

# Veröffentlichungen des Instituts für Europäische Geschichte

## Instructions for authors and style guide for English-language books

### General

1. This style guide is intended for the preparation of English-language monographs and of anthologies containing *only* English-language articles. For the preparation of manuscripts in German or for publication in a mixed-language anthology, please consult the appropriate guidelines available on request from the IEG's editorial office. Please contact Joe Kroll ([kroll@ieg-mainz.de](mailto:kroll@ieg-mainz.de)) or Vanessa Brabsche ([brabsche@ieg-mainz.de](mailto:brabsche@ieg-mainz.de)) for details.
2. By submitting a manuscript for publication in the VIEG series, the author certifies that the manuscript is not being submitted simultaneously to another publisher or another series. The author should also indicate the nature of any overlap with books, sections of books, articles or other essays which the author has published or is likely to publish in the near future.
3. Authors are responsible for obtaining permission to reproduce any material for which they do not hold the copyright and for ensuring that appropriate acknowledgements are included in their manuscripts.
4. Authors are expected to submit a typescript that is in its final form and will only require the barest minimum of copy-editing. It is thus expected that all authors will submit manuscripts which conform to the guidelines given below. Manuscripts which do not conform to these guidelines may be returned to the author for retyping before final acceptance. Once a manuscript has been accepted, it may be returned to check any editorial changes made and/or for corrections of factual and typographical errors in the original submission. However, it will not be possible to entertain other changes to the manuscript at that stage. Authors are therefore asked to conform to the following conventions as closely as possible in order to reduce the amount of copy-editing required to a minimum.

### Manuscript Preparation and Style

#### 1. General

Manuscripts submitted should be double spaced in 12 point Times New Roman. Footnotes in 10 point may be single spaced. Please disable automatic hyphenation, indentation etc.

#### 2. Quotations

All quotations should be placed within double inverted commas; quotations within quotations should be in single inverted commas.

"The 1888 conference illustrates [...]."

"The minister argued that to 'make sure [...]' "

The use of "[...]" to indicate a quotation that is unfinished should employ three dots in brackets with a space before (if the preceding word is complete) (as in the example above). For use of "[...]" in the middle of quotations to indicate something which has been omitted, there should be a space before and after the three stops in brackets. E.g.:

"Ottoman [...] policy on the ground"

Quotations involving three or more lines of typescript are normally “displayed”, i.e. presented as a separate paragraph, without inverted commas, and in smaller font size (but *not* indented):

[...] practice of British imperial rule in India:

And then it should not be forgotten that, while the cruelties of the English are related as acts of martial vigor, told simply, rapidly, without dwelling on disgusting details, the outrages of the natives, shocking as they are, are still deliberately exaggerated. For instance, the circumstantial account first appearing in *The Times*, and then going the round of the London press, of the atrocities perpetrated at Delhi and Meerut, from whom did it proceed?<sup>1</sup>

Quotations should be given verbatim in relation to spelling, capitalisation etc. of the original version, and even including errors (though this can be indicated by e.g. (sic) or (?) by the author if felt necessary).

Punctuation in relation to quotations: punctuation (e.g. full stop) should be within the quotation marks if the sentence in the quotation is complete, otherwise it should be outside the quotation marks:

“Symbolic representation played a central role in Russia.”

As X says, symbolic representation “played a central role in Russia”.

### **3. Language etc.**

For spelling, British English spelling (rather than American English) is generally preferred (e.g. honour [not honor], centre [not center], realise [not realize]).

For use of dashes in text, authors should use “space + N-dash + space”:

This story is probably unhistorical – as Bultmann said long ago.

For abbreviations, use a stop after an abbreviation which ends in a letter other than the last letter of the original word, otherwise omit stop. Hence: ed. (= editor), p. (= page), but Dr (= Doctor), edn (= edition) etc.

*N.B.: The above rules are intended primarily for the standardisation of spelling in anthologies containing contributions from authors of diverse backgrounds and of English-language monographs written by non-native speakers. Writers working within other established variants of English spelling – American, Australian etc. – may adapt these rules accordingly for monographs.*

For numbers: numbers smaller than 20 should be spelt out in words in the text, numbers 20 and greater in figures. Use En-dash between numbers (not hyphens) and give page ranges in full; e.g. 157–169, not 157-69.

### **4. Layout**

For headings, sub-headings etc., authors may use different systems and may or may not choose to number headings (e.g. 1. 1.1, 1.1.1 etc.). What matters is that the various categories of headings and sub-headings should be clearly recognisable and consistent.

Normally text after a heading will be on a new line, and not indented for a new paragraph.

### **5. Footnotes**

References in the VIEG series are usually made by means of footnotes. References to footnotes should be via superscript numbers, which generally follow any punctuation. Hence:

Von Rad makes this clear.<sup>3</sup>

(not: Von Rad makes this clear<sup>3</sup>.)

