

Information for Authors

Submission guidelines for monographs and anthologies

Authors should indicate the use of a specific **style guide** (Oxford Style Manual, Chicago Manual of Style etc.) if applicable to facilitate copy-editing and proofreading. Proofing language should be set to the **variety** of choice, i.e. AE, BE, CE or other. We would recommend the consistent use of one of the options though.

Please use the word processing programme **Microsoft Word**. Manuscript files should be submitted in .docx format. Please refrain from using the .docm format. Should you be using a different programme, please contact your editor directly. Please indicate whether you are using a PC (preferred) or a Mac.

Use a standard Unicode-based font such as Times New Roman or Arial, as these feature most special characters. Should you be using special characters or your own font, please let us know.

Never emphasise names in notes/footnotes or in the bibliography in all caps. Instead leave them in normal or use italics or small caps.

Please do not hyphenate your words manually and deactivate automatic hyphenation in Word.

Only insert blank lines between paragraphs if the following paragraph marks a new train of thought.

Please refrain from copying text or bibliographical references from the internet and inserting these directly into your text as this often leads to hidden hyperlinks.

Please note that the editing process for the manuscript can only begin once we have received the complete manuscript (with regard to content). **All** illustrative material also has to be submitted camera-ready before the process begins.

If you have any project-related questions, please do not hesitate to contact us.

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Please also note the following points (in alphabetical order):

Abbreviations

Please refrain from spacing standard abbreviations such as *i.e.* or *e.g.* manually. Standard abbreviations should always be written without blank. Proper names (journals, organizations etc.) should be cited fully at first mention, followed by the subsequently used abbreviation in brackets.

Example:

“... was the editor of Language Learning and Technology (LLT) ...”

Annotations/footnotes

Annotations should be made by using the provided function in Microsoft Word (**References** → **Insert Footnote/Endnote**; Alt+Ctrl+F or Alt+Ctrl+D respectively). If there are more than 1.000 references, every chapter's footnote section should begin with fn. 1. In anthologies every article begins with fn. 1. If possible, do not use end-/footnotes in tables, captions or headings. Asterisked footnotes should also be avoided. Footnotes are placed after punctuation marks, except when referencing the last point made/term. Every footnote ends with a full stop. (→ **Bibliography**)

The first mention of a title in the footnotes is quoted in full, followed by short quotations:

Name, short title, page(s).

Kaufmann, Living, 22.

More than one bibliographic entry within a footnote are referenced chronologically and separated by a semicolon.

Example:

Müller, History, p. 8; Maier, Orthodoxy, p. 78.

Bibliography

An alphabetical bibliography is usually placed before the index. In anthologies the bibliography must be placed at the end of the article.

It is essential that all references are complete, correct and consistent throughout the manuscript. References should be in accordance with the conventions of the respective academic field.

Please omit publishers in your references.

Please take care to end each reference with a full stop.

General information:

- Commonly used abbreviations are: ed./eds, id./ead. (*idem*, *eadem*), *ibid.*, *cf.*, *et al.*, *vol./vols.*, *chap.*, *rev.* (*revised*), *transl.* (*translated*)
- The “p.” in page references can be used at discretion; when two pages are cited, use p. 25 f. or simply 25 f.; for more than two pages, use an en dash and always write out numbers: p. 123–130, **not** p. 123-30.
- Use forward slashes (no spacing before and after) to separate multiple authors, editors, places of publication.

- Further editions of a work are indicated by superscript (Oxford ²1995).
- Works without date or place of publication should be cited as “n. d.” (no date) and “n. p.” (no place) respectively.
- Capitalise the first word of the title, and all words within the title except articles (a/an/the), prepositions (to/on/for etc.) and conjunctions (but/and/or etc.).

Examples:

Monographs:

Barzel, Tamar: *New York Noise. Radical Jewish Music and the Downtown Scene*, Bloomington 2015.

Białostocki, Jan: *The Art of the Renaissance in Eastern Europe. Hungary, Bohemia, Poland (The Wrightsman Lectures 8)*, Oxford 1976.

Anthologies:

Seibt, Ferdinand (ed.): *Renaissance in Böhmen. Geschichte, Wissenschaft, Architektur, Plastik, Malerei, Kunsthandwerk*, München 1985.

Monographs and Anthologies in Series:

Zimmer, Robert: *Paul Réé. Philosoph – Arzt – Humanist (Jüdische Miniaturen 307)*, Leipzig 2023.

Articles in Anthologies:

Feisst, Sabine: *Represence of Jewishness in German Music Commemorating the Holocaust since the 1980s. Three Case Studies*, in: Tina Frühauf/Lily E. Hirsch (eds.): *Dislocated Memories: Jews, Music, and Postwar German Culture*, Oxford 2014, p. 222–242.

Articles in Newspapers /Journals:

Calico, Joy H: *Schoenberg’s Symbolic Remigration: A Survivor from Warsaw in Postwar West Germany*, in: *The Journal of Musicology* 26/1 (2009), p. 17–43.

Online sources:

A link must never be manually broken up – aesthetic aspects are not of interest at this stage. Copy the address in your browser and add a date for last access (dd.mm.yyyy).

