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Editorial Guidelines

for English-language Publications in the Journal *Spiegelungen* and in the Book Series
of the Institute for German Culture and History of Southeastern Europe
at Ludwig-Maximilians-Universität München (IKGS)

1. General Guidelines
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3. The Journal *Spiegelungen*

www.ikgs.de
www.spiegelungen.net

1. General Guidelines

As a rule, the IKGS does not accept manuscripts that have already been published or have been submitted concurrently to another publication. In certain cases, literary or scholarly contributions published in languages other than German or which have only appeared online will be considered for publication in the *Spiegelungen* after consultation with the editorial board.

Please submit text files as *.doc* or *.docx*, unformatted (without using style settings, automatic hyphenation etc.) to redaktion@ikgs.de or to the relevant section editor.

1.1 Graphs and Images:

- Please use common formats for graphic files (.jpg, .jpeg, .tiff, .bmp etc.) in the highest resolution possible but with a minimum of 300 dpi.
- Do not insert images and graphs into text files. Please send them as email attachments instead.
- It is the author's responsibility to obtain permission to reproduce any images for which they do not hold the copyright. By submitting their contribution, authors confirm that they have the publication rights for all materials used in the text. The relevant provisions of copyright regulations apply.
- Please provide an informative caption for each image used and provide the name of the author of the image.
- Please remember to provide correct citation for images and data; remember to use captions, numbering etc.

1.2 Text:

- Please use British spelling. Quotes are usually reproduced in their original spelling.
- The structuring of the texts should contain no more than two levels of classification (only title and section titles).
- Common special characters, particularly diacritical marks in the case of foreign languages, can and should be used. Especially in Romanian, it is important to use the correct diacritical characters "cu virgulă": "Ș/ș" (Unicode Standard U+0218 or U+0219) or "Ț/ț" (U+021A and U+021B, "with comma below").
- Mathematical symbols should not be used in the main body of the text and should be written out in full ("per cent", not %) except in quotations. Do not use ampersands (&) except in quotations.
- Slashes should be used without spaces to separate two words (small/large) but with spaces to separate several words, e.g. to signify the end of a line in a poem:

It had become a glimmering girl / With apple blossom in her hair / Who called me by my name and ran / And faded through the brightening air.

- Numerals: thousands are separated by a comma; decimal points are marked by a full stop:

"At the time of the 2001 census, 4,399,364 persons (99.14% of the population) had Croatian citizenship."

- Numbers from one to twelve should be spelled out and from 13 onward marked with numerals.
- All editorial and citation rules also apply to titles and texts in languages other than English – except for German, for which the German editorial guidelines of the IKGS should be applied.

1.2.1 Titles of books, literary or theatrical works films or periodicals cited in the main text should appear in italics. Titles in languages other than English should be followed by their English translation in brackets upon their first mention.

Regele moare [The King Dies]

If a German or English translation of the work has appeared, its title should be provided in brackets together with its date and place of publication:

The film *Kárhozat* [*Damnation*, HU 1987] is ...

Director Kristóf Deák's film *Mindenki* [*Sing*; literally: Everyone, HU 2016] won an Academy Award in the category of Best Live Action Short Film in 2017.

1.2.2 Emphases in the text, including in quotations, should always be marked by italics, not by underlining or any other means. If using emphasis in quotations, make clear in a footnote whether the emphasis is your own or part of the original text:

Emphasis in the original.

Emphasis added.

1.2.3 Quotations

- Short quotations of two lines at most should be integrated into the text and placed within double quotation marks (" ").
- Quotations of more than two lines in length should appear indented as block quotes, in font size smaller than the main text and without quotation marks.

1.2.4 Quotations in foreign languages other than German should appear in the text in English translation. The translator should be named in the footnotes. Furthermore, the quotations should be provided in the original language in the footnotes.

1.2.5 If individual terms are translated into English, but using the term in the original language would aid comprehension, the foreign term should be placed in parentheses after the English translation:

The historical origins of grilled minced meat shaped into small sausages (čevapčići) ...

1.2.6 Quotations within quotations should be indicated by using single quotation marks (' ').

1.2.7 When omitting parts of quotations, use brackets [...]:

“Our first stop was the town of Trebinje [...] and the stunning Hercegovачka Gračanica monastery.”

1.2.8 Place names should appear as a rule in the dominant language of the country they are in, unless they have a widely used English variant (e.g. Munich).

