

GUIDELINES

on Formatting and Citation

MONOGRAPHS WITH A BIBLIOGRAPHY

HERDER INSTITUTE for Historical Research on East Central Europe

Dear author,

we look forward to your contribution to the series *Studien zur Ostmitteleuropaforschung* published in our house, but would like very much for you to note the following guidelines. In case of doubt, please contact our editors (susanne.grotzer@herder-institut.de; christoph.schutte@herder-institut.de).

FORMATTING

Please submit your file in .docx or .rtf format without any form of hyphenation, indentation, tabs or formatting styles.

Please submit images in .jpg or .bmp formats. Please do not insert images into the text. We assume that you as author have clarified all matters concerning use and publication rights to these images.

GRAMMAR

Please use American English spelling and grammar.

Please limit your use of abbreviations in the text to "i.e.", "e.g." and "etc." and in the notes to "cf.", "ed.", "eds.", "p.", "pp."

All other abbreviations must be introduced in the text: "The People's Republic of Poland (Polska Rzeczpospolita Ludowa, PRL) was..."

Units in the text must be rendered in written form ("90 per cent", "7,000 kilometres"); in notes, tables and captions, symbols and abbreviations may be used ("90%", "7,000 km").

Please render dates in the text as "29 April 1950"; in notes, tables and captions please use the all-numeral style ("1950-04-29").

Number (sub)sections using Arabic numerals: 1, 2, 2.1, 2.2, 3, etc.

FOOTNOTE NUMBERS

Footnote numbers in the text are—like in the footnotes themselves—superscript without parentheses.

They are placed after any punctuation. If the cue relates only to text within parentheses it is placed before the closing parenthesis.

CITATION GUIDELINES FOR THE BIBLIOGRAPHY

Please indicate the names of authors and editors in the form of surname, given name, always using “small capitals” (**not capital letters**). “Small capitals” can be set under “Font” by clicking on the appropriate boxes. Thus: MÜLLER, ERIKA (not: MÜLLER, ERIKA). Two or more references within a footnote are separated from each other by a semicolon.

Please translate the titles of all monographs and articles that are not in German, English or French and transliterate Cyrillic alphabets using the Library of Congress romanization (ALA-LC).

Cite the place of publication as it appears on the title page of the cited book. Two such places are separated by an em dash, if more than two places, cite only the first named followed by “et al.”: Warszawa–Poznań resp. Warszawa et al.

Should a volume have been published as part of a series, include at the end of the citation in parenthesis the title of the series with the volume number Arabic numerals but without naming the series editors:

SCHWIDTAL, MICHAEL–GÜTMANIS, ARMANDS (eds.): Das Baltikum im Spiegel der deutschen Literatur, Heidelberg 2001 (Beiträge zur neueren Literaturgeschichte, 181).

For English language titles please capitalize all words except conjunctions and prepositions.

Example:

HEIN-KIRCHER, HEIDI: Eclipsing the Polish-German Past to Construct a Post-Socialist Polish Memory-Culture, in: KRISTIN KOPP, JOANNA NIŻYŃSKA (eds.): German-Polish Post/Memory: The Presence of the Past in Contemporary German and Polish Culture, Basingstoke 2011, pp. 15–39.

Citing a Monograph

SURNAME, GIVEN NAME: Title: Subtitle [Translation, if applicable], Place Year (Series, No).

Example:

DĄBEK, KRZYSZTOF: PZPR–retrospektywny portret własny [The PZPR–a Retrospective Self-portrait, Warszawa 2006.

Information on later editions or reprints appear after the title, before the place of publication.

Example:

NEANDER, ECKHART–SAKSON, ANDRZEJ (eds.): Umgesiedelt–Vertrieben. Deutschbalten und Polen 1939–1945 im Warthegau, 2nd edition, Marburg 2011 (Tagungen zur Ostmitteleuropa-Forschung, 29).

Citing a Chapter in an Edited Volume

SURNAME, GIVEN NAME: Title. Subtitles [Translation, if applicable], in: GIVEN NAME SURNAME (ed.): Title: Subtitles [not translation], Place Year (Series, No), pp. xx–xx.

