STYLE GUIDE
(Update: March 2015)

Please send your contribution via e-mail to lhomme.geschichte@univie.ac.at.
Please add an abstract (approx. 1,000 to 1,300 characters incl.) to your text, also your postal address and your e-mail address; as they are going to be mentioned in the index of authors of the very issue (please give a short declaration of consent!).
For the main articles of every issue you are also asked to agree to the assignment of rights to the publishing house.

Format
Please use formatting sparingly (avoid tabs, underlining etc.):
- manuscript standard: type Times New Roman; 12 pt; 1.5 line pitch; about 3,000 characters per page (incl.)
- please give the number of characters (including footnotes and blanks)
- no hyphenation
- ragged margin

Length of articles
- Main articles: 30,000-50,000 characters
- Report and commentary: 9,000-18,000 characters
- „Aus den Archiven“ (presentation of archive material): 10,000-12,000 characters
- Reviews: 7,000-9,000 characters
- Abstracts: 800-1,300 characters

Structure of the text
- Subheads and – if intended – further – partition should be made clear
- Please define segments in the text (p. e.: 1., 1.1, 2., 2.1)
- Please mark paragraphs with blank lines
Main text

- Indicate deletions in quotations with three dots in square brackets [...]  
- Write out short forms such as p. e., i. e., % and so on (but use short forms in footnotes!)
- Write out numbers up to twelve
- Please write out names (also first names!) in main text and footnotes
- For any annotations please use footnotes
- Put titles of books or journals, theatre plays and so on in double quote (“L’Homme”)
- Put any literal quotation in double quote; otherwise (irony, accentuation) use single quote
- Please use italics for foreign words (*Kindergarten, Ancien Régime*).
- Please use lower-case letters for annotations to tables and attach them to the particular table

CITATIONS

- **Book entry, single author**

- **Articles in journals**

Please cite also the editors and the title of the journal’s issue if existing:


L’HOMME style guide

- **Items in an anthology/chapter in edited book**


- **No need to mention series**

- **Please mention 2nd/3rd edition with a small, superscript figure (2004^2)**

- **Place of publication**

  - connect more than one places with a slash /


  - if the place of publication is not clear, please add specification

    Cambridge, MA 1982 (not: Cambridge, Mass.)

- **Abbreviation**

  - set apart volume, year, page … using commas


  - abbreviate: chap., esp., f. and ff. (without blank), cit. following


  - use the abbreviation ibid. only within footnotes, otherwise use short form of citation

- **Short form of citations**
    If a publication has been cited in full version once, in following citations only mention surname, first noun of the title, and number of the footnote with the full citation, finally add pages.
    
    Weir, Logics, see note 12, 47.

    - multiple authors or editors get connected with and; in short citation with slash
      
      Gloria T. Hull, Patricia Bell Scott and Barbara Smith eds., All the Women are White, All the Blacks are Men, But Some of Us Are Brave, New York 1977.

      Cf. Hull/Bell Scott/Smith, Women, see note 6.

    - in footnotes with more than one quotation separate them with semicolon
      

- **Archive material**
    Citing archive material please pay special attention to accuracy and uniformity, no abbreviations please.

- **Internet**

**Footnotes**

- numbers of footnotes in the main text: superscript
- footnotes follow punctuation marks
- if footnotes are not literal quotations, please prefix cf.


Translations

- Citing publications in not very well known foreign languages: please translate the title into English and add this translation in brackets.


REVIEWS


- Two or more authors or editors:


- Indication of page in the continuous text:
  It is argued that such effects albeit unintentional in the majority of cases (12).

ILLUSTRATIONS

Please do send pictures in reproducible format (black and white, dissolution: 300 dpi); do not forget to include an exact reference. Clarifying the copy right is in responsibility of the author!

CORRECTION OF PROOFS

As soon as all contributions have reached the office after they have been reviewed, revised and corrected, proofs get produced at the editor’s. Subsequent corrections of the text (p. e. deletion of or supplement to footnotes or passages in the main text) do cause enormous costs. The manuscript therefore should be delivered ready for printing; only orthographic or typographic corrections are possible in the proofs.

We are looking forward to your contribution!

Michaela Hafner (L’HOMME editorial office)