

Guidelines from the editors of the Themenportal Europäische Geschichte (long version)

1. General Remarks

Usually, the Themenportal Europäische Geschichte publishes contributions, each consisting of a historical source and a commenting essay. This close linking of source and research essay is the conceptual core of the Themenportal. In each case, a recognizable explicit reference to Europe is of utmost importance. In your contribution, you should therefore explain why and in what respect the events, structures, processes, ideas, and forms of expression you have selected and investigated are significant for the course of European history, the historical consciousness of Europeans, or for current European challenges. Here, of course, many different points of connection are conceivable.

Procedure:

Please send a proposal (working title, source, provisional abstract, planned submission date) to <clio.redaktion-europa@geschichte.hu-berlin.de>. The group of managing editors of the Themenportal will review your exposé and decide on it. Please submit your final contribution by email to the above address at an agreed date.

Two members of the editorial board or – in some cases – external specialists will independently review your essay. This process serves quality assurance purposes. However, it will take some time. Anonymous reviews are sent to the authors in a condensed, summarized form by the editors. It may be that the reviews recommend a revision, addition, shortening, or consideration of an additional aspect. After completion of the review process, all contributions are subjected to a formal correction before the technical preparation of the contribution in the editorial system of the topic portal takes place. Before publication, authors always receive an imprimatur message from the editorial office to approve the article.

Length / structure:

You can write an essay in German, English, or French. They should be approx. *7 pages* (25.000 characters incl. spaces), the historical sources between *1-3 pages* (3.500-11.500 characters incl. spaces). Please choose *informative titles* for both the essay and the historical source. Additionally, please include a *short abstract* (500 – 650 characters) to your essay so that readers can already get an idea of the context. The text should also be accompanied by a *further reading list* – formal heading “References“ and listed alphabetically (5 titles).

Target audience / style:

Your contribution will be published as part of the Themenportal “European History (Themenportal Europäische Geschichte; www.europa.clio-online.de), which is aimed primarily at experts and students of history. However, a considerable part of our readers do not have a background in historical science and will thus only take note of your contribution, if style, language and structure are appealing. Your article should therefore not only address specialists of your specific subject area, but be aimed at a wider professional public: please explain particular contexts as well as specialized concepts / terms and abbreviations.

2. Editorial Remarks**Language**

- Your article should be written in German or English. Please note the following remarks:
 - Please avoid shortcuts or abbreviations (e.g., write per cent for %, dollar for \$).
 - Please spell out institution names before shortening them (e.g., University of Toronto (UofT) when first using it).
 - Please use a comma for every figure that has more than three digits. For example: 105,000. Numbers up to twelve should be spelled out.

Title:

- Each essay and each source needs a title. Subtitles are not necessarily required. If you do have a title and a subtitle please separate them with a point and not with a dash.
- Titles and subtitles should give an impression of the substance. If the original source title is expressive enough it may be conserved. Added year dates should be parenthesized. For the online publishing, the title might be subject to changes.
- If there is an identified author of a source, he/she is to be mentioned in the title. Author and title should be separated by a colon.
- Please refrain from using subheadings.

Quotes:

- Please use the original spelling when quoting and mark omissions with [...].
- Please mark quotes with double quotation marks. Quotes within a quote should be additionally marked with a single quotation mark (‘).

Footnotes:

- Please use footnotes and not endnotes, and count them in Arabic numbers.
- Please use full names of authors you mention (first and surnames).
- All footnotes end with a period.

- If one title is quoted more than once, the whole title should be quoted at the first mentioning, later on only the author's name and a short title are sufficient.
- If you quote, do not use the MLA style but give all relevant information in a footnote even if you back reference to a before mentioned title. For example: Meier, short title, p. 45 (for more than one author: Meier; Müller (see footnote 6), p. 45)
- Use semi-colons to separate several references in a single footnote.

Bibliography:

Please give full references in the footnotes for all the literature and sources you use throughout the text. If you use online-resources, mention the URLs in the footnotes.

