Zwl Sprache

Zwickauer Forum Interkulturelle Kommunikation und Sprache

Stylesheet for

Manuscript layout, quotations and bibliography

for *ZwIKSprache*

and

student papers at the

Faculty of Applied Languages and Intercultural Communication

Created by Nadja Farouni and Thomas Johnen;

English Version by Lisa Friedrich

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WHZ Westsächsische
Hochschule Zwickau
University of Applied Sciences

WHZ Fakultät
Angewandte Sprachen und
Interkulturelle Kommunikation

1   General Information on publishing work in ZwIK Sprache

The publication languages of *ZwickSprache* are primarily Chinese, German English, French, Portuguese and Spanish and only occasionally other languages.

Each contribution published will be preceded by a summary of approximately 150 words, followed by three to six keywords to facilitate the automatic search for publications on the topic. Both the summary and the keywords must be written in German and English and/or another *ZwickSprache* publication language.

Authors are asked to include a short biographical note on their research areas, place of work, the most important publications, ongoing research, etc. (maximum 8-10 lines), which will be published at the end of the publication.

2   Sending the manuscripts
(also applies to student projects that are submitted digitally)

The manuscript will be sent as an e-mail attachment in the following formats:

•   Word (for Windows) or RTF (Rich Text format),

•   Additionally as PDF.

Important: Please check phonetic symbols and other special characters in the PDF and supply the character set if necessary.

3   Figures (also applies to student projects)

• Tables and figures in the text are given a caption and numbered (reference is made to this numbering in the body text).

• Also submit figures in the text in original format;

• JPEG or TIFF file with a minimum resolution of 300 dpi;

• In the case of photographs or figures by other authors, the exact source must be indicated.

4 Layout (also applies to student projects that are submitted digitally)

- Please switch off hyphenation in your word processing program (only applies to manuscripts for the ZwiIKSprache series - not for Bachelor theses)

- foreign-language expressions in the current text are italicized;
- **Side margins:**
  o Top: 2,5cm
  o Bottom: 2,5cm
  o Left: 2,5cm
  o Right: 2,5cm
- Font: Tahoma

- **Font size(s):**
  o Name of the Author: 14 pt;
  o Chapter headings: 16 pt / bold;
  o Subheadings: 14 pt / bold;
  o Continuous text: 14 pt;
  o Summary: 11pt;
  o Bibliography: 12 pt;
  o Quote from 4 lines: 12 pt;
  o Footnotes: 12 pt.
- Line Spacing:
  o Continuous text and bibliography: 1.5 lines,
  o Summary and footnotes: 1.0 line.
- first line indent, indentation of quotations and hanging first line indent in footnotes: 6 mm
- Footnotes are separated from the continuous text by a footnote line

5. Quotation in the text (also applies to student projects)

- Note all changes and omissions of the author with […];

- Indicate all specially inserted additions in the quotation by [addition to the quotation] and (author's note)

  > Müller (2005: 36) says, that „[...] das Wesen der [englischen (author's note.)] Sprache hochinteressant ist".

- From 4 lines, separate paragraph, intended (0.6 cm), without quotation marks;

- Quotations in German, English, Latin and Romanic Languages do not need to be translated;

- Quotations from other languages are cited as indicated above and translated in the footnotes;

6 References in the text (also applies to student projects)

Fundamentals

Please insert the references in the text according to the (author year: page)- system, e.g..:

- (Schmitt 1991: 345-347) at the end of a verbatim quotation;

- (cf. Schmitt 1991: 345-347) in the case of a non-literal borrowing;

- „Schmitt (1991: 345-347), on the other hand, argues that..." - when the quoted author is syntactically integrated into the text.

Please refrain from using "s." and "sq." and always state the exact page number(s) instead.

6.1 Bibliographical references

- For up to three authors, the author surnames are separated by a slash (/):

  - (cf. Kabatek/Pusch 2009: 231)

- If there are more than three authors, *et al.* is added after the first author's name:

  - (cf. Kabatek *et al.* 2007: 155)

- Several titles by the same author from the same year are distinguished by small letters, e.g:

  - (cf. Schmitt 1991**a**: 345-347; Schmitt 1991**b**: 226-227; Schmitt 1991**c**: 5).

- In the case of Lusophone authors with several surnames, only the last one is cited, e.g:

  - Susani Silveira Lemos França → (França 2018: 64)

7 Bibliography (also applies to student projects)

Fundamentals

- All entries in the bibliography should be sorted alphabetically by surname.

