AUTHOR GUIDELINES
Handbook Articles

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I. Manuscript Submission

When preparing your manuscript and additional materials for submission, please ensure that your entry conforms to the author guidelines. Putting your manuscript into “1914-1918-online” style is very much appreciated and will significantly aid the editorial process. To do so, please use our Article Template, which is available at http://www.1914-1918-online.net.

Authors are asked to submit manuscripts as electronic files, preferably as MS Word or Open Office documents. Articles should be sent as e-mail attachments to the editorial office at 1914-1918-online@fu-berlin.de.

Please note that all entries should be submitted in English. Spelling can be either American English or British English but must be consistent throughout the manuscript.

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Full title
Please give the full title of the article. It should not contain citations or references.

Abstract
Each article is introduced by an abstract (no more than 100 words). The abstract should concisely provide the article’s “essence” and should be able to “stand alone.” It should outline the article’s purpose and mention the most significant results and conclusions. It should not contain references or abbreviations.

Introduction
The introduction should include a brief summary of existing research, a description of the article’s objective(s) and purpose, and a brief outline of the article’s organization. If appropriate, please include a description of the method(s) applied.

Main Text
The article should be clearly and logically arranged. It should be divided by headings and sub-headings. Please avoid creating further subcategories of headings. Headings should not contain citations and should clearly denote the content of the respective paragraph. Please avoid overly long paragraphs and sentences. There is no need to provide a table of contents, as this will be automatically generated by the Content Management System (CMS).

Conclusion
The conclusion should not be a mere summary of the results. It should mention the significance of the results, without references.

Author(s) and Affiliation(s)
At the end of the article, please include author(s)’s full name(s) and academic affiliation(s).
Selected Bibliography
The selected bibliography (20 titles maximum) provides full bibliographical information for the principle works most relevant to the article’s subject. The required format of the selected bibliography is described below. The Selected Bibliography does not necessarily need to include the works listed as notes in the article.

Notes
List only those references cited in the text. References should be consecutively numbered and appear as endnotes. The required format is described below.

Keywords
Please name five keywords for indexing and search purposes. Try to use keywords that match users’ search queries and are as precise as possible, avoiding terms such as “First World War”.

III. Figures, Tables, Audio Files, and Videos

Articles should incorporate textual, graphical, acoustical, and visual elements, as well as carefully selected and, when required, annotated source texts. They should illustrate, support, or highlight the textual information. Also desirable are references to scholarly internet resources, e.g. digitized primary sources. For a list of links containing a multitude of online resources for pictures, audio files, maps, and other multimedia elements related to World War I, please see http://www.1914-1918-online.net/06_first_world_war_websites/index.html.

Please submit all visual materials as well as audio and video files as separate files. The file name should refer to the figure numbering in the text. Insert callouts with the respective element’s title in the text to indicate where each table, illustration, etc. should be placed.

Images should be submitted as lossless compressed JPG or PNG files as e-mail attachments with the highest possible resolution (at least 72 dpi). Please submit all visual materials as separate files.

Tables should include a descriptive title and must be in an editable format. Tables should not be embedded as image files within the manuscript. Please use the table function of your word processing software to produce tables, rather than the TAB key or space bar. Please avoid further formatting.

Audio and video files can be added as external links. Please include them in a list at the end of your article.

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Each item should also be accompanied by a brief description (up to 100 words).

Example:

IV. Style Preferences

Abbreviations
Abbreviations should be confined to tables and endnotes. Exceptions include acronyms (e.g. ANZAC), and initialisms (introduced parenthetically following the first reference).

Dates and Numbers
When giving full dates in the text please use the universal/European format: Day Month Year (e.g. 1 July 1916). Do not abbreviate months. Except in tables and figures, and when listing measurements and military denotations (e.g. 26th Division, 22nd Battalion, 42-cm howitzer, Renault FT-17 tank, etc.), please write out numbers under 100. For larger numbers use a comma (,) as thousands’ separator (e.g. 1,500, 950,000). Use numerals for percentages (55 percent). Except in tables and figures do not use the percentage sign (%).

Persons
Please state each person’s full name the first time they are mentioned in the text. For deceased historical persons, please include dates of birth and death in brackets following the full name, e.g. Philippe Pétain (1856-1951).
Transliteration
When transliterating from a non-Latin alphabet, please use the transliteration tables from the Library of Congress:
http://www.loc.gov/catdir/cpso/romanization.
Note the following changes in the Russian transliteration table (http://www.loc.gov/catdir/cpso/romanization/russian.pdf): Ё – J; й - j.

V. Formatting
Submitted texts should not contain paragraph formats or indentations. The automatic hyphenation function should be disabled.

First and, if needed, second level headings should be formatted with standard style sheets provided by your word processing software. Please do not create further subcategories of headings.

Please use italics to provide emphasis or contrast and to denote book titles, names of periodicals, cited linguistic forms, and foreign terms that have not become incorporated into the English language.

In the running text, for all titles in English, please use headline-style capitalization: capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (“if”, “because”, “that”, etc.). Use lowercase for all articles (“a”, “an”, “the”), coordinating conjunctions, and prepositions (regardless of length). The “to” in infinitives and the word “as” in any function should be written using lowercase letters.

Quotations should be kept to a minimum and lengthy quotations should be avoided. Quotations should be indicated by using quotation marks. Omissions should be indicated within a quotation by using three ellipsis points …; insets and comments by the author should be indicated by using squared brackets […]. Quotations with more than 40 words should be typed in a centered, single-spaced block without using quotation marks. If the quotation is in a language other than English, please provide a translation in the relevant endnote. If necessary, translate the passage yourself and add “translated by author” in squared brackets at the end of the endnote.

Use bulleted (• … ) or numbered lists (1. …) to break the text into distinctive points or specific steps. Please use MS Word’s automatic bulleting/numbering feature to do so. Items in bulleted and numbered lists should use parallel phrasing.

VI. Reference Style
Notes
List only those references cited in the text. Only published or accepted manuscripts should be included. References should appear as endnotes. Please insert endnotes using the automatic endnotes feature. Do not key in note numbers manually. The endnotes should be consecutively numbered. Each endnote begins with a capital letter and ends with a full stop (.). References to publications should appear in full (including place and year of publication) only once within the endnotes. Please use the required format of
the selected bibliography as described below. Subsequent references should give short titles only. A short-title consists of the author’s surname, a characteristic keyword (usually the first noun of the full title), the year of publication, and the page or span of pages referred to.

If no other reference intervenes, “Ibid.” should be used.

Selected Bibliography
The selected bibliography lists principle titles (20 titles maximum) that are most relevant to the article’s subject. It gives full bibliographical information and should be alphabetized by the last name of the first author of each work. Please do not underline or italicize titles of books or put articles in quotation marks. Please use the following format:

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UP TO THREE AUTHORS/EDITORS:
Surname, First Name(s) / Surname, First Name(s) / Surname, First Name(s) (eds.): Title. Subtitle, place of publication year of publication.

FOUR AND MORE AUTHORS/EDITORS:
Surname, First Name(s) et al. (eds.): Title. Subtitle, place of publication year of publication.

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Surname, First Name(s): Title. Subtitle, in: Journal volume/issue (year of publication), pp. 223–236.
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