AUTHOR GUIDELINES
Encyclopedic Entries

Table of Contents

Freie Universität Berlin

Gefördert durch DFG

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 Entry 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 submitted to the responsible encyclopedic entry editor as e-mail attachments.

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.

II. Content Guidelines

"1914-1918-online. International Encyclopedia of the First World War" provides a reliable, authoritative reference work on the First World War. Entries should therefore be scholarly, yet also strive to interest a wider audience. All entries should provide a clear, well-organized, and focused description of the subject, incorporating the latest and best research.

Entries should not only deliver state of the art knowledge and facts, but should also include historiographical debates when appropriate. They should explain the significance of the topic and reflect the author's scholarly interpretations and professional judgment.

III. Categories

There are six categories of encyclopedic entries: persons, organisations, events, objects, spaces and concepts, practises, and policies. Each entry is assigned to at least one of these categories.

Persons: This category comprises individuals who played a key role in the events and processes leading up to, during, or following the First World War. It may also encompass people who represent the experiences of particular events, places, organizations, and/or processes. Entries in this category should provide focused biographies that concentrate on a person's significance for the First World War. What field of endeavour, talent, or skill makes the person important? Please provide a brief outline of the person's life, considering all important and relevant biographical details, listing principal accomplishments, and highlighting his or her significance in relation to World War I. An appraisal of the person may be combined with an account of the person's life or given separately at the end of the text. When relevant, please include an account of pre-war and/or post-war functions and works.

Organisations: This category comprises clearly identifiable groups of social actors who established regulatory mechanisms, formal organisational structures, and an agenda, e.g. parties, governments, institutions, and military units. As much as possible, entries in this category should describe the background, agenda, and development of the organisation in question. What is its significance to World War I history? What notable individuals, institutions/organisations, agencies, events, and places are related to the organisation?

Events: This category comprises key events that display "a minimum of before and after" (Koselleck) and had the potential to alter the course of (war) history and contribute to the demarcation of war periods. As much as possible, entries in this category should describe the event and its time, location, origin, and aftermath. What part did the event play in World War I history? What individuals, organizations, and processes were associated with it? What were the event's social, cultural, or political consequences? What is its legacy? How is it remembered?

Objects: This category comprises objects/things relevant to World War I that physically exists, e.g. weapons, media items, monuments, and natural resources. As much as possible, entries in this category should describe the object's origin, development, and application, as well as its role in the relevant context (warfare, transport, communication, nutrition, etc.) and/or event. What was the object's special significance for the First World War?

Spaces: This category comprises significant places related to the First World War, e.g. war theatres, irredenta, lieux de mémoires. This category can also encompass micro-studies on paradigmatic places representing the war experience of a given community or region. As much as possible, entries in this category should describe the location of the place and its importance to World War I. To what and to whom is it related? What economic, political, or spiritual significance did the place hold before, during, and after World War I? And what impact did the place's geography, climate, infrastructure, ethnic, social, economic, and religious structure, etc., have on events, military tactics, and so forth.

Concepts, Practises, and Policies: This category comprises concepts, understood here as abstract ideas or mental symbols (e.g. "Union sacreé," "Pan-Slavism," "huns"); practices, meaning repetitive and/or customary human action with reoccurring patterns (e.g. "gas warfare," "trench warfare"); and policies, defined as a principle of conduct or behaviour, especially as formally issued by a government or other authoritative body (e.g. "embargo," "Flottenpolitik"). As much as possible, entries in this category should explore the political, cultural, social, economic, and mental origins and backgrounds of these concepts, practices, and policies, as well as their significance for the outbreak of the First World War, warfare, and the war's legacy. How did concepts, practices, and policies change and develop during the war? What were the long-term consequences of World War I for certain concepts, practices, or policies?

IV. Entry Structure

A. Structure: Encyclopedic Entry (General)
N.B.: For the structure of a Biographical Encyclopedic Entry, please see section B below.

Title
Example: Somme, Battles of

Summary (max. 50 words)
The summary should contain a brief definition of the subject as well as some explanation of the subject's relation to the First World War. The main topics to be covered in the body of the entry should be mentioned here so that the reader has an idea of what follows. The summary will also be shown as a snippet preview of the entry in the encyclopedia's search results. Therefore, please include important keywords and convey the general scope of the entry.
Example: The Battle of Tannenberg was fought by the Russian First and Second Armies against the German Eighth Army between 26 August and 30 August 1914. It resulted in the almost complete destruction of the Russian Second Army.

Main Text
The entry 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).

Author, academic affiliation
At the end of each entry, please include the author(s)'s full name(s) and academic affiliation(s).

Selected Bibliography
The selected bibliography should list a maximum of 5 titles that are most relevant to the entry's subject. It should give full bibliographical information. The required format of the selected bibliography is described below.

References
References are discouraged and should generally be avoided. If necessary, please list only those references cited in the text. They should be consecutively numbered and appear as endnotes. The required format of references 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".

Key Date(s)
If possible, please state one or more key date(s), e.g. 7 May 1915 for the entry "Lusitania."

Illustration

If possible, please submit a characteristic image and links to other multimedia material (video and/or audio files) with your manuscript. See V. for more information.

B. Structure: Encyclopedic Entry (Biography)

Last Name, First name(s)

In case of more than one given name, please use italics for the main name; please indicate alternative spellings of first and family name(s) as well as pseudonyms or religious names in brackets.

