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*, superscripts and subscripts 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 quotations 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.
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  - 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.

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  - 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:

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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.
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– **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”.

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Therefore, please prepare your manuscript carefully and thoughtfully.
Footnotes

- Name authors in footnotes by first and last name in that order and in normal type.
- The title of a cited work should be in italics if it is a monograph, with page numbers without an additional “p.”
- The year of publication of a monograph or anthology is mandatory, but place of publication is optional.
- In the case of articles from an anthology, the title should be in normal type, followed by “in:” and the title of the anthology in italics.
- In the case of journal articles the title of the article is also printed in normal type followed by a comma (not “in:”) and the title of the journal in italics. The journal title may be abbreviated, if the source remains clear.
- If the title of a monograph is out of collection that is also cited (e.g. “Complete Works”, “Collected Works” or “Works”), the monograph should be in normal type and the name of the collection in italics.
- When referring to preceding footnotes, please cite the author followed by “(footnote …)”; if several titles from one author are referred to in the respective footnote, add the title in question in abbreviated form.
  - Example: Utz (footnote 1), 312; Kant, (footnote 2), Chapter V, 144ff.
- Abbreviate ibidem as “ibid.”
- Place a period after “f.” or “ff.”
- Place a period at the end of a footnote only if it is a complete sentence.
  - Example: Jean-François Lyotard, Le Différend, 1983, 27
  - but: This is contradicted by Algirdas Julien Greimas: Sémantique Structurale, 1966, 102.
  - or: Cf. Wilhelm Weischedel, Recht und Ethik, 1956, 30.