In anthologies, footnotes should be numbered consecutively within each article. It is normal for each new article to start again with footnote numbering from 1 afresh. This is also *preferable* with regard to chapters of a monograph. Extra footnotes of the form “20a” must be avoided, as must the simultaneous use of alternative systems of reference (e.g. by means of asterisks). Use of the automatic footnote facility in MS Word is strongly encouraged.

For bibliographical references, the following points should be noted in conjunction with the examples given:

Titles of books, and of journals, are in italics; titles of individual articles or essays are in inverted commas.

The first reference to a work in the manuscript should be in full; thereafter reference should be via a short title.

The use of “op.cit.” or “art.cit.” should be avoided. The editors will accept »ibid.« and »id.«:

- *ibid.* = *ibidem*, »in the same place« can be used to refer to the immediately preceding reference.
- *id.* = *idem*, »the same man«. May be used to avoid repeating an author’s name when citing in uninterrupted succession more than one work by the same author.

References to books should give details of both place and date of publication, but *not* the publisher’s name. Precise format as in the examples below. For editor, use “(ed.)” (taken as “edited by” – hence for joint editors [plur.], still use “(ed.)”). For non-English books etc., still use “ed.” (and *not* e.g. Hg.).

For Festschrifts, it is often helpful to indicate this (as noted below, and if not implied in the title or sub-title of the book already).

It is not normally expected to give the identity of a translator of an English edition of a non-English work and this information should not normally be given, unless a specific point is being made about the translation.

If necessary specify which edition is being cited: for numbered editions the following form is to be preferred (...<sup>2</sup>1998). If it is felt necessary to highlight the original date/details of a publication (e.g. of a non-English work cited in translation), this can be added briefly at the end but is not normally required, e.g.: William Wrede, *The Messianic Secret* (Cambridge 1971 [German original 1901]).

Further reading: “See” and “cf.” notes are often used to invite readers to consult further resources. Keep in mind the distinction between “see” (as in “see also”) and “cf.” (meant to draw attention to a comparison). Examples:

<sup>22</sup> For further discussion of this problem, see Jones, *Conflict*, 49.

<sup>23</sup> Others disagree with my position; cf. Fisher/Ury, *Getting to Yes*, 101–103.

The use of p. and pp. should be reduced to a minimum, especially when giving details of a whole article or section. However, references to specific pages numbers of essays or articles where the page numbers have already been given should normally use “on p./pp. xxx”: See examples below.

Avoid use of ff. completely and give full page/verse/section numbers involved. The use of f. to denote two consecutive pages is acceptable (e.g. 101f. rather than 101–102, *but* 101–103 instead of 101ff.)

For works with two authors and/or editors, use a “slash” to connect the names (without a space before or after). Three or more authors should be cited as lead author et al. For works with more than one place of publication, the principal one will suffice (e.g. Oxford rather than Oxford/New York for a book published by Oxford University Press). Add two-letter abbreviations for US states to avoid confusion where appropriate, e.g. Cambridge, MA (*but not* New York, NY).

Give a full first name for authors wherever possible, unless convention dictates the use of initials for particular authors. Hence: Johann Wolfgang Goethe, *not* J.W. Goethe; *but* T.S. Eliot is acceptable.

Please note that the order is Lastname, Firstname for bibliographies and Firstname Lastname for footnotes.

Articles in anthologies (VIEG Beihefte) do not usually require a separate bibliography, unless otherwise stipulated by the editor(s).

### Examples:

For bibliography

#### *Monograph*

Neill, Stephen, *Colonialism and Christian Missions* (New York <sup>2</sup>1966).

*Multiple authors/editors:*

Adorno, Theodor W. et al., *The Authoritarian Personality* (New York 1950).

**Not** Adorno, Theodor W./Frenkel-Brunswik, Else/Levinson, Daniel/Sanford, Nevitt, *The Authoritarian Personality* (New York 1950).

**But** Adorno, Theodor W./Max Horkheimer, *Dialectic of Enlightenment. Philosophical Fragments* (Stanford, CA 2002).

#### *Article in a journal*

Merkel, Wolfgang, “Die europäische Integration und das Elend der Theorie”, in *Geschichte und Gesellschaft* 25 (1999), 302–338.

#### *Article in an anthology*

Lambrecht, Karen, “Tabelle und Toleranz”, in Martin Scheutz/Wolfgang Schmale (ed.), *Orte des Wissens* (Bochum, 2004), 153–167.

For footnotes

Stephen Neill, *Colonialism and Christian Missions* (New York <sup>2</sup>1966), 74.

Wolfgang Merkel, “Die europäische Integration und das Elend der Theorie”, in *Geschichte und Gesellschaft* 25 (1999), 302–338, on pp. 303–306.

#### *Short titles*

Neill, *Colonialism*, 74.

Merkel, “Die europäische Integration”, 307–310.