In cases where towns, regions or rivers have different names in the local languages, these may be listed where relevant:

Timișoara (Temeswar in German, Temesvár in Hungarian)

Please use the [international standard ISO 9](#) when transliterating place names from other languages.

1.2.9 Names of political parties, institutions and organisations should appear without emphasis (such as italics) and without quotation marks in the original language, at their first mention followed by their English equivalent in parentheses. It is possible to use an abbreviation of their name in consequent references, which must be included with their first mention:

Partidul Social Democrat (Social Democratic Party, henceforth SDP)

Hrvatska Demokratska Zajednica (henceforth HDZ; Croatian Democratic Union)

2. Notes on Citation

2.1 Notes and references should appear as footnotes. Footnotes should always end with a full stop. Several references in a footnote should be separated by a semicolon. Please always provide precise page references:

¹⁰ Connert: Agrarreform, p. 255; Mitrany: Land, p. 211.

²⁵ Marian Cojoc: Istoria Dobrogei in secolul XX. I. Canalul Dunăre–Marea Neagră [The History of the Dobruja in the 20th Century. Vol. I. The Danube–Black Sea Canal] (1949–1953). București 2001, pp. 69–94.

Footnotes should be created using the relevant function of whichever word processing software the author is using and should appear directly after the terms or group of words referenced:

The more realistic estimates of recent studies¹² indicate there were about 870 Jews and 430 Serbs.

If an entire sentence or clause requires a footnote, the footnote numeral should be placed after the punctuation mark(s):

The list of woes endured by the German minority is endless;³¹ it includes various kinds of intimidation, torture, internment, and rape.³²

2.2 Citing the Most Common Types of Publication

2.2.1 Monographs and Edited Volumes

First name Surname: Title. Subtitle. Volume number: Volume title. Place ^{Edition}Year, Page reference. Series titles should not be indicated in the footnotes. Editors of edited volumes are indicated by ed. or eds.:

Amos J. Peaslee: *Constitutions of Nations*. Vol. 3: Europe. Concord 1950, p. 7.

Benedict Anderson: *Imagined Communities. Reflections on the Origin & Spread of Nationalism*. London, New York ¹³2003.

Ioan Silviu Nistor, Mircea Muşat (ed.): *The Making of the Romanian Unitary National State*. International Acknowledgement. Bucharest 1985.

Norman K. Denzin, Yvonna S. Lincoln (eds.): *Handbook of Qualitative Research*. London 1994, pp. 81–93.

Silvio Ferrari, W. Cole Durham, Jr., Elizabeth A. Sewell (eds.): *Law and Religion in Post-Communist Europe*. Leuven 2003.

Please note that titles and subtitles are separated by a full stop, not by a colon.

Please mark revised and/or extended editions the following way:

Benedict Anderson: *Imagined Communities. Reflections on the Origin & Spread of Nationalism*. Revised and extended 2nd edition. London 1991.

2.2.2 Edited Literary Works, Anthologies:

First name Surname: Title. Subtitle. Ed. by First name Surname. Place ^(Edition)Year, Page reference of the citation.

Adolf Meschendörfer: *Gedichte, Erzählungen, Drama, Aufsätze*. Ed. by Bernd Kolf. Bukarest 1978, p. 305.

2.2.3 Chapters in Edited Volumes:

First name Surname: Title. In: First name Surname (ed./eds.): Title. Subtitle. Place ^(Edition)Year, Page range for chapter, here: Page reference of the citation.

The first citation should include the page range for the entire chapter, thereafter only the page or pages cited:

Milan Vukomanović: *Images of the Ottomans and Islam in Serbian History Textbooks*. In: Christian Moe (ed.): *Images of the Religious Other. Discourse and Distance in the Western Balkans*. Novi Sad 2008, pp. 17–38, here: p. 34.

2.2.4 Articles in Journals

First name Surname: Title. Subtitle. In: Yearbook/Journal Volume (Month [where relevant] Year) Number [where relevant], Page range for article, here: Page reference of the citation.

The first citation should include the page range of the entire article; subsequent references should only provide the page(s) cited:

Wolfgang Göderle: Administration, Science, and the State. The 1869 Population Census in Austria-Hungary. In: Austrian History Yearbook 47 (2016), pp. 61–88, here: p. 67.