- Several publications by one author are listed chronologically (the author's oldest publications first).

- Several publications from the same publication year by the same author are distinguished by lower case letters (a, b, c etc.) after the publication year.

- Publications with several publishing locations or several publishers at the same location are separated by semicolons (;) (location 1; location 2: publisher or location: publisher 1; publisher 2).

- Create a hanging indent for each entry (see examples) (right mouse button > Paragraph > Special indent > Hanging)

Please create the bibliographic entries for the following categories according to the following scheme.

7.1 Monographs and Anthologies

For one author

Surname, first name (year): Title. Place: Publisher (Series; No.).

Han, Peiqi (2018): *Soziale Ausgrenzung in den Dokufiktionen des chinesischen Regisseurs Jia Zhangke.* Baden-Baden: Tectum. (example without series)

Lüsebrink, Hans-Jürgen (1983): *Kriminalität und Literatur im Frankreich des 18. yearhunderts: Literarische Formen, soziale Funktionen und Wissenskonstituenten von Kriminalitätsdarstellung im Frankreich der Aufklärung.* München; Wien: Oldenbourg (Ancien Régime, Aufklärung und Revolution; 8). (example with series)

With one editor

Surname, first name (ed.) (year): Title. Place: Publisher (Series; No.).

Oviedo, Alejandro (ed.) (1998): *Lengua de señas y educación de sordos en Colombia.* Bogotá: Instituto Nacional para Sordos. (example without series)

Busch-Lauer, Ines-Andrea (ed.) (2019): *DaFF-Impulse – Deutsch als Fremd- und Fachsprache an Hochschulen*. Berlin: Frank & Timme (Studien zu Fach, Sprache und Kultur; 7). (example with series)

For Lusophone authors

Last surname, first name(s) (possibly suffix) first to penultimate surname (year): *Title*. Place: Publisher (Series; No.).

Oliveira, Ricardo Soares de (2015): *Magnifica e miserável: Angola desde a guerra civil.* Lisboa: Tinta-da-China. (example without series)

Vázquez Cuesta, Pilar / Luz, Maria Albertina Mendes da (³1987): *Gramática portuguesa*, 2. Vol. Madrid: Gredos (Biblioteca Románica Hispánica III: Manuales; 9). (example with series Spanish and lusophone author)

For Dutch authors and titles of nobility

Surname, first name with name affix (year): Title. Place: Publisher (series; no.).

Dijk, Teun A[drianus] van (1980 [1978]): Textwissenschaft: Eine interdisziplinäre Einführung, aus dem Niederländischen von Christoph Sauer. Tübingen: Niemeyer.

For two authors

Last name, first name / Last name, first name (year): Title. Place: Publisher (Series; No.).

Vilela, Mário / Koch, Ingedore Villaça (2001): *Gramática da língua portuguesa: Gramática da palavra, gramática da frase, gramática do texto*. Coimbra; Porto; Lisboa: Almedina.

For two editors

Last name, first name / Last name, first name (eds.) (year): Title. Place: Publisher (Series; No.).

Rosenstock, Rachel / Napier, Jemina (eds.) (2016): *International sign linguistic, usage, and status issues*. Washington, DC: Gallaudet University Press (Sociolinguistics in deaf communities series; 21).

For more than two authors / editors

Just as in the previous examples, indicating all author names or publisher names (eds.).

Rehbein, Jochen / Schmidt, Thomas / Meyer, Bernd / Watzke, Franziska / Herkenrath, Annette (2004): *Handbuch für das computergestützte Transkribieren nach HIAT.* Hamburg: Universität Hamburg, Sonderforschungsbereich 538 Mehrsprachigkeit (Arbeiten zur Mehrsprachigkeit; 56).

7.2   Articles in anthologies

Surname, first name (year): "Title", in Last name, first name/Last name, first name (eds.): Title. Place: Publisher (series; no.), [page reference].

Löffler, Heinrich (1998): „Sprache als Mittel der Identifikation und Distanzierung in der viersprachigen Schweiz", in: Reiher, Ruth/ Kramer, Udine (eds.): *Sprache als Mittel von Identifikation und Distanzierung.* Frankfurt am Main: Lang (Leipziger Arbeiten zu Sprach- und Kommunikationsgeschichte; 5), 11-37.

7.3   Journal articles in scientific journals

Surname, first name (year): "Title", in: journal (place [only if necessary for identification]) [volume], [no.], [page reference].

