



# AUTHOR GUIDELINES

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## I. Manuscript Submission

When preparing your manuscript and additional materials for submission, please ensure that your article conforms to the author guidelines. Putting your manuscript into “1914–1918-online” style will be very much appreciated and will significantly aid the editorial process. In doing so, please use our Article 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 document, via e-mail attachment to the editorial staff at [editorial-office@1914-1918-online.net](mailto:editorial-office@1914-1918-online.net).

*Please note that all articles 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 must not contain citations or references.

### Abstract

Each article is introduced by an abstract (no more than 100 words). The abstract should provide the „essence“ of the article in a concise manner, and should stand alone. It should outline the purpose of the article, and mention the most significant results and conclusions. It must not contain references or abbreviations.

### Introduction

The introduction should include a brief summary of previous work, a description of the objective(s) and purpose of the paper, as well as a brief outline of how the article is organized. When appropriate, please also include a description of the method(s) applied.

### Main Text

The article 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 overlong paragraphs and sentences.

You need not provide a table of content. This will be automatically generated by the Content Management System (CMS).

### Conclusion

The conclusion should not be a mere summation of the results. It should mention the significance of the results and their implications without references.

Author(s) and Affiliation(s)

At the end each article is marked with the author(s)'s full name(s) and academic affiliation(s).

### **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. The required format of the selected bibliography is described below.

### **References**

List only those references cited in the text. References are consecutively numbered. They appear as endnotes. The required format of references is described below.

### **Key Words**

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

## **III. Figures, Tables, Audios, 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. Please submit all visuals as well as audios 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.

*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.

For audio-visual materials, please contact the editorial staff 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 be also accepted. Video material should be PAL 720x576 encoded wherever possible. NTSC video material can be included in exceptional cases.

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

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bility 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**).

*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](http://de.wikipedia.org/w/index.php?title=Datei:Bundesarchiv_Bild_175-01448,_Berlin,_Reichskanzlei,_Philipp_Scheidemann.jpg&filetimestamp=20091123011613).

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## IV. Style Preferences

### Abbreviations

Abbreviations should be confined to tables and endnotes. Exceptions include acronyms (e.g. USA), 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, 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 dot (.) 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 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).

## 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 or foreign terms that have not become incorporated in 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 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** 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 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 a translation in the endnote pertaining to it. If need be translate the passage yourself and add “translated by author” in squared brackets to the endnote.

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.

## VI. Reference Style

### References

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 of publication and publisher) 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, p. 111–112.

If no other reference intervenes, „Ibid.“ will 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 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 Lavedesidees.fr, online: [<http://www.lavedesidees.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.