

GUIDELINES

on Formatting and Citation

ARTICLES IN EDITED VOLUMES

HERDER INSTITUTE for Historical Research on East Central Europe

Dear author,

we look forward to your contribution to one of our omnibus volumes, but would like very much for you to note the following guidelines. In case of doubt, please contact the respective editor of the omnibus. The priority is to ensure consistency within an article.

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 (print and online) 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. 15", "pp. 15-16".

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.

CITATION GUIDELINES IN THE FOOTNOTES

Please indicate the names of authors and editors in the form of given name/surname using "small capitals" (**not capital letters**). "Small capitals" can be set under "Font" by clicking on the appropriate boxes.

Thus: ERIKA MÜLLER (not: ERIKA MÜLLER). 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).

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

Example:

HEIDI HEIN-KIRCHER: 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.

Each title is to be cited in full upon the first mention. Later citations of the same title are to be abbreviated, using the surname (as well as a short title, if several contributions by the same author are being cited).

Example:

HEIN-KIRCHER, Eclipsing.

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 and Warszawa et al.

Citing a Monograph

GIVEN NAME SURNAME: Title. Subtitles [Translation, if applicable], Place Year.

Example:

KRZYSZTOF DĄBEK: PZPR–retrospektywny portret własny [The PZPR–a Retrospective Self-portrait], Warszawa 2006. [first citation]
DĄBEK. [subsequent citations, this is the only publication by Dąbek being cited]

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

Example:

ECKHART NEANDER, ANDRZEJ SAKSON (eds.): Umgesiedelt–Vertrieben: German Balts and Poles 1939–1945 in Warthegau, 2nd edition, Marburg 2011.

Citing a Chapter in an Edited Volume

GIVEN NAME SURNAME: Title. Subtitles [Translation, if applicable], in: GIVEN NAME SURNAME (ed.): Title. Subtitles [not translation], Place Year, pp. xx-xx, here p. xx.

Example:

PHILIPP THER: Chancen und Untergang einer multinationalen Stadt: Die Beziehungen zwischen den Nationalitäten in Lemberg in der ersten Hälfte des 20. Jahrhunderts, in: IDEM., HOLM SUNDHAUSSEN (eds.): Nationalitätenkonflikte im 20. Jahrhundert: Ursachen von interethnischer Gewalt im Vergleich, Wiesbaden 2001, pp. 123–146, here pp. 139 ff. [first citation]
THER, Chancen und Untergang, pp. 131–132. [subsequent citations, other publications by Ther are cited]

Citing a Further Chapter in an Already Mentioned Edited Volume

GIVEN NAME SURNAME: Title. Subtitles [Translation, if applicable], in: SURNAME/SURNAME, pp. xx-xx.

Example:

PIOTR MADAJCZYK: Oberschlesien zwischen Gewalt und Frieden, in: THER/SUNDHAUSSEN, pp. 147–162.

Citing an Article in a Journal

GIVEN NAME SURNAME: Title. Subtitles [Translation, if applicable], in: Journal Title Volume Number (Year), Issue Number, pp. xx-xx, here p. xx.

Example:

JOANNA TOKARSKA-BAKIR: 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, here pp. 555-556. [first citation]
TOKARSKA-BAKIR, p. 573. [subsequent citations, this is the only publication by Tokarska-Bakir being cited]

Multiple Authors/Editors

For multiple authors, when they are first cited, all names are mentioned, separated by a comma. When more than two editors appear, only the first two are mentioned followed by an "et al."

Example:

PAULUS ADELGRUBER, LAURIE COHEN, BÖRRIES KUZMANY: Getrennt und doch verbunden: Grenzstädte zwischen Österreich und Russland 1772-1918, Wien et al. 2011. [first citation]
ADELGRUBER/COHEN/KUZMANY. [subsequent citations]

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*, 1998-04-22. [first citation]
Słowo premiera. [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 (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 (ŻRK) [Jewish Rescue Committee], sign. 505, vol. 1, no. 202, p. 75. [first citation]
Testimony of Bernhard Apfelbaum, in: ŻRK, sign. 505, vol. 1, no. 208, pp. 9-10. [subsequent citations]

Citing Internet Resources

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

Example:

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

BIBLIOGRAPHY

At the end of the essay, all the literature mentioned in the footnotes, including archival holdings (but without mentioning every single document), is listed in a separate bibliography, divided into the categories "Unpublished Sources," "Published Sources," and "Literature." The titles, now without any translation, are to be listed in alphabetical order (SURNAME, GIVEN NAME).

Example:

NEANDER, ECKHART–SAKSON, ANDRZEJ (eds.): *Umgesiedelt–Vertrieben: Deutschbalten und Polen 1939–1945 im Warthegau*, 2nd edition, Marburg 2011.
TŘEŠTÍK, DUŠAN: *Von Svatopluk zu Bolesław Chrobry: Die Entstehung Mitteleuropas aus der Kraft des Tatsächlichen und aus einer Idee*, in: PRZEMYSŁAW URBAŃCZYK (ed.): *The Neighbours of Poland in the 10th Century*, Warszawa 2000, pp. 111–145

FOOTNOTE PRESENTATION

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

Example:

- ¹ UWE PUSCHNER: *Die völkische Bewegung im wilhelminischen Kaiserreich: Sprache–Rasse–Religion*, Darmstadt 2001, p. 15.
- ² Ibid.
- ³ Ibid., p. 26.

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.