Chiao, Hui-Fang (2015): „Konzeption und methodisch-didaktische Herausforderungen für den Übersetzungsunterricht in einem bikulturellen Lernsetting mit chinesischen und deutschen Studenten", in: *CHUN-Chinesischunterricht* 30, 66-74. (example without issue number)

Martín Larios, Sandra (2020): „Künstliche Intelligenz: Die große Wende in der Geschäftswelt", in: *Economía hispano-alemana: Das deutsch-spanische Wirtschaftsmagazin,* 3, 18-25. (example without volume number)

Rentel, Nadine (2012): „Code Switching in spanischen SMS", in: *Zeitschrift für Romanische Sprachen und ihre Didaktik* 6, 2, 107-126.

7.4 Dissertations and other academic theses as well as conference papers and reviews

Dissertations and other academic theses

Surname, first name (year): Title. Type of work. Place: University.

García, Oscar (2010): *Guerrilleros de papel: La representación del guerrillero en seis novelas centroamericanas de los anos setenta y ochenta*. Doctoral Dissertation. Stockholm: Stockholm University, Department of Spanish, Portuguese and Latin American Studies.

Schmidt-Radefeldt, Jürgen (1978): *Aspekte einer Dialogtheorie von Frage-Antwort-Sequenzen (anhand von Beispielen aus dem Französischen, Portugiesischen und Deutschen)*. Habilitationsschrift. Kiel: Christian-Albrechts-Universität.

Silva, Tabita Fernandes da (2001): *Classes verbais e algumas questões pragmáticas em ka'apór. Dissertação de Mestrado*. Belém: Universidade Federal do Pará.

Reviews

Last name / first name Reviewer (year): [Review of] "Bibliographical details of the reviewed work", in: Journal [Volume], [No.], [Page(s)].

Johnen, Thomas (2014): [Review of] „Frederiks, Bernardus Th. J. (2009 [1859]): *Woordenlijst der in der landstaal van Curaçao meest gebruikelijke woorden,* alphabetisch neu geordnet mit dem heutigen Sprachstand verglichen und etymologisiert von Johannes Kramer. Hamburg: Buske (Kreolische Bibliothek; 22)", in: *Lusorama* 97-98, 254-265.

conference-/ meeting papers

Last name, first name (year): "Title", in: Surname, first name (eds.): Title: Type of document. Place: Publisher (series; no.), [page(s)].

Fetscher, Doris (2002): „Une ébauche littéraire de la ville d'Alger: Lieux critiques dans Mamoun, l'ébauche d'un idéale de Chukri Khodja", in: *Alger: Lumières sur la ville; actes du colloque international du 4 au 6 mai 2002 à l'EPAU*, volume II. Alger: EPAU, 695-702. (example without eds.)

Mehlich, Diane (2003): "Was ist Sprachpolitik? Theoretische Aspekte", in: Mehlich Diane/ Arnold, Rainer/ Grau, Nicola/ Dolnik, Juraj /Arens, Meinolf/ Dumbrava, Vasile (eds.): *Nationale Sprachpolitik und europäische Integration: Tagungsbericht der forost-Projektgruppe III*. München: Forschungsverband Ost- und Südosteuropa, 7-15. (example with eds.)

7.5   Articles from daily and weekly newspapers (print editions)

Weekly newspaper

Last name, first name (year): "Title of article", in: name of newspaper [volume number] (place [only if necessary for identification]), [issue number (period of publication), [page(s)].

Dadrian, Eva (2012): „La Chine-Afrique: Nouvelle politique?", in: *Al-Ahram Hibido* 19, 948 (14.-20.11.2012), 12.

Daily newspaper

Last name / first name (year): "Title of article", in: name of newspaper [year number] (place [only if necessary for identification]), [issue number] (date of newspaper), [page(s)].

Reis, Barbara (2018): „Ribeiro Telles quer abrir portas internacionais para a CPLPL", in: *Publico* 29 (Porto), 10465 (15.12.2018), 8-9. (example with place)

Khan, Ahmer / Ratcliffe, Rebecca (2019): "'This is injustice': Indian clampdown in Kashmir fuels anger and disbelief", in: *The Guardian* (10. August 2019), 25.

letter to the editor

Last name / first name (year): "Title of Letter to the Editor" [Letter to the Editor], in: name of newspaper [year number] (place [only if necessary for identification]), [issue number] (date of newspaper), [page(s)].

Hassan, Ahmad (2012): „La religion et les nouvelles obsessions" [letter to the editor], in: *Al-Ahram Hibido* 19, 948 (14.-20.11.2012), 2.

