



### Introductory Notes

- Before your manuscript is submitted to the publisher for typesetting, please make sure that content and language are checked and are in their final form and that all stylistic and formal requirements are met. The manuscript must be *edited*, but aside from character formatting it should not be *formatted*.
- Preparation of the manuscript will be carried out in close cooperation between the author and the respective editor-in-chief. In order to facilitate this process, please follow these general guidelines – you will find specific requirements for your journal (e.g. citation styles) at the end of this document.
- Please follow these guidelines closely as they are subject to international publishing standards for scientific journals. Compliance is a requirement to keep the journal in the essential databases and indices.
- For authors and editors it is necessary to agree upon standards of expected ethical behavior. Please check for more information our [Publication Ethics Statement](#).
- If an article is accepted for publication, the author confers on the publisher the exclusive publication rights until the copyright expires. This also includes in particular the right to produce electronic versions and to storage in databases as well as the right to copy and distribute the work online and offline.

### Technical Guidelines

- Please submit your manuscript as an open DOC or DOCX file.
- Standard font: Times New Roman
- Continuous text: font size 10
- Line spacing: 1,5

### Guidelines for Manuscript Preparation

- *Author*
  - Please state authors' full name above the heading.
  - If there are several authors their names will be separated by a slash (/).
- *Heading in the Original Language*
  - Please differentiate clearly between main heading and subtitle.
  - Avoid run-on titles and keep your main heading as concise and precise as possible. Headings do not end with punctuation (no colon!), with the exception of question marks or exclamation marks.
  - Set main heading in bold type.

- *Subtitle in the Original Language*
  - The subtitle starts with a new line, *not* in bold type.
  - Subtitles do not end with punctuation, with the exception of question marks or exclamation marks.
- *English Heading*
  - Aside from the original language an English version of the heading is obligatory.
  - Please capitalize all English nouns, adjectives or adverbs, use lower cases for articles, pronouns etc.
  - Please use bold type for the English heading.
- *English Subtitle*
  - Cf. *English Heading*, 1 + 2.
  - The English version of the subtitle starts with a new line, *not* in bold type.
- *Abstract / Keywords in the Original Language*
  - Every article (with the exception of miscellanea, reviews etc.) will be preceded by an abstract of 600–800 characters (including spaces) and will be followed by 6 keywords in a new line.
- *English Abstract / Keywords*
  - An English version of the abstract and keywords is obligatory.

### Exceptions

- *Archiv für Musikwissenschaft, Archiv für Rechts- und Sozialphilosophie, Hermes, Jahrbücher für Geschichte Osteuropas, Studia Leibnitiana, Sudhoffs Archiv & Vierteljahrschrift für Sozial- und Wirtschaftsgeschichte*
  - There are no abstracts in the original language, an English abstract and English keywords will be sufficient.
- *Zeitschrift für französische Sprache und Literatur*
  - Instead of an abstract and keywords in the original language, please provide a French *Résumé* and *Mots-clés* for German articles and a German abstract and keywords for French articles, additionally both in English.
- *Continuous Text*
  - Character formatting such as SMALL CAPITALS, *italics*, <sup>superscripts</sup> and <sub>subscripts</sub> must be made directly in the manuscript. Avoid **bold type** and underlining wherever possible. Do not use CAPITAL LETTERS.
  - Sub-heading levels must be clearly differentiated, for example with the corresponding numbering and/or formatting (e.g. first-order sub-headings in bold type, second-order sub-headings in italics).
  - Please enter a space before and after ellipses (...) that replace entire words. If an ellipsis replaces only part of a word, there is no space.
  - Please turn off hyphenation.
  - Cross references to page numbers which are not finalized until the page-proof stage should be marked using square bullets (■) or bold pound signs (###) as placeholders. Do *not* use the highlight feature in Word.
  - If the manuscript contains special characters (such as Greek letters or diacritics), please enter them using a Unicode font and be sure to send us a PDF in addition to the WORD file so that we can double-check the special characters.

- *Quotations*
  - All quotations need to be referenced.
  - Please mark longer quotations by indenting them as a separate text block. In this case, omit the quotation marks.
  - When quoting within a quotation, please use single quotation marks unless the quotation is indented (cf. above) – then use double quotation marks for quoting within a quotation.
  - For ellipses within a quotation, please use square brackets [...], also respectively for comments and additions such as [sic].
  - If you are quoting only part of a sentence, the punctuation will follow the quotation marks.
  
- *Illustrations*
  - Images and graphics should not be inserted into the manuscript, but provided as separate, consecutively numbered files (JPG, TIF, PDF). Please indicate clearly in the text approximately where each item should be placed (“insert Fig. 1 here”) and provide caption and copyright notice there.
  - All images must be ready when the manuscript is submitted to the publisher and should be at least 300 dpi in the desired print size. We would be happy to check your illustrations ahead of time.
  - The author is responsible for clearing the rights to images beforehand. Images from wikimedia and similar databases may not be used because of the difficult legal situation – even when they claim to be in the public domain.
  - Colour illustrations cause additional costs and generally have to be invoiced – please contact the publisher in good time.
  
- *Notes / Bibliography*
  - Footnote numbers appear after the punctuation of the phrase or clause to which the note refers except if the footnote refers exclusively to the last word before the punctuation.
  - Notes are inserted in the form of footnotes (expect in reviews, cf. below).
  - You will find specific requirements for your journal (e.g. citation styles) at the end of this document.
  
