Guidelines for "Gesprächsforschung"

27.2.2015

PLEASE NOTE:

**Formatted examples can be found at
http://www.gespraechsforschung-ozs.de/**

The editors request contributors to use the formatting template provided ("GO-2011.dotx"), as this will allow the compilation of a print-ready manuscript without too much re-formatting. In cases where a text has already been completed a new file should be created using the template, and sections should be copied and pasted into it.

Margins	top: 3 cm bottom: 3 cm right: 3,5 cm left: 3,5 cm
Structure	**Title**

Author name(s)

Abstract (in German and English)
- providing the chapter's objectives and content in an objective, reporting (rather than evaluating) style
- self-explanatory, in that abbreviations and technical terms should be introduced and names provided in full. The research context should be explained.
- no longer than 120 words, maximally informative, written in active voice, and providing 4 – 5 of the most important terms, findings and conclusions.

Keywords (in German and English)

Table of Content

Main text

References

Appendices

Author address(es) (affiliation, address, email)

General guidelines

Headings   No more than three levels.

Emphasis   *italics* only*,* no use of full caps, boldface or underlining.

Page break   - make sure last lines of paragraphs do not occur individually on the top of a new page
- after a new heading make sure to have at least three lines of text on the same page, otherwise start a new page
- avoid untidy page breaks
- no page breaks after example titles
- no page breaks between transcribed overlaps in examples

Examples   Examples should be numbered and should have meaningful titles and source information, (see GAT2, http://www.gespraechsforschung-ozs.de/heft2011/heft2011.html.

Graphics and tables   Graphics that have not been created in MS-Word should be discussed with the editors.

Graphics and tables must not extend beyond the type space.

Images   All phenomena referred to in the analysis should be made accessible to the reader (in the form of transcripts, spectrograms, oscillograms, etc.), and ideally audio recordings should be provided.
Images, transcripts and audio files should receive titles and numbering (e.g. Fig. 1: seating order; transcript 1: "pets";
Audio 1: "smoker")

Footnotes   Use superscript numbering, following punctuation; please use footnotes, not endnotes.

References in the main text   ... (Garfinkel 1960:23) ...
... (Sacks/Jefferson 1974:67-78) ...
... (Sacks/Jefferson 1974; Selting 1998; Deppermann 2000) ...

after previous mention of author:
as described by Selting (1993:112) ...

Several publications by the same author in the same year:
(Labov 1990a:4)
(Labov 1990b:89)
(Labov 1990a, b)

Quotes   Quotes of more than three lines should be provided in a separate paragraph without quotation marks, formatted as follows:

Justified print, indented left and right (5 mm), space before and after 6 pt, line spacing 12pt (="single"), font: Times New Roman 11 pt.

Quoting from transcripts	Please quote parts of transcripts in their original form, but in Times New Roman 12 pt, italics and line numbers: Following Anne's question (*kA:nnst du nicht mal STILL sein*, l.12), Ben continues ... Translations in the case of non-English/German languages should be provided in parentheses with the line number: Following Anne's question *kA:nnst du nicht mal STILL sein* ('could you shut up please', l.12), Ben continues ...
Translation	Non-English/German examples should be translated in a separate line in the transcript (see GAT2).

Detailed formatting

Title	Font: Arial 12 pt bold Template reference: "GO-2011.dotx": "titel"
Author	Font: Arial 12 pt bold Template reference: "GO-2011.dotx": "autor"
Main text	Justified print, first line indented (5 mm) except after headings, quotes and lists; line spacing 14 pt ("single"), no spacing between paragraphs; font: Times New Roman 12 pt. Template reference: "GO-2011.dotx": "Text mit Einzug" (*indented*) "Text ohne Einzug" (*not indented*)
Transcript	Font: Courier New 10 pt, line spacing 12 pt (='single'). For other formatting information please see GAT2. Number, arrows, etc. must not extend beyond the type space. Template reference: "GO-2011.dotx": "transkript"
Translation	See GAT2. Template reference: "GO-2011.dotx": "transkript"
Quotes	Justified print, indented left and right (5 mm), space before and after 6 pt, line spacing 12 pt (='single'), font: Times New Roman 11 pt Template reference: "GO-2011.dotx": "zitat"
Footnotes	Justified print, indented left (5 mm), with footnote number to the left of the justified text, font: Times New Roman 10 pt.

References	Justified, second and further lines of each entry indented left (5 mm), line spacing 14 pt, no spacing between paragraphs; font: Times New Roman 12 pt
	Template reference: " GO-2011.dotx ": "literatur"
Lists	As main text, plus tap left 0,7 cm, paragraph spacing after 6 pt
	Bullet points: point in font "symbol", 8 pt Position: left page margin
	Template reference: "GO-2011.dotx": " Beginn Aufzählung" (first item) "Aufzählung" (all other items)
Headings	Font: Arial 12pt, bold, level 3: Arial 10pt, bold
	Template reference: "GO-2011.dotx": "Überschrift 1", Überschrift 2", "Überschrift 3" respectively
	Hierarchy (maximum 3 levels) should be indicated clearly, i.e.: 1. Heading level 1 1.1. Heading level 2 1.1.1. Heading level 3

Symbols

Quotation marks	"double": for quotes 'single': for quotes within quotes, or for emphasis
Adding to quotes	Square brackets: [addition]
Omitting from quotes	Three full stops in square brackets: [...]
„following pages"	Abbreviate: f. and ff. (with full stop)
Abbreviations	Please avoid abbreviations.
Hyphens	Please use long hyphens (–) with spaces before and after.

<u>Reference list</u>

The reference list should contain all publications mentioned in the text, and only those. The list should be ordered alphabetically, according to first authors. Where several publications by the same author are being listed they should be ordered chronologically from the oldest to the latest publication date; several publications in the same year should be ordered a, b, c etc.

All entries should
- provide full first names
- provide the name of the publisher
- end with a full stop
- use the appropriate abbreviation for editors, according to language (German: 'Hrsg.', English: 'ed.' or 'eds.').
- provide all names for publications by up to three authors
- provide [first author] et al., e.g. Selting et al. (2009) for publications by more than three authors

Books
Müller, Peter (1999): Argumentieren in Gesprächen. Tübingen: Narr.
Ehlich, Konrad / Rehbein, Jochen (1986): Muster und Institution. Tübingen: Niemeyer.

Edited volumes
Müller, Peter / Maier, Ralf (eds.) (1994): Das Partizip im Deutschen. Opladen: Westdeutscher Verlag.

Chapters in edited volumes
Schmidt, Paul (1983): Gespräche untersuchen. In: Finke, Egon (ed.): Qualitative Sozialforschung. Frankfurt: Suhrkamp, 15-75.

Journal articles
Schmidt, Paul (1983): Gespräche untersuchen. In: Journal of Pragmatics 2, 5-36.