Guidelines for contributions in journals and yearbooks

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1. Introductory notes

1.1 Formal guidelines

- Before your manuscript is submitted for typesetting, please make sure that content and language are checked and are in their final form and that all stylistic and formal requirements are met. The manuscript must be edited, but it should not be formatted.

- The preparation of the manuscript will be carried out in close cooperation between the author and the respective editor-in-chief. In order to facilitate this process, please follow these general guidelines.

- Please follow these guidelines closely as they are subject to international publishing standards for scientific periodicals. Compliance is a requirement to keep journals and yearbooks in the essential databases and indices.

- Journals and yearbooks that are typeset by the publisher: After the layout has been completed, we send you the typeset text ("page proofs") for checking. Please note: this step is purely to correct errors that have arisen during the layout process (e.g. incorrect hyphenation, unclean micro-typography, errors in the running heads, incorrectly placed images). Interventions in the text can wreck the proofs, so editorial revisions are no longer possible.

- Journals and yearbooks with print-ready text submission by the editorial office (e.g. Jahrbuch fuer Kommunikationsgeschichte, Orbis Terrarum): the editorial office carries the proofing stages. If you have any questions about the procedure, please contact the editorial office directly.

- For authors and editors it is necessary to agree upon standards of expected ethical behavior. Please check for more information our publication ethics statement.

- If an article is accepted for publication, the author confers on the publisher the exclusive publication rights until the copyright expires. This also includes in particular the right to produce electronic versions and to storage in databases as well as the right to copy and distribute the work online and offline.

1.2 Technical guidelines

- Please submit your manuscript as an open DOC or DOCX file. Please convert ODT files before submission. Other file formats may be submitted by arrangement.

- Before submitting the manuscript, please make sure that all changes have been accepted in the Word file by using the “Review” tab and check that “Track Changes” has been turned off. The file must not contain any comments.

- Standard font: Times New Roman; text font size: 12; line spacing: 1,5.

- Please turn off hyphenation.
2. Contribution header

2.1 Heading and author details

- In journals, please state your full name (no academic titles or location) above the main heading (without “by”).
- In yearbooks, please state your full name (no academic titles or location) below the subheading (without “by”).
- If there are several authors, their names will be separated by a slash (/):
  First name Surname / First name Surname
- Keep your main heading as concise and precise as possible.
- Please split up long headings into main headings and subheadings, instead of dividing them up with dashes, colons or full stops.
- Headings do not end with punctuation, except for question marks or exclamation marks.
- The main heading is written in bold, the subheading starts on a new line.

2.2 Heading translation

- In addition to the original title, provide an (English) translation of the main heading and the subheading (unless they are already in English).
- The main heading is written in bold, the subheading on a new line.
- In English main headings and subheadings, please capitalise all nouns, adjectives and verbs, and use lower cases for articles, pronouns etc.
- There is no (English) translation of heading and subtitle for miscellanea, reviews etc.

2.3 Abstracts and keywords

- The English abstract of your contribution should be 600–800 characters in length (incl. spaces). Abstracts should begin with a pointed mark (instead of a main heading):
  Abstract: This is the abstract.
- Six keywords are usually sufficient. Please separate them with commas and without a full stop after the last keyword. Before the keywords, there is also a pointed mark in bold:
  Keywords: first keyword, second keyword, third ...
- An (English) translation of the abstracts and keywords follows similarly.
- There are no abstracts and keywords for miscellanea, reviews etc.
Handling in the individual journals and yearbooks

- An abstract and keywords in English as well as in the original language are obligatory for the following journals and yearbooks:
  - Geographische Zeitschrift
  - Jahrbuch fuer Kommunikationsgeschichte
  - Jahrbuch fuer Politik und Geschichte
  - Jahrbuch fuer Regionalgeschichte
  - Medizinhistorisches Journal
  - Sprache im Beruf
  - Zeitschrift fuer Berufs- und Wirtschaftspaedagogik
  - Zeitschrift fuer Dialektologie und Linguistik

- There are no abstracts and keywords in the original language for the following journals and yearbooks. An Abstract and Keywords in English are sufficient:
  - Archiv fuer Musikwissenschaft
  - Hermes
  - Historia
  - Jahrbuch fuer Universitaetsgeschichte
  - Jahrbuecher fuer Geschichte Osteuropas
  - Medizin, Gesellschaft und Geschichte
  - Orbis Terrarum
  - Sudhoffs Archiv
  - Vierteljahrschrift fuer Sozial- und Wirtschaftsgeschichte

- A German “Kurzfassung” and “Schlagwoerter” are sufficient for the following journals and yearbooks:
  - Annales Mercaturae
  - Jahrbuch der Hambach-Gesellschaft
  - Historische Mitteilungen

- Abstracts and keywords in English as well as “Schlagwoerter” in German are obligatory in contributions for the journal Archiv fuer Rechts- und Sozialphilosophie and for Berichte. Geographie und Landeskunde. A German “Kurzfassung” is omitted.