- *Author’s Address*
  - Please write your full postal address (of your institution or university) at the end of your article and please also include your email. Both will be printed.
  - If there is no official institutional address, your place of residence will be sufficient.
  - If you prefer to have an additional corresponding address to receive your proofs etc., please let the publisher know in time (including your email!).

### Specific Requirements for Reviews

- *Heading of the review*
  - Each review begins with bibliographic information on the reviewed work, according to this sample:  
first name family name / first name family name  
**Heading. Subtitle**  
(series, volume number), place of publication: publisher, year, number of pages, if applicable maps and inserts.
  
- *Endnotes*
  - Notes are inserted in the form of endnotes, not footnotes.

– *Author*

- Reviewer's name will be placed under the text, above the address. Cf. above "Author's address".

**Please note: The later page proofs are not for final editorial changes, but solely for the correction of typesetting errors (e.g. false hyphenation, incorrect placement of figures, etc.). Additional costs caused by numerous editorial changes in the page proofs may be charged to the author.**

**Therefore, please prepare your manuscript carefully and thoughtfully.**



### Footnotes

- In footnotes, use only unambiguous short titles (without publication year, unless it is necessary to distinguish between citations) or abbreviations (particularly for archive designations).
- Please use the following form for bibliographic references in the footnotes:
  - Monographs: STÖKL *Russische Geschichte*, pp. 255–259
  - Articles: HUDSON *The Kulakization of the Peasantry*, p. 45
  - Archival documents: Archive (if possible using archive abbreviation), call number(s), using commas for separation, and where appropriate “folio 25” / “folio 25 v.”: designation of document;  
example: WAPP AMP, 2452, folio 83–91, here folio 88: Protokół z posiedzenia Zarządu PeWuKa, Rady Miejskiej i Magistratu Poznania w dniu 16-go września 1927.
- Short titles and archive details are repeated if necessary; never use “ibid.,” “idem” or the like.

### Abbreviations

- At the end of the text please include an alphabetical index of abbreviations and their meaning.

### Bibliography

- Please do not distinguish between primary and secondary sources.
- Form of complete bibliographic references and archive designations:
  - Monographs: STÖKL, GÜNTHER *Russische Geschichte*. 6<sup>th</sup> exp. ed. Stuttgart 1997. = Kröners Taschenausgabe; p. 244.
  - Articles: HUDSON, HUGH D. *The Kulakization of the Peasantry*, in: *Jahrbücher für Geschichte Osteuropas* N.S. 60 (2012), pp. 34–57.
  - Archives: Name, place

### Transliteration

- For German- and French-language manuscripts please use standard scientific transliteration. In English-language texts a defined variation of English-American transliteration may be used, see table below. In the case of long quotes, particularly from older sources, Cyrillic letters may be used in UNICODE format, but not for bibliographic references.

### Reviews

- Please give place of publication as it appears on the title page in the language of the publication (e.g. Moskva, Praha, Warszawa).
- For titles in Russian and less common languages include a translation in square brackets.

# Jahrbücher für Geschichte Osteuropas

## Transliteration Table for Cyrillic Characters Transliterationstabelle für kyrillische Buchstaben

In German and French manuscripts the German Scientific Transliteration *must* be used. In English language publications it is preferred; otherwise the English/American transliteration according to this table must be applied.

In deutschen und französischen Manuskripten muss die deutsche wissenschaftliche Transliteration benutzt werden. In englischsprachigen Manuskripten ist sie erwünscht. Ansonsten gilt die englisch-amerikanische Transliteration gemäß dieser Tabelle.

<i>Russian Cyrillic Characters / Russische Kirillica</i>		
<i>Kirillica</i>	<i>German Scientific Transliteration Deutsche wissenschaftliche Transliteration</i>	<i>English/American</i>
А а	A a	A a
Б б	B b	B b
В в	V v	V v
Г г	G g	G g
Д д	D d	D d
Е е	E e	E e
Ё ё	Ë ë	E e
Ж ж	Ž ž	Zh zh
З з	Z z	Z z
И и	I i	I i
Й й	J j	I i
К к	K k	K k
Л л	L l	L l
М м	M m	M m
Н н	N n	N n
О о	O o	O o
П п	P p	P p
Р р	R r	R r
С с	S s	S s
Т т	T t	T t
У у	U u	U u
Ф ф	F f	F f
Х х	Ch ch	Kh kh
Ц ц	C c	Ts ts
Ч ч	Č č	Ch ch
Ш ш	Š š	Sh sh
Щ щ	Šč šč	Shch shch
Ъ ъ	”	”
Ы ы	Y y	Y y
Ь ь	’	’

Э э	È è	E e
Ю ю	Ju ju	Iu iu
Я я	Ja ja	Ia ia
Ө ө	F f	F f
У у	I i	I i
Ї ї	Ě ě	Ie ie
<i>Differences in Ukrainian / Abweichungen im Ukrainischen</i>		
Г г	H h	H h
Ґ ґ	G g	G g
Є є	Je je	Ie ie
І і	I i	I i
Ї ї	Ji ji	Ii ii
<i>Differences in Bylorussian / Abweichungen im Weißrussischen</i>		
Г г	H h	H h
Ў ў	Ů ů	U u
’	-	-