



AUTHOR GUIDELINES

Discussion 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 the editorial office sent via email.

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.

II. Article Structure

Full title

Please insert full title of the article after ‘Discussion: TITLE’. It should not contain citations or references.

Introduction

The introduction is written by the general editor or section editor and should include a summary of the topic, debate, or historiographical question, outline the purpose or objective of such a format, and briefly introduce the authors.

Table of contents

The table of contents is generated automatically by the Content Management System (CMS). It is made up of the questions in a succinct form as headings. The actual question posed can of course be much longer.

Main Text

The main text includes the questions posed by the general editor or section editor and the answers to these questions by the participating authors. Please avoid overly long paragraphs and sentences.

Conclusion

The conclusion is written by the general editor or section editor and should not be a mere summary of the results of the discussion but also point to the significance of such a format. It should not include references.

Author(s) and Affiliation(s)

At the end of the article, please include authors’ full names, short academic biographies and a short list of relevant publications.

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. 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>): Й – J; й - j.

IV. 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.

V. 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 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.

Please use the following format for notes:

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.