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[A] Heading of the first part¹

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Paragraphs which are not the first paragraphs under a heading or after a blank line should be indented by 0.75 cm. The length of your paper should be between 5.000 and 7.000 words (plain text including all footnotes² and excluding references).

Quotes of three lines or more should be displayed left-aligned, in 12pt italics. They are not indented. Here is an example:

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Direct quotes under three lines are to be included into the text: “This quotation is under three lines and thus has to be integrated into the text” (Sanders et al. 2001³: 44). Please use “cf.” to indicate indirect quotations (cf. Barbu / Schippel 2010).

¹ Please do not number your sections. Just indicate the heading of a section by using [A], [B] or [C] for the various levels. Please do not use any formatting.

² Please use footnotes, NOT endnotes. Footnotes should be in 11 pt.

³ If there are three or more authors, please use et al. in brackets in the text.

Figures and tables have a caption of 10pt font size, they are numbered subsequently throughout the paper. Figures and tables are left-aligned. Here you have an example:

Figure 1: an empty table

If you are referring to a translation and its source text or vice versa please enter the *Title of the source text in italics* [*title of the translation at hand in italics in square brackets*] or vice versa. If there is no published translation, please enter the *Title of the source text in italics* (own translation of the title in round brackets without italics). When you cite a translation, please put author and translator into the reference: “This is a quote from a translation” (Last Name Author/Last Name Translator Year: Page). If your article contains examples in another language than English, French or German, a translation has to be added:

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References (Times New Roman, 16 pt, left-aligned)

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Primary sources (Times New Roman, 14 pt, left-aligned)

Claudel, Paul / Hegner, Jakob (transl.) (1913): *Verkündigung*. Hellerau b. Dresden: Hellerauer-Verlag [L'Annonce faite à Marie (1912), Paris: Gallimard]⁴.

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Secondary sources (Times New Roman, 14 pt, left-aligned)

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⁴ If available, please add all information on the source text in square brackets. Sometimes it is unclear what version of a text served as the source text, please feel free to add information regarding this issue.

Texte. Bausteine für eine Geschichte des interkulturellen Wissenstransfers. Berlin: Frank & Timme, 353-362.

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Zwischenberger, Cornelia & Behr, Martina (eds.) (2015): *Interpreting Quality: A look around and ahead.* Berlin: Frank & Timme.