Description (e.g. politician, writer, humanitarian)

b. date and place of birth

d. date and place of death

Example:

Pétain, Henri-*Philippe* Benoni Omer Joseph (Marshal Pétain; Maréchal Pétain)

French general and statesman

b. 24 April 1856 in Cauchy-à-la-Tour, France

d. 23 July 1951 in Île d'Yeu, France

Summary (max. 50 words)

The summary should contain a brief definition of the subject as well as some explanation of the subject's relation to the First World War. The main topics to be covered in the body of the entry should be mentioned here so that the reader has an idea of what follows. The summary will also be shown as a snippet preview of the entry in the encyclopedia's search results. Therefore, please include important keywords and convey the general scope of the entry.

Example: Edith Cavell was an English nurse. She was executed for assisting Allied soldiers in escaping from German-occupied Belgium and became a popular heroine of World War I.

Main Text

The entry 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).

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numbered and appear as endnotes. The required format of references 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".

Key Date(s)
If possible, please state one or more key date(s), e.g. 28 June 1914 for the entry "Franz Ferdinand, Erzherzog von Österreich-Este."

Portrait
If possible, please submit a characteristic portrait (photograph, painting, drawing, sculpture, monument, medal, etc.) with your manuscript. See V. for more information.

V. Figures, Tables, Audio Files, and Videos

Entries should incorporate textual, graphical, acoustical, and visual elements, as well as carefully selected and, where 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 link list 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.

Images should be submitted as lossless compressed JPG or PNG files via e-mail attachment with the highest possible resolution (at least 72 dpi). Please submit all visual materials as separate files.
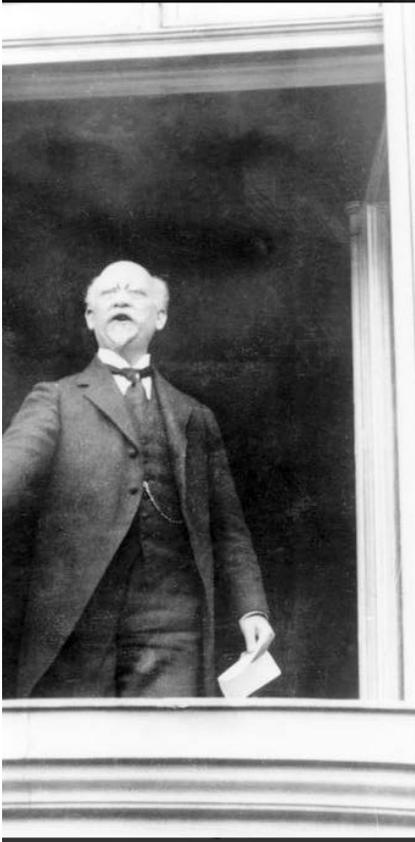
Tables should include a descriptive title and must be in an editable format. Tables should not be embedded as image files within the manuscript. Please use the table function of your word processing software to produce tables, rather than the TAB key or space bar. Please avoid further formatting.

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

Please note that it is the author's responsibility to obtain written permission for publication from copyright holders to reproduce copyrighted material without restriction of time. If the copyright holder charges a fee to grant permission, the fee is the responsibility of the author. A copy of the written permission must be submitted along with the manuscript. Material submitted without such permission may be excluded from the encyclopedia.

Authors must also provide accurate information regarding the source of all material. This includes names and copyright information when applicable. Each item should also be accompanied by a brief description **(up to 100 words)**.

Example:

VI. 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 please 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): Й – J; й - j.

VII. 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 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** with Arabic numerals (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.

VIII. Reference Style

References
References are discouraged and should be avoided unless absolutely necessary. If necessary, please 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 endnote 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 for

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 in the endnote.

Surname, short title 2011, pp. 111–112.
If no other reference intervenes, "Ibid." should be used.

Selected Bibliography
The selected bibliography should list principle titles **(5 titles maximum)** that are most relevant to the entry's subject. It should give 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:

BOOKS (authored or edited):
Surname, First Name(s): Title. Subtitle, place of publication year of publication.

EDITED PUBLICATION:
Surname, First Name(s) (ed.): Title. Subtitle, place of publication year of publication.

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.

MANY-VOLUMED PUBLICATION:
Surname, First Name(s): Title. Subtitle, volume x, place of publication year of publication.

TWO OR MORE PLACES OF PUBLICATION:
Surname, First Name(s): Title. Subtitle, place of publication et al. year of publication.

ARTICLE IN JOURNAL OR BOOK:
Surname, First Name(s): Title. Subtitle, in: Journal volume/issue (year of publication), pp. 223–236.
Surname, First Name(s): Title. Subtitle, in: Surname, First Name(s) (ed.): Title. Subtitle, place of publication year of publication, pp. 223–246.

WEB RESOURCES:
Surname, First Name(s): Title. Subtitle, issued by Name of organization or publishing body, online: full URL (retrieved: access date).
Example:
Audoin-Rouzeau, Stéphane: Controverse ou polémique? Issued by Laviedesidées.fr, online: http://www.laviedesidees.fr/Controverse-ou-polemique.html (retrieved: 9 April 2010).

NEWSPAPER/MAGAZINE ARTICLES:
Surname, First Name(s): Title. Subtitle, in: Name of newspaper/magazine, date of publication, pp. 22–23.

UNPUBLISHED SOURCES:
Name and place of institution (archive, library, collection, etc.), exact signature.