STYLE GUIDE
(Update: September 2018)

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 affiliation, postal address and 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.)
- No hyphenation
- Ragged margin, left-aligned
- Use one space, not two spaces, between sentences.
- For citation to the literature, use footnotes (i.e. don’t use endnotes and don’t include the literature in the text).

Length of articles

- Main articles: 30,000-45,000 characters (including footnotes and blanks!)
- Report and commentary: 9,000-18,000 characters
- „Aus den Archiven“ (presentation of archive material): 10,000-12,000 characters
- Book reviews: 7,000-9,000 characters
- Abstracts: 800-1,300 characters

Structure of the text

- Subheads and further partition should be made clear
- Please define segments in the text – in the text we use only two levels of headings (1 and 1.1, 1.2 etc.)
- Please mark paragraphs with blank lines
1. MAIN TEXTS, REPORTS

- Indicate deletions in quotations with three dots in square brackets […].
- Write out short forms such as i.e. (that is), etc. (and so forth), e.g. (for example), % (per cent) (but use short forms in the footnotes!)
- Spelling: we use British spelling (using “ised” rather than “ized”; honour, labour etc.)
- 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, journals, movies, theatre plays and so on in double quote (“L’Homme”); but for names of institutions, associations or political parties (Department of History; Labour Party) don’t use neither double quotes nor italics.
- Put any literal quotation in double quote; otherwise (irony, accentuation) use single quote.
- Please use italics for foreign words (Zeitgeist, Ancien Régime, longue durée) and for emphasis.
- Use a comma separator for numbers over one thousand (i.e. 1,500).
- Dates: Use the date-month-year style, i.e. 25 March 2010.

Footnotes

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

Reference / citation

- Book entry, single author
  Note: We don’t use “p.” for page.

- Articles in journals
  Sam Jones, Goldfrapp gets the critics all steamed up, in: The Guardian, 5 (23 August 2005), 26.


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

If a work has **two authors**, give both names every time you cite it. For **three or four authors**, give all names the first time the work is cited and then use the first author’s name and “et al.” for all subsequent citations. For works with more than five authors, use the first authors name and “et al.” including the first citation.

- **No need to mention series.**
- **Please mention 2nd/3rd edition** with a small, superscript figure (²2004).
- **Place of publication**
  - connect more than one places with a slash /
  - if the place of publication is not clear, please add specification:
    Cambridge, MA 2017 (not: Cambridge, Mass.)
  - set apart volume, year, page … using commas:
- **Abbreviation**
  - abbreviate: chap., esp., f. and ff. (without blank), cit. following:
    - use the abbreviation ibid. only within one footnote, otherwise use short form of citation see below):

• **Short form of citations**

If a publication has been cited in full version once, in following citations only mention surname, first noun or a short version of the title, and number of the footnote with the full citation, finally add pages.

Cf. 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, All the 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**


**Translations**

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


Евгений Добренко, Потребление производства или иностранцы в собственной стране, в: Ханс Гюнтер и Сабине Хэнсген (сост.), Советская власть и медия [Evgeniy Dobrenko, Consumption of the Production or Foreigners in their own Country, in: Hans Günther and Sabine Hensgen (eds.), The Soviet Government and Media], Санкт Петербург [Saint Petersburg] 2006, 166.

Exemple for German text:
2. BOOK REVIEWS

At the beginning of the review, please give all details concerning the book (number of pages, price, ISBN etc.)


- 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 (p. 12).

3. 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!

4. 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)