



IEG

Leibniz-Institut für
Europäische Geschichte

Style Sheet – Author Guidelines

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Please do not hesitate to contact me, if you have any further questions:

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1. Formal guidelines

Please send us your text as a Word file via email (12 point Times New Roman). Submitted texts should not contain paragraph formats or indentations. The automatic hyphenation function should be deactivated. You should apply character formatting yourself (SMALL CAPS, italics etc.).

- The »Veröffentlichungen des Instituts für Europäische Geschichte, **Beihefte**« (anthologies) either use footnotes **or** a bibliography. This allows us to automatically create linkage for e-book or open access versions.
- The »Veröffentlichungen des Instituts für Europäische Geschichte, **Bände**« (monographs) use footnotes **and** a bibliography. The bibliography should provide full bibliographical information.
- Quotations are indicated by using quotation marks, omissions within a quotation by using three ellipsis points [...]. Double quotation marks (» «) are used around quotations while single quotation marks (› ‹) are used to mark quotations within a quotation.
- Please use Word's footnote function. Do not create footnotes manually.
- Please indent quotations that are longer than three lines.
- Use an »en dash«, not a hyphen, to separate a section of a sentence for emphasis. In Word, use »ctrl + minus sign –« (the minus sign on the numeric keypad) as a shortcut. Or type the hyphen sign twice with leaving space between words. In either case, put spaces before and after the dash.
- Use »p.« for single pages and »pp.« for multiple pages. Always write out the full numbers of the page range (e. g. not pp. 12–4 but pp. 12–14).
- The editors will accept »ibid.« and »id.«:
Ibid./ibid. = »in the same place« can be used to refer to the immediately preceding reference.
Ead./ead./Id./id. = »the same woman/man«. May be used to avoid repeating an author's name when citing in uninterrupted succession more than one work by the same person.
Please use these abbreviations in footnotes only (not in the bibliography).
- Names of authors: please give full first name where this is used, rather than just an initial. In the footnotes surnames are always given in SMALL CAPS.
- SMALL CAPS are not used for editors names if the editor is an institution, e.g.: Association des anciens élèves de l'EPS (ed.).
- Do not use small caps for Ead./ead. and Id./id.
- Series titles are usually omitted. If not, the series's title is placed after the year of publication, e.g.: DINGEL, Irene, Vielfalt – Ordnung – Einheit. Kirchengeschichtliche Studien zur Frühen Neuzeit aus den Jahren 1997 bis 2015, Göttingen 2021 (VIEG Beiheft 133).
- Main title and subtitle are always separated by a point. This applies to books and essay titles.
- Any titles in the main text (not within the footnotes) must be put in *italic* (false: underline, **bold**, VERSAL).
- Single foreign words or phrases should usually be *italicised* (false: underline, **bold**, VERSAL).
- Do not use spaces when giving year ranges (1905–1982) or other dates (30.12.2022). This applies to page references with one subsequent page also (pp. 23f.).



- Please choose a consistent format regarding dates, e.g. in German: 30.12.2021, in English: 04/01/1920.
- Replace all spaces between page references, volume numbers, paragraph numbers (eg. Vol. 1, pp. 1–3) by non breaking spaces (CTRL+SHIFT+SPACE) to prevent numbers from slipping to the next line.
- Any pictures (TIF- or JPG-file) should measure at least 300 dpi (line drawings at least 800 dpi). The author is responsible for obtaining permission in writing from the owner to reproduce illustrative materials and for forwarding it to the Editorial Office. Please provide captions and source references.

For lists of **abbreviations**, see:

- Siegfried SCHWERTNER, Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete (IATG), Berlin et al. ²1994 = TRE Abkürzungsverzeichnis 1994.
- Friedrich Christoph DAHLMANN / Georg WAITZ, Quellenkunde der deutschen Geschichte, vol. 12: Wegweiser, Göttingen ¹⁰1999.
- English-language bibliographical information refer to the headline style capitalization (Chicago Manual of Style).

If abbreviations are used that are not listed in the above mentioned works, please prepare a list of abbreviations.

2. Reference Styles

Book

First Name SURNAME, Title. Subtitle, place of publication 2006, pp. 1–10.

Three and more authors:

First Name SURNAME et al., Book title. Subtitle, place of publication 2006, pp. 1–10.

Multi-volume publication:

First Name SURNAME, Book title. Subtitle, vol. 1, place of publication 2006, pp. 1–10.

New edition:

First Name SURNAME, Book title. Subtitle, place of publication ²2006, pp. 1–10.

Two or more places of publication:

First Name SURNAME, Book title. Subtitle, place of publication et al. 2006, pp. 1–10.



First mention:

1. Heinrich August WINKLER, Germany. The Long Road West, trans. Alexander J. Sager, 2 vols., vol. 1, Oxford 2006, p. 8.



Subsequent mentions using short title:

2. WINKLER, Germany, pp. 8–10.

3. Ibid., p. 15.

Edited publication

First Name SURNAME (ed.), Book Title. Subtitle, place of publication et al. 2006.

Three or more editors:

First Name SURNAME et al. (eds.), Book title. Subtitle, place of publication 2006.



First mention:

1. Benedikt STUCHTEY/Peter WENDE (eds.), British and German Historiography 1750–1950. Traditions, Perceptions and Transfers, Oxford 2000.

Subsequent mentions using short title:

2. STUCHTEY/WENDE, British and German Historiography.

Article in journal, book or dictionary

First Name SURNAME, Title. Subtitle, in: Journal 1 (2006), pp. 1–10, at p. 10.

First Name SURNAME, Title. Subtitle, in: First Name SURNAME (ed.), Title. Subtitle, place of publication 2006, pp. 1–10, at p. 10.

First Name SURNAME, Title, in: Encyclopaedia 1 (2006), pp. 1–10, at p. 10 (or col. 1–10, at col. 10).



First mention:

1. Gilbert MURRAY, The Historical Present, in: History 18 (1934), pp. 289–306, at p. 290.

2. Glenn PENNY/Stefan RINKE, Germans Abroad. Respatializing Historical Narrative, in: G & G 41/2 (2015), pp. 173–196, at p. 174.

Subsequent mentions using short title:

3. MURRAY, The Historical Present, p. 290.

4. PENNY/RINKE, Germans Abroad, p. 180.

5. Ibid., pp. 181f.

Web source

First Name SURNAME, Title, in: Title. Subtitle, edited by/issued by First Name SURNAME/Name of organization or publishing body, URL: <full URL> (access date).



Michael MAURER, Anglophilia, in: Europäische Geschichte Online (EGO), published by the Leibniz Institute of European History (IEG), URL: <<http://www.ieg-ego.eu/maurerm-2010-en>> (09.04.2013).



The **order** in the bibliographical references is as follows:
SURNAME, First Name ...

Name suffixes, e.g. *de*, *van* or *von*, generally remain unconsidered in alphabetisation and are not put in SMALL CAPS:
NOLDE – NOLDEN – van NORDEN.
Unless they are capitalized:
VANBRUGH – VAN BUREN – VANCE.