Example:

http://www.buch.de/shop/home/suche/?sswg=BUCH%3AKATEGORIEN_1%3A2&sq=rebitsch+seekriege, [last accessed 04.03.2020].

Charts/graphs

If you are using any Excel data or original data, please submit these to your editor in order to check the print quality. Such data includes pie, bar and curve charts, genealogical trees etc.

Cross-references

References can be made to chapters, figures and footnotes. References to pages and page areas should be avoided, as these will change in the typesetting phase and have to be corrected at great expense. Please do not use MS-Word's cross-reference function.

Examples:

- (Section 3.1)
- (Fig. 30)
- See annotation 231
- See also the article by Marcus Meier in this volume.

Emphases

Emphases like **boldface** or *italics* should always include the respective punctuation marks such as brackets, full stops, commas, questions marks etc.

correct: **(technical term)** *19th century?*
incorrect: (technical term) 19th century?

Do not use underlining or letter spacing (original citations excepted). Boldface as emphasis should also be avoided.

Hyphens and dashes

Please make sure to use the proper characters for hyphenation and dashes. Use the hyphen (-) for word division and compounds, the en dash (–) for spans and ranges, conflicts and connections (and possibly for compound adjectives, depending on style), and the em dash (—) to replace commas, parentheses or colons. If you are using these characters differently in accordance with your style guide of choice, please indicate this at the end of the manuscript or in the comments section.

Examples:

- Hyphen: camera-ready; well-known; build-up
- En dash: 2010–2016; p. 13–46; liberal–conservative debate; (award-winning scientist)
- Em dash: My son—where has he gone?—would like to meet you.
Things have changed a lot in the last year—mainly for the better.

Illustrations/figures

All illustrations must be submitted as separate files (jpg/tif/png – if from archives or picture agency please always choose tif) to the following parameters of 300 dpi/rgb-mode/size (at least 13 cm breadth/height) and should not be included in the actual manuscript. The caption itself (please use the tabulator key after the number), full stop and desired size in print, is placed before or after the paragraph in which it is referenced:

Fig. 2 Pamphlet, Catalogue Cover of *Deutscher Widerstand im besetzten Griechenland*.
[full page/half page/quarter page]

Should there be a separate compilation of colour plates, please use “Plate” as denotation.

Plate 1 Cover of *The French Notebooks* by Ilya Ehrenburg, 1959. [full page/half page/quarter page]

As the exact placement of illustrations within the page break cannot always be guaranteed the insertion of a reference in the text (fig. 1) is recommended.

Index

If you are planning to include an index (required for monographs), please contact us in order to discuss the procedure.

Numerals

Write out numerals from one to twelve. Exceptions are weights, measures, currencies etc.; for these you should always use numerals, *i.e.*: 12 kilograms, 3 liters. In other cases you may choose whether to use numerals or not, *i.e.* 19th century vs. nineteenth century, but should be consistent in style. Use commas after the first digit of a 4-digit number and periods for decimal places. Dates should be noted in a consistent form, preferably 3 March 1977 for example.

Any combinations of numbers and words (measures, names of kings, dates etc.) that should not be broken up must be joined by a no-break space (Alt+0160).

Outline and chapter headings

Only use Arabic numerals for your outline (no Roman numerals). For subchapters use a decimal outline and do not end subchapter numerals with a full stop (1.1 vs. 1.1.).

- 1. Heading 1
 - 1.1 Heading 2
 - 1.1.1 Heading 3

Level 1 chapter headings should be concise and consist of single sentences. Moreover, no footnotes (numeral or asterisk) may be added to headings. Only the heading styles found in MS Word's style gallery should be used for formatting (**heading 1**, **heading 2** etc.).

Names of contributors in anthologies are placed above heading 1.

Quotation marks

Please take care to use quotation marks consistently (“ ”, ‘ ’) and in accordance with your style guide of choice. Never use primes or double primes (' , ") as quotation marks or apostrophes (instead, use the typographically correct ’). Foreign language quotes can be set in the language specific form. Quotes within quotes are set in single quotation marks.

Quotes

Use Roman type and quotation marks to indicate quotes. Quotes of three or more lines are to be indented and set in a smaller font size. These quotes must not be set in quotation marks and should ideally be formatted in Word's own style for citations.

References

You may reference chapters, articles and figures in your own manuscript. References to footnotes (cf. fn. 1) are to be avoided.

Examples:

(chap. 3.1)

(fig. 10)

Cf. also Marcus Meier's article in this volume.

Referencing pages should be avoided as pagination will change during the layout phase and will hence cause additional work and delay. Please refrain from using MS Word's functions for referencing.

Referencing illustrations/figures

References to sources are compiled in a table of figures at the end of the book, behind the bibliography and before an index (in anthologies, these references can appear at the end of each article, behind the bibliography). References should be phrased in accordance with citation conventions (regarding scans from books etc.) or, respectively, in accordance with copyright-holder regulations. References may also be given collectively.

Examples:

- (c)/© Griechisches Literarisches und Historisches Archiv – (ELIA).
- Bundesarchiv Koblenz: 1, 5, 6

Providing there are no other agreements, the authors are responsible for obtaining all image rights (print and electronic publications).

Tables

Please use MS Word's function for adding tables. Avoid adding footnotes or endnotes to tables.