zeitgeschichte

Style Sheet for the
Submission of Manuscripts

Preparation of Manuscripts: Please submit your manuscript as an email attachment prepared in MS Word format. Prepare text and notes in 12 point type, 1 ½ -spaced, including quotations. Title of the article should be in 18 point, bold face, centered; the author's full name is set flush right, in 14 point italics.

Graphics: Please submit any graphics (images, charts, figures, tables, maps) to be included in your manuscript in a separate file that you send as an email attachment along with the manuscript file. All graphics should be in black and white. Please include a title and source for each graphic, and indicate where in the manuscript you would like each graphic placed.

In the final page make-up, they will be placed as close to the text discussion of their content as possible. A formal exhibit should always be mentioned in the text, since it might be placed several pages after the discussion in the final book. The exhibit number/reference should be placed at the end of a paragraph, centered, with a blank line above and below, as (Table 1: Survey of the Outcome of the EU Plebiscite here). Always include the source of the information included in the table (Source: Compiled from official election data.).

Numbered-Note System: Please use the numbered-note system for citing sources. This system uses a superscript number at ½ a line above the type line, without punctuation. Place the number at the end of a clause, sentence, or quotation, outside punctuation. One note may contain several sources; semicolons are used to separate several sources. Notes should appear as endnotes, not footnotes.

Forms of Citation: Examples below show the correct format and punctuation for various source material. Our press uses a modified Chigago Style. For sources not covered below, refer to the *Chicago Manual of Style*, 15th edition.

Book:
1. Gerald Stourzh, *Geschichte des Staatsvertrages 1945-1955: Österreichs Weg zur Neutralität*, 3rd. ed. (Graz: Styria, 1980), 3-7.
2. Georgi Konrad, *Antipolitics,* trans. Richard Allen (New York: Harcourt, Brace, 1984).

Chapter in a Book:
3. Hanspeter Neuhold, "Supermächte und Neutralität," in *Geschichte Zwischen Freiheit und Ordnung:Gerald Stourzh zum 60. Geburtstag,* ed. Emil Brix, Thomas Fröschl, and Josef Leidenfrost (Graz: Styria, 1991), 299-316.

Journal Article:
4. Thomas Albrich, "Die Linken und die Rechten," *Zeitgeschichte 17* (Aug./Sept. 1990): 432-51.

Newspaper and Magazine Articles:
5. *Die Presse,* 4 Dec. 4, 1991
6. *Profil,* 3 Jan. 1991, p. 58.

Public Documents:
7. Churchill to Eisenhower, 11 March 1953, *Foreign Relations of the United States,* vol. VIII: *Eastern Europe, Soviet Union, Eastern Mediterranean* (Washington, D.C.: Government Printing Office, 1988), 1115-16 [FRUS].

Unpublished Dissertation:
8. Günter Bischof, "Between Responsibility and Rehabilitation: Austria in International Politics, 1940-1950," PhD. diss., Harvard University, 1989.

Archival Source Materials:
9. Jerram to Foreign Office, 4 April 1948, Foreign Office 371/76141/C 3801, Public Record Office, London.

Web Source:
10. Oliver Schwarz, "Der lange Weg zu europäischen Parteien," in *europa-digital.de*, 1 July 2003 <http: www.europa-digital.de/aktuell/dossier/wahl04/europarteien.shtml> (16 Aug. 2004).

When a reference is repeated immediately after the complete entry and it has the same page numbers, use "Ibid.":
11. Ibid.

If the page number is different, include it in the reference:
12. Ibid., 28.

When a reference is repeated, but not immediately after the complete entry, use the author's last name, a shortened title, and page number:
13. Dulles, "Challenge and Response," 32.

For works of multiple authorship, give the full names for two authors but use "et al." for three or more:
14. Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: U of Toronto P, 1964), 109.

Subheadings: There are three possible levels of subheadings: A, B, and C. There should be at least two A heads in an article. The A heads should be set c/1c, bold, centered; B heads are set c/1c, plain, centered; C heads are set c/1c, italics, centered. There should be at least two B heads to an A head, and two C heads to a B head if there are any. Make all subheadings brief, clear, and informative.

Foreign Languages: Only the Roman alphabet can be used; all other alphabets must be transliterated. When diacritical marks are required, make sure they are typed in. Authors should italicize foreign words (*Lager, Ständestaat)* with the exception of abbreviations and familiar terms (Anschluß, Gestapo, SPÖ).

Quoted Material: Quotations should be rendered word for word and carefully proofread, since it is impossible for a copy editor to know when an error is yours or when it occurred in the original source. All comments that are not part of the quotation must be enclosed in square brackets, not parentheses. The reference for each quotation's source must be cited in an endnote.

Deleted matter within a quotation is expressed by ellipsis points. Four dots—a period, followed by three spaced dots—indicate the omission of (1) the last part of a quoted sentence, (2) the first part of the next sentence, (3) a whole sentence or more, or (4) a whole paragraph or more. Three spaced dots indicate an omission within a sentence or between the first and last words of a quoted fragment of a sentence. The beginnings and ends of quotations do not need ellipsis points unless the quotation cannot stand as a complete sentence in itself.

Numbers: Spell out numbers from 1-99 (e.g., thirty-three); use numerals for numbers from 100-999 (e.g., 651 delegates). Numbers of more than six digits are written out in a combination of text and numerals (e.g., 1.55 million votes).

Dates: Use 1980, 1980s; never use 1980's, 80's, or eighties. Inclusive years are written 1970-73, not 1970-3. Do not use a comma between the month and year of a date, write January 1990. A full date is written out: 23 May 1989. Never abbreviate the names of months. Ordinal numbers are spelled out, as in nineteenth century. Inclusive numbers follow these patterns: 100-105, 101-7, 1110-25, 1211-15.

Acronyms: Except for common abbreviations, such as GNP, GDP, and U.S.S.R., names of organizations and special terms should be spelled out at first mention in the text and the abbreviation should be given in parentheses. Thereafter the abbreviation may be used. For example, North Atlantic Treaty Organization (NATO), Commonwealth of Independent States (CIS), *Sozialistische Partei Österreichs* (SPÖ).

Soviet/Russian and U.S./American: Soviet is preferred over Russian when referring to the Soviet Union after 1917. When referring to the country, United States is written out. The abbreviation U.S. is used only as an adjective, as in U.S. warships. The adjective American is used to refer to people only, as an alternative to U.S. citizen.

Capitalization: Capitalization is used sparingly, for proper nouns or titles only (Chancellor Vranitzky, but Franz Vranitzky, chancellor of Austria; Bank of London, but the bank).

Communist, when referring to the Communist Party, is capitalized, but communist, when referring to the history of communist ideology, is never capitalized.

Appellations of political groups other than parties are usually lowercase (right-wing, right-winger, but the Left, the Right).