

FRÜHNEUZEIT-INFO

Style Sheet

Manuscripts should be submitted by email to iefn.geschichte@univie.ac.at.

The submission deadline for the annual issue ends on April 30th each year.

1. Submission of articles

1.1. Text

Articles should contain approximately 50,000 characters (including blank spaces) and should be accompanied by an abstract of max. 1,500 characters (including blank spaces). Project reports/work in progress articles should extend from approx. 15,000 to 30,000 characters; book reviews should not exceed 7,500 characters (including blank spaces).

Files should be submitted in Microsoft Word Doc or Docx. Please make sure that the language of your manuscript is idiomatic. The editors will not provide copy-editing but only content review. Quotations in languages other than English and German need to be translated.

Frühneuzeit-Info uses gender-sensitive language.

1.2. Images, Figures, Charts, Illustrations

Please do not embed your images in a Word Document. If your article includes charts, figures, tables, graphs and/or images, they should be submitted as individual tif- or jpg-files, 300 dpi. Please indicate in your article where they should be placed and provide captions: Example: <Insert Figure 1 here>.

Please make sure you have permission to publish images in print and online.

Please note that the maximum printable area per column is 8.4 (w) x 23 (h) cm, 17.5 (w) x 23 (h) cm for a full page (spanning two columns).

2. Style of presentation

Each article's structure should be as follows: heading – sub-heading – byline – body text including headers – endnotes.

Please do not use double spaces after periods. Paragraphs should be indicated by a tabulator indent. Please do not insert an extra line between paragraphs unless you want to indicate a section break. Reference works, names of paintings, Latin words etc. should be italicised. Endnote characters should be in superscript (default setting in Word) and follow punctuation. English and French numerals should also be in superscript (e.g. “2nd”, “XVII^e”). Please avoid ALL CAPS, boldface, and small caps (except when citing from sources).

Please use double quote marks for quotes, single quote marks for quotes within quotes. If the quote is a full sentence, the period should be inside the end quotation mark. If the quote is a single word or short phrase, then the period at the end should be outside the quotation marks. Example: “This quote is a full sentence.” / This quote is “just a word or phrase”. If the quote extends over more than three lines, it should be indented in a separate paragraph. The quote marks will be removed in the final version.

Square brackets around the ellipsis character [...] should be used for missing parts of a quote.

For a parenthetical phrase, please use en-dashes to separate the clause. Example: “In this case – as one can see – two en-dashes were used.” Please use en-dashes without spaces to separate dates (e.g. 1618–1648) and page numbers (e.g. pp. 235–260).

Use hyphens only where grammatically appropriate, e. g. 30-year-old man; good-looking; mid-1940s; mid-sixteenth century.

3. References

Please use endnotes. Each note starts with a capital letter and ends with a period. Please follow these examples:

Book:

Thomas Laqueur: Making Sex. Body and Gender from the Greeks to Freud, Cambridge/London: Harvard University Press 1990, pp. 25–62.

Edited volume:

Johanna Gehmacher/Maria Mesner (eds.): Frauen- und Geschlechtergeschichte. Positionen/Perspektiven (= Querschnitte 14), Innsbruck et al.: Studienverlag 2003.

Chapter or other part of a book:

Ulrike Ludwig: „Ambts halber“ kompetent. Die gutachterliche Tätigkeit von Schössern in Straf- und Supplikationsverfahren im 16. und 17. Jahrhundert, in: Alexander Kästner/Sylvia Kesper-Biermann (eds.): Experten und Expertenwissen in der Strafjustiz von der Frühen Neuzeit bis zur Moderne, Leipzig: Meine Verlag 2008, pp. 73–83, here p. 75.

[Please note the style when referring to specific pages within an article.]

Journal article:

David Lederer: Sociology’s “One Law”. Moral Statistics, Modernity, Religion, and German Nationalism in the Suicide Studies of Adolf Wagner and Alexander von Oettingen, in: Journal of Social History 46, 3 (2013), pp. 684–699.

Sources from the archive:

Should be quoted as exactly as possible: place and name of the archive [abbreviation], stock [abbreviation], record, folio.

Example: Haus-, Hof- und Staatsarchiv Wien [HHStA], Reichshofrat [RHR], Alte Prager Akten, Kart. 61, fol. 654^r–758^v.

Online resources, websites:

Please quote the article stable url: <http://www.jstor.org/stable/number> and provide an access date (accessed January 15, 2014).

Use “Ibid.” only when referring to a source cited in the preceding note (same work, same page). Add the page number when referring to the same work but at a different location, e.g. “Ibid., pp. 13–29”. When cross-referencing an earlier note, use only the author’s surname, an abbreviated version of the article’s title to which you are referring, and the note number in parentheses. Example: Lederer: Sociology’s “One Law” (note 7), p. 690.

Please do not abbreviate journal titles.

More than three authors, editors or locations – please use the first name followed by “et al.”

4. General Information

Communication between the editors of the *Frühneuzeit-Info* and the author is conducted by email. Before publication authors receive the proofs of their texts (PDF) in order to make final adjustments and to authorize publication. All authors receive a hard copy of the journal as well as a digital copy of their contribution (PDF) for their own purposes. However, we kindly ask our authors to refrain from online publishing and dissemination (on personal websites, online repositories, etc.) until six months after the journal release. Please make sure to give a proper email address as well as mailing address in order to ensure smooth communication during the publication process.

[Revised: January 2014]