AUTHOR GUIDELINES
HANDBOOK ARTICLES

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Freie Universität Berlin

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I. Manuscript Submission

Please ensure that your article conforms to the following author guidelines as you prepare your manuscript and any additional materials for submission. Putting your manuscript into the "1914-1918-online" style is much appreciated and will significantly aid the editorial process. To do so, please use our Article Template, which is available on http://www.1914-1918-online.net.

Please submit your manuscript electronically, preferably as a Word or Open Office document, via e-mail attachment to the editorial staff at editorial-office@1914-1918-online.net.

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

II. Article Structure

Full title
Please give the full title of the article. It must 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 must not contain references or abbreviations.

Introduction
The introduction should include a brief summary of existing research, a description of the paper's objective(s) and purpose as well as a brief outline of how the article is organized. When 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 must not contain citations and should clearly denote the content of the respective paragraph. Please avoid overly long paragraphs and sentences. You do not 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 provides full bibliographical information for the principle works (20 titles maximum) 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 are consecutively numbered and appear as endnotes. The required format is described below.

Keywords

Name five keywords for indexing and search purposes. Try to use keywords that match users' search queries.

III. Figures, Tables, Audio Files, and Videos

Articles 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. Likewise 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 WWI please see http://www.1914-1918-online.net/First_World_War_Websites/index.html.

Please submit all visual materials as well as audio files and videos 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 that indicate where each table, illustration, etc. should be placed.

Images should be submitted as lossless compressed JPG or PNG files via e-mail attachment with the highest possible resolution. Images should have at least a minimum of 72 dpi.

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

Audio-visual material: Please contact us about formats and file sizes. If necessary, an upload process can be provided for all video material and larger audio files. While we try to incorporate a variety of different formats, certain formats are preferred over others:

Audios: WAV files are preferred over compressed formats such as .mp3. QuickTime material will be also accepted.

Videos: DV or AVI formats are preferred, although MPEG2 or MPEG1 material will be considered. QuickTime material will also be accepted. Video material should be PAL 720x576 encoded wherever possible. NTSC video material can be included in exceptional cases.

We will also endeavor to include analog material (such as VHS, Mini DV or audio cassette) of exceptional interest and can provide digitization of these materials in some cases.

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Example:

Proclamation of the German Republic 1918

On 9 November 1918, the German Social Democratic politician, Philipp Scheidemann (1865–1939), proclaims the German Republic to the crowd outside the Reich Chancellery in Berlin.
Unknown photographer, Proclamation of the German Republic by Philipp Scheidemann, black-and-white photograph, Germany, 1918; source: Deutsches Bundesarchiv (German Federal Archive), Bild 175-01448, wikimedia commons, http://de.wikipedia.org/w/index.php?title=Datei:Bundesarchiv_Bild_175-01448,_Berlin,_Reichskanzlei,_Philipp_Scheidemann.jpg&filetimestamp=20091123011613.
Creative Commons-Lizenz Namensnennung-Weitergabe unter gleichen Bedingungen 3.0 Deutschland.

IV. Style Preferences

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

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

Persons
Please state each person's full name upon first reference and include dates of birth and death in brackets for the deceased, 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.

V. Formatting

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

First and **second level headings** should be formatted with standard style sheets provided by your word processing software. Please avoid creating 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, headline-style capitalization is used: capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions ("if", "because", "that", etc.). Lowercase all articles ("a", "an", "the"), coordinating conjunctions, and prepositions (regardless of length). The "to" in infinitives and "as" in any function are lowercased.
Quotations are indicated by using quotation marks, omissions are indicated within a quotation by using three ellipsis points ..., insets and comments by the author by using squared brackets […]. Regarding quotation marks: authors are asked to consistently use the standard default settings in MS Word. Quotations with more than **40 words** should be typed in a centered, single-spaced block without using quotation marks. If the quotation is in any language other than English, please provide the English translation in-text and the original in an endnote. If need be, translate the passage yourself and add "translated by author" in squared brackets.
Use Word's automatic feature to make bulleted (• …) or numbered **lists** with Arabic numerals (1. …) to break the text down into distinctive points or specific steps. Use parallel phrasing when listing items.

VI. Reference Style

Notes
List only those references cited in the text. Only published or accepted manuscripts should be included. References appear as endnotes. Insert notes using the automatic notes feature. Do not key in note numbers manually. The endnotes are consecutively numbered. Each endnote begins with a capital letter and ends with a full stop (.). References to publications should appear in full only once within the notes. *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.

Surname, short title 2011, pp. 111–112.
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. Do not underline or italicize titles of books. Do not 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.