7.6   Literature from the Internet

Fundamentals

Monographs, edited volumes, articles from journals, newspapers and anthologies as well as academic papers, conference papers and conference proceedings are listed in the same way as printed publications (see previous pages) and supplemented at the end by the following addition:

…, at: Web address (DD.MM.YYYY of last access).

If there is a DOI (Digital Object Identifier), this should be specified; in this way, a consultation date can be omitted. The entry ends without a period.

Dieng-Weiß, Sabine (2019): *Spanische Fachkräfte in der Krankenpflege in Deutschland: Erwartungen und Erfahrungen*. Zwickau: Westsächsische Hochschule Zwickau, Fakultät Angewandte

Sprachen und Interkulturelle Kommunikation (ZwIKSprache; 1), DOI: 10.34806/q7yr-7c44 (example. monograph with DOI)

Oviedo, Alejandro (2003): *Un estudio sobre la estructura de las señas de la Lengua de Señas Venezolana*. Mérida: Universidad de Los Andes, retrieved from: http://www.cultura-sorda.org/estudio-estructura-senas-lsv/ (01.02.2021). (example. monograph with URL)

Fetscher, Doris/ Becker, Susanne (2019): "Zum Panel MehrSpracheN im Zeichen von Migration: Die Verhandlung von Migration und Mehrsprachigkeit im Diskursfeld Schule", in: Ballis, Anja / Hodaie, Nazli (eds.): *Perspektiven auf Mehrsprachigkeit: Individuum-Bildung-Gesellschaft*. Berlin; New York: de Gruyter (DAZ-Forschung; 16), 247-260, DOI: https://doi.org/10.1515/9783110535334 (example anthology with DOI)

Fetscher, Doris/ Becker, Susanne (2019): "Zum Panel MehrSpracheN im Zeichen von Migration: Die Verhandlung von Migration und Mehrsprachigkeit im Diskursfeld Schule", in: Ballis, Anja / Hodaie, Nazli (eds.): *Perspektiven auf Mehrsprachigkeit: Individuum-Bildung-Gesellschaft*. Berlin; New York: de Gruyter (DAZ-Forschung; 16), 247-260, retrieved from: https://www.degruyter.com/document/doi/10.1515/9783110535334/html (04/03/2021). (example anthology article with URL)

Busch-Lauer, Ines (2012): "Abstracts – eine facettenreiche Textsorte der Wissenschaft", in: *Linguistik Online* 52, 2/12, 5-22, DOI: https://doi.org/10.13092/lo.52.293 (example newspaper article with DOI)

Hartinger, Julia (2018): "Mögliche Grenzen und Potenziale von digitalen Deutschlernmaterialien für Geflüchtete", in: *Verbum et Lingua* 11, 25-42, retrieved from: http://verbumetlingua.cucsh.udg.mx/sites/default/files/v11_02.pdf (01/02/2021).

Johnen, Thomas (2009): "A violência no romance O Matador de Patrícia Melo", in: *Living between Fear and Expectation - Conference May 12-14 2009: Abstracts and Conference Proceedings*. Stockholm: Latinamerika-Institut (Stockholm Papers in Latin American Studies), 1-13, retrieved from: http://urn.kb.se/resolve?urn=urn:nbn:se:su:diva-29321 (01/02/2021).

Fischer, Malte (2016): „Die Krise des Kapitalismus", in: *Wirtschaftswoche* [online], 16 (23 March 2016), retrieved from: http://www.wiwo.de/my/politik/konjunktur/weltwirtschaft-die-krise-des-kapitalismus/13357792.html (01/02/2021).

Morazán, Rosa (2015): "Honduras con mayor nivel de pobreza, según la Cepal", in: *La Prensa* [online] (23 November 2015), retrived from: https://www.laprensa.hn/economia/904494-410/honduras-con-mayor-nivel-de-pobreza-seg%C3%BAn-la-cepal (01/02/2021).

Other publication

Last name, First name (year): „Title", retrived from: Webadresse (DD.MM.YYYY of last access) [possibly DOI].

Asbrock, Doreen (2006): „Frühkindliche Zweisprachigkeit", retrived from: https://www.bielefelder-institut.de/fruehkindliche-zweisprachigkeit.html (02/12/2020).

7.6 Videos, movies and other (online-)media

documentaries and feature movies

Name of the movie. Director: Name of the director. Country: Producer, year of production. Version: Type, year of publication of the version. Duration of the movie.

