in your text. Under Formatvorlage/ Format template you will find the pre-set format for any such captions.

Please use as few footnotes as possible. As a general rule, provide all references and additional information within the text corpus. All gender-discriminatory terms are to be avoided.

In the first instance, please send us your article as a WORD file. We would also require a hard copy of the final version after any possible revision work has been completed.

Quotation of source materials

- **Quotations and cross-references** within the text corpus: author's surname and year followed by a colon and the page number.
Example: (Habermas 1960: 12) or as Habermas (1960: 12) says ...
- When **two authors** are involved, please quote as follows: (Klippel & Doff 2007: 25)
- When **three or more authors** are involved, the names should be separated by commas and the last name preceded by "&": (Bausch, Christ & Krumm)
- When quoting several works from one and the same author in any one year, please add a, b, etc. to the year (Hüllen 1990a)

Bibliography

- The following conventions apply to the list of source materials:
 - First names should be abbreviated.
 - Names of magazines and journals should not be abbreviated.
 - For edited volumes written in English or Spanish use (ed.) or (eds.).
 - For edited volumes written in French use (dir.) or (dirs.).
 - For edited volumes written in Italian use (a cura di). The language of the publication listed is the decisive factor, not the language of your contribution.
 - Titles of books and names of magazines and journals should be in italics.

Example:

Ellis, R. (2008). *The Study of Second Language Acquisition*. Oxford: Oxford University Press (2nd edition).

Karbe, U. & Piepho, H.-E. (2000). *Fremdsprachenunterricht von A-Z*. Ismaning: Hueber.

Kleinschroth, R. (1996). *Neues Lernen – Kinder und der Medienmarkt der 90er Jahre*. Hamburg: Westdeutscher Verlag.

Kolb, E. (2008). ‚Almabtrieb‘ is something like a cattle drive: Sprachmittlungskompetenz systematisch schulen. In: *Der Fremdsprachliche Unterricht Englisch* 93, 11-19.

Spolsky, B. (2008). Introduction: What is Educational Linguistics? In: Spolsky, B. & Hult, F. (eds.). *The Handbook of Educational Linguistics*. Oxford: Blackwell, 1-9.

- When quoting websites, please give the date of access.

Example:

<http://www.isb-gym8-lehrplan.de/contentserv/3.1/g8.de/index.php?StoryID=26737>
(Accessed on 29.12.2008)