- For contributions in Studia Leibnitiana an abstract and keywords in English as well as a French “Résumé” and “Mots-clés” are obligatory. Also there must be a “Kurzfassung” and “Schlagwoerter” in German.

- For German contributions in the journal Zeitschrift fuer franzoesische Sprache und Literatur a French “Résumé” and “Mots-clés” are obligatory, while “Kurzfassung” and “Schlagwoerter” in German are omitted. For French contributions there are a German “Kurzfassung” and “Schlagwoerter”. Please, add an English Abstract and Keywords for both German and French contributions.
### Sample header journals

- **Mary Miller / Joe Bloggs**
- **Main heading in original language**
  - Subheading in original language
- **English Translation of Main heading**
  - English Translation of Subheading

Abstract in original language: This is the abstract.
Keywords in original language: keyword 1, keyword 2, keyword 3, keyword 4, ...

Abstract: This is the abstract.
Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6

### Sample header yearbooks

- **Main heading in original language**
  - Subheading in original language
- **Mary Miller / Joe Bloggs**
- **English Translation of Main heading**
  - English Translation of Subheading

Abstract in original language: This is the abstract.
Keywords in original language: keyword 1, keyword 2, keyword 3, keyword 4, ...

Abstract: This is the abstract.
Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6
3. Text body

3.1 Subheadings

- Subheading levels must be clearly differentiated.
- Subheadings consist of an Arabic number and at least one word. The second level of subheading is formed as follows: 1.1, 2.1, 2.2 etc.

1. First subheading
Here follows the text of the first chapter of the contribution.

1.1 First sub–point of the first chapter of the contribution.
Here follows the text of the first sub–point of the first chapter of the contribution.

2. Second subheading
Here follows the text of the second chapter of the contribution.

3.2 Text formats

- Character formatting such as SMALL CAPITALS, *italics*, superscripts and subscripts must be made directly in the manuscript.
- Avoid **bold type** and **underlining** wherever possible. Do not use **CAPITAL LETTERS**.
- Titles of works quoted in the text (literature, pieces of music, films) are usually italicised and are without inverted commas:
  - Goethe’s Faust; Plato’s Republic; Mozart’s Zauberfloete; Coppola’s The Godfather
- The same applies to foreign language terms. These are italicised:
  - frontier, la terreur, polis
- Foreign language names of institutions and associations are also italicised:
  - Quai d’Orsay, Città del Vaticano
- Titles of works reproduced in non–Latin script are not italicised:
  - Plato’s Πολιτεία
- Compound nouns that include a title of a work are also not italicised:
  - Faustinterpretation; Zauberfloetauffuehrung
- Double quotes can be used to relativise and problematise terms or to create distance:
  - the “Third Reich”; “ethnic cleansing”; the “weaker” sex
- In the case of additional special mark–ups (e. g. with some editions), please check with the publisher.
3.3 Numbers

- Numbers comprising one or two syllables are usually written out in full in the body of the text. This applies particularly to proper names:
  - She had five children.
  - the Second World War

- Numbers of one or two syllables are written in numerals when they are directly related to a number of three or more syllables or when the number and its associated noun (e.g. in an analysis or evaluation) constitute the actual statement:
  - Out of 1,000 wishes, 795 came true.
  - a bicycle with 3 wheels; a snake with 5 heads

- Numbers (except years) with more than three numerals must have a dot in German, Italian, French etc. texts, and a comma in English texts:
  - German, Italian, French: 1.000; 10.500
  - English: 1,000; 10,500

- Decimal places are separated in German, Italian, French etc. texts with a comma, in English with a dot:
  - German, Italian, French: 7,45; 1.564,90
  - English: 7.45; 1,564.90

3.4 From-to numbers

- From-to numbers should be given in full. Exceptions are possible in the case of consecutive years, and within tables and graphics to save space:
  - only with consecutive years: 1945/46
  - only in tables and graphics: 1945–63

- Instead of an en-dash, a from-to formulation can be used in the text body, but mixed forms are not permitted:
  - not: from 1945–1963
  - but: from 1945 to 1963; 1945–1963

3.5 Measures and currencies

- The abbreviation of common measures, weights, currencies and the percent sign is permitted in connection with numerical data – even in the body of the text – but it is not compulsory (please pay attention to consistency!).

