



# AUTHOR GUIDELINES

## Handbook Articles

### Table of Contents

I.	Manuscript Submission	2
II.	Article Structure	2
III.	Figures, Tables, Audio Files, and Videos	3
IV.	Style Preferences	4
V.	Formatting	5
VI.	Reference Style	5

## 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](mailto: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.

## II. Article Structure

### **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](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.

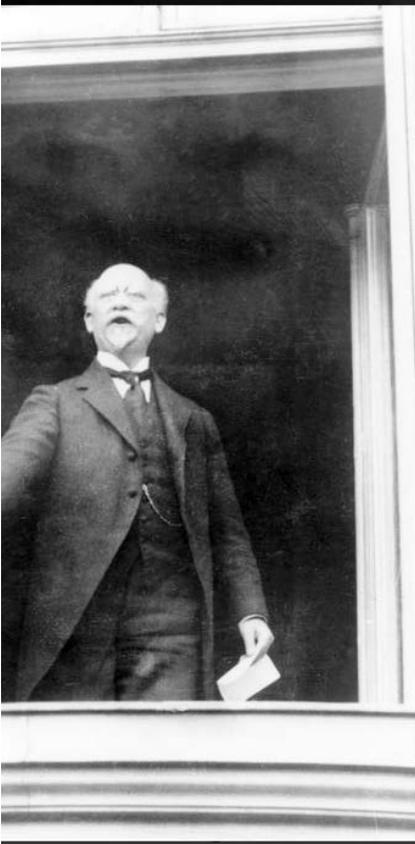
*Audio and video files* can be added as external links. Please include them in a list at the end of your article.

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 as. 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 materials. This includes names and copyright information when applicable.

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

*Example:*



**Philipp Scheidemann proclaims the German Republic, 9 November 1918 (re-staged)**

This iconic photograph shows Philipp Scheidemann proclaiming the German Republic from a balcony of the Reichstag building in the afternoon of 9 November 1918. However, it is probably re-staged as no authentic photograph exists.

Unknown author: Scheidemann verkündet die deutsche Republik, black-and-white photograph, Berlin, 9 November 1918; source: Bundesarchiv, Bild 175-01448, via Wikimedia Commons, [http://commons.wikimedia.org/wiki/File:Bundesarchiv\\_Bild\\_175-01448,\\_Berlin,\\_Reichskanzlei,\\_Philipp\\_Scheidemann](http://commons.wikimedia.org/wiki/File:Bundesarchiv_Bild_175-01448,_Berlin,_Reichskanzlei,_Philipp_Scheidemann). This file is licensed under the Creative Commons Attribution-Share Alike 3.0 Germany license: <http://creativecommons.org/licenses/by-sa/3.0/de/deed.en>.

Featured in Article(s)

Revolutions  
Revolutions (Germany)  
Scheidemann, Philipp

democratic Party (SPD) during  
aimed the republic in  
mar Republic.

## 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/cpsol/romanization>.

Note the following changes in the Russian transliteration table

(<http://www.loc.gov/catdir/cpsol/romanization/russian.pdf>): Ы – 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** 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.

## 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.

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. 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 Lavedesidées.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.