

# Style sheet

# INTERCULTURE *Journal*

Please take the following instructions into account when creating contributions in order to avoid delays in publication. By submitting an article, you confirm that you and any third parties named are the sole authors of the article.

## Publication form and scope

- Please submit a text document in Word format (.doc or .docx) without comments or revision notes.
- Articles: 35,000 to 50,000 characters (without bibliography), abstracts: max. 1,500 characters
- Reviews: 5,000 to 10,000 characters

## Language

- Written language: German or English
- Other languages are welcome following consultation with the editors.
- Gender-sensitive language: The editors welcome gender- and diversity-sensitive writing. Please ensure continuity in your contribution.

## Structure

- Please submit the title of the article in both German and English.
- For reviews, please provide the following information:  
Author's name. Year of publication. Title. Place of publication: Publisher. ISBN, price in Euros.
- Articles should be preceded by an abstract (100 to 200 words) in both German and English as well as a list of up to 5 keywords (German and English).
- Please use a maximum of three levels of structure. The respective headings should be numbered consecutively. Please utilize the templates in MS Word to format your headings.

## Formatting

- Please mark the running text according to the MS Word style sheet "Standard" or "Normal".
- Please do not insert any manual word separations.
- Use highlighting sparingly (italics, not bold or underlined).
- Up to two list levels are possible.
- Please use the usual quotation marks for the respective written language. This also applies to quotations in a language other than the language of the overall contribution.

Examples

German: „ ... “

English: " ... " or ' ... '

French: « ... »

## Graphics and illustrations

- Please submit graphics, figures or tables as separate files using PowerPoint format (.ppt or .pptx) or Excel format (.xls or .xlsx).
- Images without text can be submitted in a standard image format (e. g., .jpg).
- Please number all graphics and other images consecutively and include a caption for each.
- Graphics and images should have a resolution of at least 300 dpi.
- All illustrations used should be mentioned and explained in the running text.
- The copyright of third-party images must be determined by the author and, if necessary, obtained.

## Citation style

- Please use the citation style of the Chicago Manual of Style, 17<sup>th</sup> edition (author-date).  
Examples: (Kulich et al. 2020, 72), Elberfeld (2008, 21), (Dervin and Chen 2023, 34).
- Endnotes can be used for comments on the text if required.

## Bibliography

- The bibliography is at the end of the article with the heading "References".
- Please use the citation style of the Chicago Manual of Style, 17<sup>th</sup> edition (author-date).
- An alphabetically ordered bibliography with complete details of all sources mentioned in the article is required (please refrain from citing additional literature not referred to in the article).

## Examples

### Monographs

Frühwald, Wolfgang, Hans Robert Jauß, Reinhart Koselleck, Jürgen Mittelstraß, and Burkhard Steinwachs. 1996. *Geisteswissenschaften heute. Eine Denkschrift*. Frankfurt/Main: Suhrkamp.

Sorrells, Kathryn, and Sachi Sekimoto. 2016. *Globalizing Intercultural Communication: A Reader*. Thousand Oaks, CA: Sage.  
<https://doi.org/10.4135/9781483399164>.

### Edited Volumes

Straub, Jürgen, Arne Weidemann, and Doris Weidemann, eds. 2007. *Handbuch interkulturelle Kommunikation und Kompetenz*. Stuttgart: J.B. Metzler. <https://doi.org/10.1007/978-3-476-05019-9>.

Kim, Young Y., ed. 2017. *The International Encyclopedia of Intercultural Communication*. Hoboken, NJ: Wiley.  
<https://doi.org/10.1002/9781118783665>.

### Contributions in Edited Volumes

Kulich, Steve J., Liping Weng, Rongtian Tong, and Greg DuBois. 2020. "Interdisciplinary History of Intercultural Communication Studies." In *The Cambridge Handbook of Intercultural Training*, 60–163. Cambridge: Cambridge University Press.  
<https://doi.org/10.1017/9781108854184.006>.

Moosmüller, Alois. 2023. "Intercultural Communication as a Discipline: Notes on the History of Development in Germany." In *German-Chinese Perspectives on Intercultural Communication and Competence*, edited by Jürgen Henze, Steve J. Kulich, and Zhiqiang Wang, 17–34. Wiesbaden: Springer Fachmedien. [https://doi.org/10.1007/978-3-658-40764-3\\_2](https://doi.org/10.1007/978-3-658-40764-3_2).

### Journal Articles

Elberfeld, Rolf. 2008. "Research Perspective 'Interculturality': Transformation of Knowledge Orders in Europe." *Zeitschrift für Kulturphilosophie* 2 (1): 6–36.

Dervin, Fred. 2014. "Exploring 'New' Interculturality Online." *Language and Intercultural Communication* 14 (2): 191–206.  
<https://doi.org/10.1080/14708477.2014.896923>.

## Short Biography of Authors

Please submit a short biography of the authors in a separate document (max. 80 words).