- The figures in front of abbreviated measures, weights, currencies, percents etc. are not written out:
  - not: five km
  - but: 5 km; 5 kilometres; five kilometres
3.6 Dates

- Please write out in full the names of the months in the body of the text. In footnotes, tables and graphics the abbreviated form may be used:
  
  *text body:* 10 December 1723
  
  *alternative in footnotes, tables and graphics:* 10.12.1723

- Decades are usually given in numbers. In the body of the text they may also be written out, but please be consistent:
  
  *the 1970s*
  
  *alternative in the text body:* the seventies

- The word “century” is not abbreviated (except in tables and graphics).

3.7 Special characters

- Enter special characters (e.g. Greek text, diacritics) using a Unicode font if possible.

3.8 Quotations

- All quotations need to be referenced.
- Please mark longer quotations by indenting them as a separate text block. In this case, omit the quotation marks.
- When quoting within a quotation, please use single quotation marks unless the quotation is indented (see above) – then use double quotation marks for quoting within a quotation.
- Omissions in quotes: please use as ellipsis three dots in square brackets [...]. There is a space before and after an ellipsis that replaces a whole word. If the ellipsis only replaces a part of a word, there is no space. As a rule, there is no ellipsis at the beginning and end of a quotation.
- Insertions, amendments, comments and grammatical adjustments are likewise in square brackets:
  
  *[sic]*
  
  *[author’s italics]*

- Full stops, question marks and exclamation marks are placed before the closing inverted commas if they are part of the quotation. No full stop is then placed after the inverted commas:
  
  “Let’s save the planet!” That was her most fervent wish.

- If you are quoting only part of a sentence, the punctuation will follow the quotation marks.
  
  Her most fervent wish was to “save the planet”.

- Commas and semicolons are always placed after the closing inverted commas:
  
  “I dreamed”, she said, “that we would save the planet.”

- In quotations, the original spelling and punctuation is retained, while the typography (font style and size, type of text mark-up) is usually not.
3.9 Tables

- Please create your tables directly in the Word document using the table function.
- Please put a heading above each table (not below).
- When reproducing data from another source, put the source and copyright notice below the table (see also → Section 5.1).

3.10 Footnotes

- Footnote numbers appear after the punctuation of the phrase or clause to which the note refers, except if the footnote refers exclusively to the last word before the punctuation.
- Notes are inserted in the form of footnotes (please use endnotes in reviews only).
- The footnote text begins with a capital letter and ends with a full stop.
- If the first footnote of a contribution contains general information (e. g. an acknowledgement, a dedication or a reference to the underlying discourse), it is inserted as an asterisked footnote at the end of the main title.
4. Lists

4.1 Lists of abbreviations, figures and sources

- Lists of abbreviations, figures, graphics, tables, sources and literature (if applicable) should be placed at the end of the contribution in the following order:
  - List of abbreviations
  - List of figures/tables
  - Sources and literature/bibliography

4.2 About the author / author’s address

- The contribution ends with (short!) information about the author according to the following pattern:

  About the author: first name Surname is ... here follows a short text about the position of the author, main areas of research, important projects etc.

- Please write your name including your academic titles, full postal address (of your institution or university) and email at the end of your article, respectively bibliography. Both will be printed:

  Prof. Dr. Joe Bloggs, University of Life, Department of History, 100, Education Avenue, Anytown AY6 7CB, Wonderland, Bloggs@education.com

- If there is no official institutional address, your place of residence will be sufficient.
5. Images and graphics

5.1 Picture captions

- In addition to a caption, images and graphics should include a location/source reference (in the case of self-created graphics: “own illustration”) and, if applicable, a copyright notice. It is very important to observe any requirements of the licensor:
  
  Joe Bloggs on his way to work, London 1993
  Oil on canvas, National Canvas Collection, Anytown
  © icanvas Agency

- Location, source and copyright information are placed directly after the picture caption.