Cristina Stănuș: Patterns of Inter-Municipal Cooperation and Local Government Characteristics in Romania. In: Southeastern Europe 35 (2011) 2, pp. 191–208, here: p. 201.

2.2.5. Articles in Newspapers

First name Surname: Title. Subtitle. In: Newspaper, Day Month Year, Section [where available], Page range for article, here: Page reference of the citation.

Kit Gillet: Anger and Mistrust Fuel Unabated Protests in Romania. In: The New York Times, 13 February 2017, Europe, p. A6.

When citing current newspapers, a difference should be made between print and online versions. For citing online editions, please use the guidelines for online publications (under 2.2.6.):

Richard Bernstein: The Danube Transformed. From River of Blood to River of Hope. In: The New York Times, 1.8.2003, <<https://www.nytimes.com/2003/08/01/world/the-danube-transformed-from-river-of-blood-to-river-of-hope.html>>, 2.12.2019.

In the case of historical newspapers, which often had more than one edition per day, the volume and edition number should also be added:

Die Mobilisierung der russischen Armee. In: Tagesbote aus Mähren und Schlesien. Vol. 27, Nr. 42, 22.2.1877, p. 1.

– Dates should be written in the format Day.Month.Year. Please do not use extra zeroes: 03.07.2019 > 3.7.2019.

2.2.6. Online Publications:

First name: Surname or Institution according to Imprint: Title, <url>, date [Day.Month.Year] of last viewing.

Andrei Pleșu: Victor Ponta sau despre soarta cea crudă, <<http://dilemaveche.ro/sectiune/dilemeline/articol/victor-ponta-soarta-cea-cruda>>, 6.7.2015.

2.2.7 Archival Documents

Name of the archives or archival department, Collection, Box/Folder File number/Signature, Document/Picture/Artifact description. Date and Folio number [where relevant]:

Library of Congress Washington DC (henceforth: LoC), Geography and Map Division, G5692.B5C2 1828 .P7, Military sketch of the country between the Danube and Constantinople. London 1828.

Pokrajinski arhiv Maribor (henceforth: PAM; State Archives Marburg) 1846 Evangeljska verska občina Maribor (1847–1945) [Lutheran Congregation Marburg] Book 75, Sign. 7.12, Congregational membership list. 1874–1876.

Bayerisches Hauptstaatsarchiv, Abt. IV: Kriegsarchiv (henceforth: BayHStA KrA; Bavarian Central State Archives, Dept. IV: Military Archives) MKr 2335, Letter from Karl Alexander von Müller to the Bavarian Ministry of War, 31.8.1916.

When citing digitized online versions:

Library of Congress Washington DC (i. F.: LoC), Geography and Map Division, G5692.B5C2 1828 .P7, Military sketch of the country between the Danube and Constantinople. London 1828, <www.loc.gov/resource/g5692b.fi000191r/?r=0.371,0.449,0.447,0.27,0>, 30.6.2018.

Please note the following when citing from the Archives of the IKGS:

- Citing archival material with signatures:

Archiv des Instituts für deutsche Kultur und Geschichte Südosteuropas an der Ludwig-Maximilians-Universität München (henceforth: IKGS-Archiv; Archives of the Institute for German Culture and History of Southeastern Europe at Ludwig-Maximilians-Universität München), Collection, Signature, Description.

Archiv des Instituts für deutsche Kultur und Geschichte Südosteuropas an der Ludwig-Maximilians-Universität München (henceforth: IKGS-Archiv), Wolf von Aichelburg's Estate, Sign. 112, Album of travel photography, around 1991, fol. 25, Photo 2.

- Citing archival material without signatures:

Archiv des Instituts für deutsche Kultur und Geschichte Südosteuropas an der Ludwig-Maximilians-Universität München (henceforth: IKGS-Archiv), Collection, Box 14, Type and Title of the Document, p. 125.

2.3 Common abbreviations may be used in the footnotes:

Vol. or vols.; *ibid.*; *id.*; fol.; ed.; eds.; no.; p.; pp.; cf.; *cit. after.*

2.4 In the case of more than one author or editor, all names are to be cited, including the third author or editor, separated by commas:

Sabrina P. Ramet, Konrad Clewing, Reneo Lukić (eds.): *Croatia since Independence. War, Politics, Society, Foreign Relations.* Munich 2008, p. 223.