- Please write the complete name of the place of publication, i.e. not Frankfurt a.M., but Frankfurt am Main, Frankfurt an der Oder, etc.
- Please use only one publishing place.
- Please avoid formatting (bold, italic etc.) in the bibliography
- Titles in foreign-language stay in original. Common abbreviations should be translated in English (Milan in place of Milano).
- Sources composed of extracts should be cited using the exact pages in the footnotes. Example: Georg Simmel, Die Großstadt, Berlin 1907, pp. 46-52, 59, 60-65.

Monograph:

Name Surname, Title. Subtitle (series number), publishing place year.

Example: Michel Avi-Yonah, Geschichte der Juden im Zeitalter des Talmud in den Tagen von Rom und Byzanz, Berlin 1962.

Monograph or an anthology with more than one author or editor:

Name Surname / Name Surname / Name Surname (eds.), Title. Subtitle (series number), publishing place year.

Example: Anthony King / Martin Henig (eds.), The Roman West in the Third Century, Oxford 1981.

Article from an anthology:

Name Surname, Title. Subtitle, in: Name Surname (ed.), Title. Subtitle (series number), publishing place year, pp. 1–3, pec. p. 3.

Example: Peter Thomas Walther, Die deutschen Historiker in der Emigration und ihr Einfluss in der Nachkriegszeit, in: Heinz Duchardt / Gerhard May (ed.), Geschichtswissenschaft um 1950, Mainz 2002, pp. 37–47.

Article in a journal:

Name Surname / Name Surname, Title. Subtitle, in: Name of the Journal Vol. (year), p. 13.

Please avoid abbreviations of journal's names

Example: Andrik Abramenko, Die Wirtschaftskrise des 3. Jahrhunderts n.Chr. und das Ende der Augustalität, in: Zeitschrift für Papyrologie und Epigraphik 99 (1993), pp. 207–213, pec. p. 210.

Article in a lexicon:

Name Surname, Art. „Title. Subtitle“, in: Name Surname (ed.), Name of the lexicon Vol. (year), col. 1–2.

Example: Alexander Schwan, Art. „Pluralismus“, in: Görres Gesellschaft (ed.), Staatslexikon 4 (1988), col. 427–431, pec. Sp. 429.

Article in a newspaper:

Name Surname, Title. Subtitle, in: Name of the newspaper, date of announcement, p. 3.

Example: Hans-Ulrich Wehler, Jugend ohne Geschichte. Nordrhein-Westfalens üble Schulpolitik, in: Frankfurter Allgemeine Zeitung, 03.03.2003, p. 31.

Web source:

Name Surname, Title, in: Name of the website, URL: <exact URL> (date of visiting the page).

Example: Werner Bühner, Rezension zu: Karlsch, Rainer; Stokes, Raymond G.: Faktor Öl. Die Mineralölwirtschaft in Deutschland 1859–1974. München 2003, in: H-Soz-u-Kult, URL: <<https://www.hsozkult.de/publicationreview/id/reb-4137>> (30.01.2020).

Images / maps / tables:

- Add a caption to every illustration giving detailed description (for example: author / artist / title / place / year) and the source of the image. You also have to clarify the copyrights. Make sure you are allowed to publish the image and no rights of the persons in the picture or third parties are violated.
- Please hand in a copy of every image or illustration in your text as a separate file (GIF, JPEG, PNG, or TIFF format).
- If you use screenshots, take them without visible browser bars.
- Photos or image scans should be given in a high resolution suitable for reproduction (minimum width 2056 pixels).
- Always add a caption to maps and tables or images within the text.
- Example: “Map” 1: title, place, year, source.
- Example: “Underline1”: author / artist , title, place, year, source.
- Please scan in very high quality, the minimum requirements for digitalized images are:

- Resolution: >= 300 dpi
- Color mode: CMYK
- File format: TIFF (Tagged-Image File Format)

Word processing / Formatting:

- File formats: Word, RTF or plain ASCII. Please do not send your contribution as HTML- or PDF-file.
- Paragraphs: Between paragraphs, please use a blank line. Mind a left-aligned format.
- Umlauts/ special signs: Please compose your article with every umlauts and special signs.
- Emphasis: Use them only sparingly. If you want to emphasize a passage, italics can be used. Avoid small caps and superscript / subscript.
- Hyphenation: Disable hyphenation in your word processor!

In case of questions, do not hesitate to contact us:

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