5.2 Reproduction rights

- The author is responsible for clearing the rights to images beforehand. When submitting your contribution, please provide your editor with the necessary permission for the reprint.
- Searching for copyright holders can be a laborious paperchase. Unfortunately, there is no general rule as to who holds the rights to which images – careful research is required.
- Go as far “back to the roots” as possible, e.g. to the museum where the picture or the statue is held, or to the archive where the document is kept.
- Rights may still also be attached to images of centuries old material (depending on who the owner is, where it is exhibited or stored, or who produced the picture).
- The fact that an image has already been published (more than once) in other books or on the internet does not mean anything legally. If, for example, a museum grants author A permission to use an image in a publication, this permission is usually valid for this one specific case only. Author B may not include the image in a publication with reference to author A, even if author A agrees to it. If the author is not the owner of the rights, they cannot pass the rights on. Author B must approach the museum.
- Images from Wikimedia and similar databases may not be used because of the legal difficulties – even when they claim to be in the public domain.
- Materials that are authorised for non-commercial use only are also ruled out because book publication usually entails the commercial use of materials.
- A fast method of obtaining images, but with associated costs, is to use picture agencies such as akg-images, Alamy, Getty Images.
- Even if you have often read such comments as “We have made every effort to identify all copyright holders and to obtain the reproduction rights. Should, despite the most careful research …”, they have no place in a publication. They are just inviting a warning notice.
5.3 Permission requests

- A full request for the rights to reprint images and graphics comprises the following:
  - author of the planned work,
  - (working-)title of the planned work,
  - rough publication date (spring/autumn 20xx),
  - publishing house (Franz Steiner Verlag),
  - edition type (all print editions including information on the print run of the first edition/E-Book),
  - language,
  - distribution (usually worldwide),
  - approximate size of the image (full page, half page or quarter page),
  - placement of the image (cover/inside),
  - colour (in grey scales / four-colour),
  - ... as well as exact bibliographical information on the image/graphic to be printed.

- Sample cover letter:

Dear Sir or Madam,

I am currently preparing a publication with the Franz Steiner Verlag with the working title „XXX“. The volume is to be published in spring / autumn 20xx. It is aimed at a specialist university audience, and therefore the first edition will not exceed XXX copies. Parallel to the printed book, an e-book will be published (subject to a fee). The publication language is English and distribution will be worldwide.

On the cover / In the inside of the book I would like to use the image:

[give precise information regarding the location of the image]

It will take up the whole / a half / a quarter of a page and be reproduced in greyscale / in colour.

I would like to ask for permission to reprint the image in all editions and print-runs without time or space restriction (if applicable: and permission to use the cover in advertising for the volume).

Of course, the image would be accompanied by a precise source reference.

I would be delighted to receive a positive response from you. Please do not hesitate to contact me if you have any questions.

Best regards,

XXX

5.4 Technical guidelines

- Images and graphics should not be inserted into the manuscript, but provided as separate, consecutively numbered files.
- Please send images and pictures as JPG or TIF with at least 300 dpi in the desired print size. If you are scanning photographic prints yourself, please make sure to descreen the scan.
- Export charts and graphics from Excel as a PDF file (not as pictures!). Graphics are also welcome as SVG and EPS files.
- All images and graphics must be complete and of a high enough quality when the manuscript is submitted.
- Please indicate clearly in the text where each item should approximately be placed ("insert image/graphic 1 here") and provide captions there.
- The count starts anew in each contribution with Figure 1. Please include your name in the file name of the image (e.g. Bloggs_Fig_1), so that it can clearly be allocated to your contribution.
- Colour illustrations cause additional costs and generally have to be invoiced – please contact editors in good time.
6. Specific requirements for reviews

6.1 Heading of the review

- Each review begins with bibliographic information on the reviewed work, according to this sample
  First name surname (ed.), main title and subtitle bold on new line. Below the title follows the bibliographic information: (series, volume number), place of publication: publisher, year, number of pages, if applicable maps and inserts.

  **Sample header**

  Mary Miller / Joe Bloggs (eg.)
  **Sample title. A study.**
  (Sample series, 4), Stuttgart: Franz Steiner Verlag, 2019, 320 pages with 13 b/w. tables and 2 col. fig.

6.2 Endnotes

- Notes are inserted in the form of endnotes, not footnotes.

6.3 Information on the author

- Reviewer’s name will be placed below the text. For information on the author’s address, see also → Section 4.2. There are no additional information about the author in the review section.