In the case of four or more authors or editors, please write et al. after the name of the first person. The same should be done in the case of more than three places of publication:

Werner Besch et al. (eds.): *Sprachgeschichte. Ein Handbuch zur Geschichte der deutschen Sprache und ihrer Erforschung*. Vol. 4. Berlin, New York 2004.

2.5 Page references should be indicated by p. or pp. In case more pages are cited, please write p. or pp. in front of each entry. This also helps distinguish them from illustrations or notes:

Sabrina P. Ramet, Konrad Clewing, Reneo Lukić (eds.): *Croatia since Independence. War, Politics, Society, Foreign Relations*. Munich 2008, p. 213, pp. 218–220, p. 223.

2.6 When citing unpublished theses or dissertations, please use the following order: First name Surname: Title. Place, Name of the institution, Type of text (Undergrad. Thesis, M.A. Thesis, Diss. etc.), Year of submission.

Andrea Knight: *Time for a U-Turn. New Approaches to Albanian Cultural Studies*. Leuven, Katholieke Universiteit Leuven, Diss., 2003.

2.7 Miscellaneous Notes

2.7.1 For works cited several times, provide the author's name and a relevant short title after the first citation (cf. 1.2.1):

Vukomanović: *Images of the Ottomans*, p. 18.

2.7.2 If the same title is cited consecutively, replace the short title with "ibid." (written with a capital "i" when at the beginning of a footnote and with a small "i" when within the footnote, for example following a semicolon):

Ibid., p. 19.

2.7.3 Titles in foreign languages (except German) should be translated into English, as in the main text. The translation should appear after the original title in brackets but not in italics:

Ferenc Bíró: *A látó* [The Seer]. In: id.: *A felvilágosodás korának magyar irodalma* [Hungarian Literature in the Age of Enlightenment]. Budapest 1995, pp. 333–352.

2.7.4 Always indicate the place of publication in the language used in the imprint of the work cited:

Mira Miladinović Zalaznik, Irena Samide (eds.): „Zur Linde hier, sich dort zur Eiche wende“. 90 Jahre Germanistik an der Universität Ljubljana. Ljubljana 2010.

Karl-Heinz Brenndörfer, Thomas Şindilariu (eds.): *Der Schwarze-Kirche-Prozess 1957/58. Erlebnisberichte und Dokumentation*. Kronstadt 2011.

Sorin Mitu: *Transilvania mea. Istoriei, mentalităţi, identităţi* [My Transylvania. Stories, Mentalities, Identities]. Iaşi 2006.

2.7.5 Missing or untraceable bibliographical details should be noted in parentheses at the end of the reference:

Revoluţia agrară în România [The Agrarian Revolution in Romania]. In: *Societatea de Măine* [Tomorrow's Society] 1 (1924) 17–18, p. 374 (without author).

2.7.6 Please capitalize all words in the titles of English-language media, except for prepositions and articles:

Ulf Brunnbauer: *Globalizing Southeastern Europe. Emigrants, America, and the State since the Late Nineteenth Century*. Lanham et al. 2016.

2.7.7 A distinction is to be made between a hyphen (-) and a dash (–):

Hyphen:

To join longer compounds: Ludwig-Maximilians-Universität München

Dash:

For insertions in a sentence: I consider this to be – honestly speaking – a bad idea.

For routes: Munich–Budapest

To indicate from ... to ...: 1952–1961

For page ranges: pp. 18–22

For contrasts: Great value – small price

For listings such as this one

3. Texts for the Journal *Spiegelungen*

Contributions may also be submitted in English.

3.1 Article Lengths

- Academic articles: around 30,000 characters
- Project Workshop: around 15,000 characters
- Book reviews: around 10,000 characters
- Conference reports: around 10,000 characters
- Personalia: maximum 10,000 characters

3.2 Book Reviews

The IKGS reserves the right to publish reviews as the first publisher. Submitted reviews should not have been published elsewhere or have been submitted to another journal for consideration. Reviews should not exceed 10,000 characters (including spaces). For formatting, use of abbreviations and place names, please see the guidelines for scholarly texts above. Page references from the text under review appear in the text without footnotes (p.).

Citation of the Reviewed Work:

First name Surname: Title. Subtitle [Translation of title(s)]. Place: Publisher Year. Number of pages, Details of images or maps [where relevant].

Otto Folberth: Das Stundenglas. Ein Roman. Bonn, Hermannstadt: Schiller Verlag 2013.
276 p.

If you have further queries, please contact the editors: redaktion@ikgs.de

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