Text formatting
- **Quotation marks and italics**
  Use italics for references and double quotation marks (“…”) for quotations and ironic usage.
  Single quotation marks (‘…’) are used for quotations inside of quotations (cf. above) and for book titles, names of institutions, etc.

- **Abbreviations**
  In running text, always write out abbreviations such as “i.e.”, “resp.”. Inside of parentheses in running text and in footnotes, however, abbreviations are left in the short form. As a general rule, use abbreviations as often as possible in the footnotes, but avoid them in running text for ease of reading. Numbers from one to twenty are written out except in the case of dates (e.g. 3 May).

- **Ordered and unordered lists**
  Please avoid automatic formatting of ordered and unordered lists, including automatic indentation, automatic numbering and bullet points.

- **Hyphens and dashes**
  Use a standard hyphen sign (-) for compound words. Use a dash (–) for ranges of values such as numbers, dates and times and to indicate a break of thought or nested phrase in a sentence.

Guidelines for citing literature and sources in footnotes
- Include literature and source references as footnotes, not as separate text attachments.
- First names of authors are written out in full.
- Individual elements are separated by commas.
- When more than one source or reference is cited, each is separated by a semicolon.
- Title and subtitle are separated by a period.
- In complete citations, multiple authors or editors are separated by commas and “and” (e.g. Rainer C. Schwinges, Christian Hesse and Peter Moraw (eds.), …); in short titles, they are separated by a slash without spaces (“/”).
- Places of publication are separated by a slash (“/”).
- If there are more than three authors, editors and/or places of publication, you may name only the first and add “et al.” or “u.a.” (e.g. Rainer C. Schwinges et al. (eds.), …).
- Citations without place or year of publication are indicated with “n.p.” (e.g. …, n.p. 1999, p. 23.) or “n.d.” (e.g. …, Paris n.d., p. 58.), as appropriate.
- Editions are indicated in superscript before the year of publication (e.g. …, Munich 1999).
- Separate volume and number by a comma followed by a space (e.g. 12, 3).
– **Citing books by single authors**

Name of author, title of work, volume number (where appropriate): title of volume, (where
appropriate, add title of series in parentheses and volume number without “Bd.” or “vol.”),
place of publication year of publication, page(s) being cited.

Examples:

- Robert Jütte, Ärzte, Heiler und Patienten. Medizinischer Alltag in der frühen Neuzeit,
  München/Zürich 1991, p. 34.

- Helmut Engelbrecht, Geschichte des österreichischen Bildungswesens. Erziehung und

- August Buck, Italienische Dichtungslehren. Vom Mittelalter bis zum Ausgang der Re-
  naissance (Beihefte zur Zeitschrift für romanische Philologie 94), Tübingen 1952,

– **Citing anthologies**

Name of editor (ed.), title of work (where appropriate, add title of series in parentheses and
volume number without “Bd.” or “vol.”), where appropriate volume number: title of volume,
place of publication year of publication.

Example:

- Heinz Duchhardt (ed.), Stadt und Universität (Städteforschungen A/33), vol. 2: Mittelalter
  und Frühe Neuzeit, Cologne/Weimar/Vienna 1993.

– **Citing works in anthologies**

Name of author, title of chapter or essay, in: title of anthology, ed. by name of editor (where
appropriate, add series title in parenthesis and add volume number without “Bd.” or “vol.”),
city of publication year of publication, page numbers of the cited work, here: page number be-
ning referred to.

Example:

- Notker Hammerstein, Die städtischen Universitätsgründungen des 20. Jahrhunderts,
  in: Stadt und Universität, ed. by Heinz Durchhardt (Städteforschungen A/33), Colog-

– **Citing articles in periodicals**

Name of author, title of article, in: title of periodical volume number (year of publication in
parentheses), where appropriate volume number, page numbers of article, here: page number
being referred to.

Example:

- Roy Steven Turner, The Prussian Universities and the Concept of Research, in: Inter-
  nationales Archiv für Sozialgeschichte der deutschen Literatur 5 (1980), Nr. 4, S. 68–
  86, hier: S. 72.

– **Citing scholarly editions**

Name of editor (ed.), title (series with volume number in parentheses), place of publication
year of publication.

Example:

- Rainer C. Schwinges and Klaus Wriedt (ed.), Das Bakkalarenregister der Artistenfakul-
  tät der Universität Erfurt, 1392–1521 / Registrum baccalariorum de Facultate arcium
  Universitatis Studii Erfordensis existencium (Veröffentlichungen der Historischen
– **Citing unpublished sources / material resources**
In addition to the exact title add repository details (archive, etc.), the complete catalogue number or other identifier as well as folio, page and similar identifying numbers. (As appropriate) title of source, location of repository, institution, catalogue number, fol./p. cited location.
Example:
- London, British Library, Add. MS 18850, fol. 4v.

– **Citing articles in newspapers**
Name of author, title of article, in: name of newspaper (date in parentheses), page numbers of article, here: page number being referred to.
Example:

– **Works in preparation**
Works in print or in preparation should be marked as such (“in print” or “in prep.”) after the other bibliographic information.

– **Unpublished dissertations and similar works**
Name of author, title of dissertation (unpubl. Diss. city of university year of submission).
Example:

– **Citing websites**
Please give internet sources with the complete URL and where appropriate the date of publication of the cited material. Always add the date the page was called up in parentheses.
Example:
- http://www.bl.uk/world-war-one (last access: 02/02/2014)
- http://guw-online.net/veranstaltungen/1/ (last access: 04/05/2014)

– **Short titles**
If a publication is cited more than once, write out the full title only in the first citation. For all following citations use the short title and refer to the footnote number (“cf. note”) where it was cited the first time, adding the page number (“p.”) of the passage being cited:
Last name of author, short title of cited work (cf. note …), page number.
Example:
- Turner, Prussian Universities (cf. note 4), p. 70.