Black Berlim. Regie: Sabrina Fidalgo. Brasilien 2009. Fassung: Porta Curtas, s.d., 0:13:00, retrived from: https://portacurtas.org.br/filme/?name=black_berlim (08/06/2021) (example short movie on short movie portal Porta Curtas without release date).

Cem Anos de Imigração Judaica do Leste Europeu ao Brasil. Regie: Marcio Pitliuk. Brasilien: Ministério da Cultura, 2011. Fassung: DVD, 2011. 0:50:00 (example. documentary on DVD).

Fardosa. Regie: Rukia Mahamed, Iqlaas Osman & Anton Tammi*.* Finnland, 2019. Fassung: Vimeo, s.d., 0:10:38, retrived from: https://vimeo.com/557069253 (08/06/2021). (example short film on Vimeo without release date).

Sentido (en) Común: ein Dokumentarfilm über die Revolte in Chile. Regie: Sophia Boddenberg & Michell Moreno. Chile 2020. Fassung: YouTube, aufgespielt am: 22.10.2020, 1:03:30 retrived from: https://www.youtube.com/watch?v=i9cEO7yjuEU (08/06/2021) (example documentary on YouTube with recording date).

Series   Name of the series episode (Name of the series [No. of the season] - Episode [No. of the episode]. Production: [name of producer]. Director: [director's name]. Country, year of production, duration of the episode (h:min:sec), (possibly retrived from: link + date of last access).

Mästaren Theodor Kallifatides. (Mästaren Säsong 1 — episode 1). production: Anders Jansson; Regie: Martin Vårdstedt. Schweden 2019, 0:23:00, retrived from:

https://www.svtplay.se/video/26598674/mastaren/mastaren-sasong-1-theodor-kallifatides, (20/12/2020).

News program *Title of the news program* (date), type, duration, country, broadcaster, moderation, retrived from: broadcast Web address (DD/MM/YYYY of the last access).

> *Telediario 21 horas* (31.05.2020), Video, 0:52:05 min., Spanien, RTVE, Lluís Gulera / Lara Siscar, retrived from: https://www.rtve.es/alacarta/videos/telediario/telediario-21-horas-31-05-20/5586183/ (19/08/2020).

Institutional/

PR-videos Institution (year): *Title of the videos*. Video, lenght. Country. Director: Director's name, at: Web address (DD/MM/YYYY of last access).

> ZDF (2018): *Ein Tag im ZDF heute-journal*. Video, 0:18:00. Deutschland. Regie: o.A., retrived from: https://www.zdf.de/nachrichten/heute-journal/videos/ein-tag-im-heute-journal-100.html (11/08/2020).

> RTVE (2014): *Telediario: Historia de una imagen*. Video, 0:47:00. Spanien. Regie: Marta Carazo / Olegario Marcos, retrived from: http://lab.rtve.es/telediario-historia-de-una-imagen/documental/ (19/08/2020).

lectures/ video messages:

> Surname, first name (year): Title of the video. Video, duration, published on youtube on [publication date], at: Web address (DD/MM/YYYY of last access).

> Adichi, Chimamanda Ngozi (2009): *The danger of a single story*. Video, 0:13:33, retrived from: https://www.ted.com/talks/chimamanda_ngozi_adichie_the_danger_of_a_single_story?id_curso=669 (08/06/2021) (example without recording date)

> Oviedo, Alejandro (2020): *Comentarios sobre el concepto "cultural appropriation"*. Video, 10:36 min., published on youtube on 02/04/2020, retrived from: https://www.youtube.com/watch?v=BGsVIh9X6PM (01/02/2021) (example with recording date).

Other Videos

general information

There are many videos of different origins available on the internet today, which do not contain all the information that is usual for feature films or documentaries. Sometimes these are recordings of lectures, interviews or non-institutional promotional videos, video blogs by influencers, etc. Therefore, the information in the bibliography may vary. However, the type of video should be specified in square brackets.

Title of the video, [type of video], duration. (possibly country, year of production) (possibly producer), (possibly recording date), retrieved from: Web address (DD/MM./YYY of last access) [possibly DOI: xxx].

Adela Cortina sobre la crisis del Covid-19: "Este es un momento clave para las empresas". [Interview], 0:15:43. Spanien 2020. Produktion: Universidad de Deusto / Deustuko Unibertsitatea,, published on youtube on: 21/04/2020, retrived from: https://www.youtube.com/watch?v=getPC4CQLqw (01/02/2021). (example for interview with known producer).