Example:

THER, PHILIPP: Chancen und Untergang einer multinationalen Stadt: Die Beziehungen zwischen den Nationalitäten in Lemberg in der ersten Hälfte des 20. Jahrhunderts, in: PHILIPP THER, HOLM SUNDHAUSSEN (eds.): Nationalitätenkonflikte im 20. Jahrhundert. Ursachen von interethnischer Gewalt im Vergleich, Wiesbaden 2001, pp. 123–146 [THER, Chancen und Untergang].

Citing an Article in a Journal

SURNAME, GIVEN NAME: Title: Subtitle [Translation, if applicable], in: Journal Title volume number (year), issue number, pp. xx-xx.

Example:

TOKARSKA-BAKIR JOANNA, Cries of the Mob in the Pogroms in Rzeszów (June 1945), Cracow (August 1945) and Kielce (July 1946), in: East European Politics & Societies 25 (2011), 3, pp. 553-574.

Citing Internet Resources

SURNAME, GIVEN NAME: Title, in: Journal/Title/Homepage, <http://www...> (yyyy.mm.dd).

Example:

BOYER, CHRISTOPH: Die Europäizität der ostmitteleuropäischen Zeitgeschichte, in: Themenportal Europäische Geschichte (2006), <http://www.europa.clio-online.de/2006/Article=168> (2012-04-15).

Multiple Authors/Editors

For multiple authors, all names are mentioned, separated by an en dash. When more than two editors appear, only the first two are mentioned followed by an "et al."

Example:

ADELGRUBER, PAULUS-COHEN, LAURIE-KUZMANY, BÖRRIES: Getrennt und doch verbunden: Grenzstädte zwischen Österreich und Russland 1772-1918, Wien et al. 2011

CITATION GUIDELINES FOR THE FOOTNOTES

Every title is cited using a short form: Surname in small capitals and, in the case that several publications by one author are cited, a short title.

The repeated citation of the title in the immediately previous footnote is abbreviated as "ibid.," followed, if relevant, by a page number.

Example:

- ¹ PUSCHNER, Die völkische Bewegung, p. 15.
- ² Ibid.
- ³ Ibid., p. 26.

Citations from the Daily or Weekly Press

Titles need only be mentioned if lead articles or editorials are cited. Purely informational news items may be cited using the date of publication alone. Should the exact date of publication not be available, it is sufficient to cite the issue number.

Title [Translation, if applicable], in: Newspaper title, yyyy-mm-dd.

Example:

Słowo premiera [A Word from the Prime Minister], in: Trybuna Śląska, 22-04-1998. [first citation]
Słowo premiera (as in footnote 22). [subsequent citations]
Trybuna Śląska, 1998-04-22. [news item, first and subsequent citations]

Citing Archival Data

Please use the following abbreviations for identifying the document: Sign. (signature), Vol. (volume), No. (number), p. (page), not pag. (not paginated). Institutions or collections cited repeatedly may be abbreviated after their first naming.

Name of the Document [Translation, if applicable], in: Institution (or abbreviation) [Translation, if applicable], collection [Translation, if applicable], document.

Example:

Testimony of Gershon Nick, in: Central'nyi Deržavnyi Istoryčnyi Archives Ukrainy, L'viv (CDIAL) [Central State Historical Archives of the Ukraine, Lviv], Żydowski Komitet Ratunkowy (ŻKR) [Jewish Rescue Committee], sign. 505, vol. 1, no. 202, p. 75. [first citation]

Testimony of Bernard Apfelbaum, in: ŻKR, sign 505, vol. 1, no. 208, pp. 9-10. [subsequent citations]



HERDER INSTITUTE
for Historical Research on East Central Europe
INSTITUTE OF THE LEIBNIZ ASSOCIATION



Supported by:



Die Beauftragte der Bundesregierung
für Kultur und Medien



HESSEN
Hessisches
Ministerium für
Wissenschaft
und Kunst