AUTHOR GUIDELINES

Encyclopedic Entries

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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. In doing so, please use our Entry Template, which is available on http://www.1914-1918-online.net.

Authors are asked to submit manuscripts as electronic files, preferably as Word or Open Office documents, via e-mail attachment to the responsible encyclopedic entries editor.

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" will provide a reliable, authoritative reference work on the First World War. Entries should therefore be scholarly, yet strive to interest a wider audience as well. 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 also historiographical debates, if appropriate. Entries should explain significance 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/major role in the events and processes leading up to, during, or following the First World War. This category 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? Provide a brief outline of the person's life, considering all important biographical details, listing principal accomplishments, and highlighting his or her significance in relation to World War I. Appraisal may be combined with the account of the person's life or be given separately at the end of the text. If of significance, 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, 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 potentially can 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 anything with relevance to World War I that has physical existence, e.g. weapons, media items, monuments, natural resources. As much as possible, entries in this category should describe the object's origin, development, and appliances, as well as its role in a certain 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 in relation 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 an abstract idea or mental symbol (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 and 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 in relation to 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 statement of the subject's interest and significance in relation to the First World War. The main topics to be covered in the body of the entry may be mentioned here, so that the reader will get a good idea of what is to follow. In addition, the summary will also be shown as a snippet preview of the entry in search results. Therefore please include important keywords and convey the scope of the entry as a whole.

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 sensibly 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 also avoid overly long paragraphs and sentences. You do not need to provide a table of contents. This will be automatically generated by the Content Management System (CMS).

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

Selected Bibliography
The selected bibliography lists principle titles (5 titles maximum) that are most relevant to the entry's subject. It gives full bibliographical information. The required format of the selected bibliography is described below.

Notes
References are discouraged and should be avoided unless absolutely necessary. If necessary, list only those references cited in the text. References are consecutively numbered. They appear as endnotes. The required format of endnotes is described below.

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

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 or other multimedia material (video and/or audio files) with your manuscript.

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. French politician, British writer, Swedish humanitarian)

b. date and place of birth, country

d. date and place of death, country

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 statement of the subject's interest and significance in relation to the First World War. The main topics to be covered in the body of the entry may be mentioned here, so that the reader will get a good idea of what is to follow. In addition, the summary will be also shown as a snippet preview of the entry in search results. Therefore please include important keywords and convey the scope of the entry as a whole.

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 sensibly 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 also avoid overly long paragraphs and sentences. You need not provide a table of contents. This will be automatically generated by the Content Management System (CMS).

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are consecutively numbered. They appear as endnotes. The required format of endnotes is described below.

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

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.

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/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.

Please note that it is the author's responsibility to secure written permission from copyright holders to reproduce copyrighted materials with their entry. If the copyright holder charges a fee to grant permission, the fee is the responsibility of the author seeking permission. Written permissions must be submitted along with the manuscript. All material submitted without such permissions is under risk of being excluded from publication. Authors must provide accurate credit information as to the source. This includes names and copyrights where applicable. Each item should also be accompanied by a brief description **(up to 100 words)**.

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.

Example:

VI. Style Preferences

Abbreviations
Abbreviations should be confined to tables and endnotes. Exceptions include acronyms (e.g. ANZAC), and initialisms (most of which must be introduced parenthetically following the first reference to the entities they designate).

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. 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. Use numerals for percentages (55 percent). Except in tables and figures do not use the percentage sign (%).

Persons
Please state the full name of every person the first time they are mentioned in the text. For deceased persons please add dates of birth and death in brackets, 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 **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 the word "as" in any function are lowercased.

Quotations should be kept to a minimum and lengthy quotations should be avoided. 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 […]. With regard to quotation marks, authors are asked not to change and instead to consistently put to 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 bulleted (• …) or numbered **lists** with Arabic numerals (1. …) to break the text down into distinctive points or specific steps, and Word's automatic bulleting or numbering feature. Make list items parallel in phrasing.

VIII. Reference Style

Notes

References are discouraged and should be avoided unless absolutely necessary. If necessary, 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 (including place and year of publication) 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." will be used.

Selected Bibliography

The selected bibliography lists principle titles **(5 titles maximum)** that are most relevant to the entry'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.