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.
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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.
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  - 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.
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  - 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].
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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 (except in reviews, cf. below).
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– **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**
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  • Reviewer’s name will be placed under the text, above the address. Cf. above “Author’s address”.

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