

## Guidelines for Publishing Cultural Reports

**Date: January 2024**

Reports should promptly inform about a cultural event. They aim to present the author's engagement with an event such as an exhibition, a reading, a concert. Please provide an objective description of the presented subject matter, describe the presentation style, and outline the main purpose of the event from a clearly defined perspective. In addition to presenting facts and proceedings, highlight the event's defining moments and provide concise personal observations. To provide context, you may refer to a program or accompanying materials at the end. The report should invite readers with its language and style and should be aimed at an informed yet non-specialized audience. Therefore, it should be informatively clear and, if applicable, engaging in a popular manner. Please send us your text as a Word document and provide the following information about yourself as the author: Name, email address, institution, or location.

After receiving your email submission, your report will be reviewed by our editorial team (potentially involving external expertise). If necessary, the editorial team may request changes. Once the report is ready for publication, you will receive a preview and the scheduled publication date via email. Typically, we only accept original submissions. In exceptional cases, please initiate contact with the editorial team for inquiries.

Contact: [gestern-romantik-heute@uni-jena.de](mailto:gestern-romantik-heute@uni-jena.de)

### Text Formatting Rules

The report should not exceed **2,000 words** in length.

#### 1. Spelling and Grammar

- Follow the latest spelling and grammar rules; quotations should maintain their original spelling.

#### 2. Main Text Format

- Present the **main text** in **justified text** and without hyphenation; do not insert extra spaces between regular paragraphs. Do not use tabulators, spaces, or similar at the beginning of paragraphs. Maintain a consistent font size, including for headings.

- **Quotations** from participants of the event must be indicated by quotation marks. Ellipses should be represented by square brackets and three dots. When mentioning names, please omit academic titles.
- **Titles** of works should be italicized. **Italics** are also used to emphasize important terms and concepts.

### 3. Minor Details

- **Hyphens:** Short hyphen (e.g., Viardot-Garcia), en dash for ranges (e.g., 1833–1897), or em dash: – (ALT 0150).
- **Musical note letters:** italicized: *a*, *h*, *C*; **Range notation:** Superscript number instead of a hyphen: *c*<sup>2</sup>; **Key signatures:** straight: A major, c minor.
- Non-breaking **space** (hold down Ctrl or Ctrl + Shift, then press space) after p., vol., vols., pt., and between abbreviations like e.g., i.e. ...
- **Apostrophe:** ' instead of ´ or `! (Pay attention to the direction of the curve.)
- **Abbreviation** principles: Please generally use few and common abbreviations in the text. For institutions, spell out the full name at the first mention and add the abbreviation in parentheses. For universities (FU Berlin = Free University of Berlin) and place names (Frankfurt am Main), please spell out. Special characters like %, € should be spelled out in the text.