1. TEXT FORMATTING

- Always include a cover page with your name, student number and your degree program, your instructor’s name, name of course, and the date of submission and number of words in the paper. Title your paper with your instructor’s question or with a unique title, depending on the nature of the exercise.

- The manuscript should be 1.5-spaced or double-spaced throughout. Use a standard font such as Arial or Times New Roman, font size 12, throughout the main text.

- Please include page numbers in the lower right corner of every page except the first page.

- Use either American or British English spelling consistently throughout the paper.

- Titles in non-roman alphabet languages should be translated and transcribed using the common standard in the disciplines, for example Hepburn system for Japanese used by the journal *Monumenta Nipponica*. Chinese according to Heidelberg Chinese Studies Institute instructions. Also see the website of the Heidelberg *Journal of Transcultural Studies*.

2. REFERENCING

Your text must adhere to the standards and guidelines of the *Chicago Manual of Style, 16th edition*. References may be cited in two different ways, either as A) Humanities style with notes and bibliography or B) Social Science style according to the author-date system.

Please use footnotes or endnotes, not both. You should always include a bibliography or a reference list. References in footnotes and endnotes are cited identically. Please note that all references are formatted differently in the bibliography. Also, references by the same author consecutively cited in the same text should be shortened after its first use.

You may use one of the standard reference managers such as Zotero, Endnote, or Mendeley.

EXAMPLES

I. NOTES AND BIBLIOGRAPHY

**Book, single or multiple author(s) / editor(s)**


II. AUTHOR-DATE REFERENCES

**Book, single or multiple author(s) / editor(s)**

- **In text:** (Mittler 2012, 99–100)

• **Notes:** Isabella Löhr and Roland Wenzelhuemer, eds., *The Nation State and Beyond. Governing Globalization Processes in the Nineteenth and Early Twentieth Centuries*, Transcultural Research – Heidelberg Studies on Asia and Europe in a Global Context (Berlin: Springer Verlag Berlin, 2013), 42.


• **Chapter in an edited book**

  • **Notes:** Harald Fuess, “Adultery and Gender Equality in Modern Japan, 1868-1945,” in *Law and Gender in the Japanese Imperium*, ed. by Susan Burns and Barbara Brooks (Honolulu: University of Hawai‘i Press, 2013), 112.


• **Journal article**


The DOI in the following example indicates that the article was consulted online; it is preferred to a URL.


• **Journal article**


  • **In text:** (Dusinberre and Aldrich 2011, 690)
Website


Newspaper article


Reference List:

- **In text:** (Cluster Asia and Europe 2013)

- **In text:** (Brosius 2013)