Barack Obama on Family, Music, Science and Good Leadership: BookTube. [Dokumentarvideo], 0:20:31. USA 2020. Regie: Nadia Hallgren: Produktion: Rachel Neubeck, YouTube Entertainment, published on youtube on 16/12/2020, retrived from: https://www.youtube.com/watch?v=rI7GRUhWtuI (04/03/2021). (example for documentary video with well-known director and producer).

Buen vivir, Sumak kawsay: Una oportunidad para imaginar otros mundos. [recording of a panel discussion]. 0:46:13. Ecuador 2015. Produktion: Universidad Andina Simón Bolívar – Sede Ecuador, published on youtube on 08/04/2015, retrived from: https://www.youtube.com/watch?v=JSTjNhS8qi0 (01/02/2021). (Example of recorded panel discussion with well-known producer).

Renata Flores, la adolescente peruana que se hizo viral con música en quechua. [documentary video], 0_04:38. Perú 2019. Produktion: Wayka.pe, published on youtube on: 10.12.2019, retrived from: https://wayka.pe/video-adolescente-peruana-es-viral-con-musica-en-quechua/ (Example for documentary video with known producer).

Språkets kraft - Theodor Kallifatides. [recording of a public conversation with Archbishop emeritus Karl Gustav Hammar], 0:21:30. Sweden 2017. Production: Svenska Kyrkan, published on youtube on: 20/09/2017, retrived from: https://www.youtube.com/watch?v=XJq7tXQz6zo; (20/12/2020). (Example of a

recorded panel discussion between two interviewees)

Θοδωρής Καλλιφατίδης - Συγγραφέας Theodor Kallifatides – Writer. Video [TV recording?], 0:51:54, published on youtube on: 04/11/2011, retrived from: https://www.youtube.com/watch?v=87YketS_mAc, (15/01/2021). (Example of video on YouTube without further details, presumably a recording of a television program)

CD-ROM   Please note [CDROM] at the end of the bibliographic entry.

Barriga Villanueva, Rebeca/ Parodi, Claudio (1998): *La lingüística en México 1980-1996.* México: El Colégio de México; UCLA; UNAM [CD-ROM].

Podcasts   Name of the presenter (mod.) (date of publication): "Title of the podcast". Audio podcast. Duration, in: Name of the podcast series [No. of the podcast episode], at: Web address/URL (DD/MM/YYYY of last access).

Gander, Sabrina (Mod.) (s.d.): "Phänomen Overtourism [Interview with Harald Zeiss]". Audio-Podcast. 41:35 min., in: *RADIO TOURISM: Der Podcast* 3, retrived from: https://radiotourism.de/radio-tourism-der-podcast-folge-3-phaenomen-overtourism/ (01/02/2021).

FAQs

When do I use ,id.', ,s.' and ,ss.'?

ibid.:   If only ibid. (ibid.) is used, it means: the identical source reference as before. The abbreviation therefore means the same source and also the same page number."[1]

s. or ss.:   Please always indicate the first and last page and do not use f., ff. or s., ss. Background:

s. or ss. stands for 'following' or 'continuing' and refers to the page number. If the reference goes beyond the specified page to the next, this is abbreviated as (author year: page s.) in some publications; if the reference refers to several summarized pages, by (author year: page ss.). In the latter case, however, it remains unclear to which pages the reference actually refers. It should therefore be omitted.

> (Müller 2010: 34-35) instead of (Müller 2010: 34s.)
> (Müller 2010: 34-36) instead of (Müller 2010: 34ss.)

First edition or revised edition? Mandatory information?

If it is not the first edition, the edition is superscripted before the year (and if known, the year of the first edition is added in square brackets). It should always be stated if possible:

> Surname, First name ([Number of edition]Year of edition consulted [year of first edition]): *Title.* Place: Publisher (Series; No.).

Several publishing locations?

If there are several publishing locations or several publishers at the same location, these are separated by semicolons.

> Surname, First name (year): Title. Place 1; Place 2: Publisher (Series; No.).

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[1] https://studium.utb.de/wissenschaftlich-schreiben/formale-gestaltung-zitation/ibid/ (29.01.2021).

Information missing?

[s.l.]   = without place

[s.a.]   = without year

[s.ed.] = without publisher

How do I cite works that have been translated from other languages into German?

Surname, First name (^{number of edition} year [year of first edition]): *Title,* from which _____ by First name Last name. place: Publisher.

Bloomfield, Leonard (²2001 [1933]): *Die Sprache*, aus dem Englischen von Peter Ernst und Hans Christian Luschützky. Wien: Praesens.