

Das Mittelalter. Beihefte

Guidelines for authors and editors for manuscript layout

1. General guidelines

- Manuscript: ISO A4 paper size, written single-sided with 1.5-line spacing, 12-point front. Notes should be footnotes in 10-point font.
- page length: A page covers, depending on the quantity of the smaller-sized notes, in average about 3100 characters, including spaces.
- abstract: every contribution to an omnibus volume is preceded by an abstract of max. 1600 characters including spaces. The abstracts in a consistently German volume should be composed in German, and in English in a volume with multilingual contributions. Please consult a native speaker or 'nearly native speaker' for an adequate review.
- The author's address, as well as academic title and email address, should be included at the end of the manuscript.
- Omnibus volumes contain a thematic introduction (approx. 5-10 pages).
- Each volume of the series is equipped with a place and a name index, and, if possible, a subject registry. For the automatic generation of the registry, please contact the publisher in good time and format your file accordingly prior to delivery.
- The table of contents and the caption of the volume are to be delivered separately to the publisher.
- Illustrations are an integral part of the contribution and should be included in the measurement of its length. Only files in TIFF format will be accepted and processed. Please communicate in advance whether they should be in colour or grayscale, since significant amounts of data get lost when files are converted from colour to black-and-white. The files must meet the following requirements: resolution of raster images with 300 dpi or 60 lpcm, line illustrations with 1200 dpi, and point limit with 3 per cent highlight and 94 per cent shadow.
- The legends of illustrations are listed at the end of each contribution.
- If you plan to include illustrations, you are—as author—responsible for obtaining the copyright. Usually, the procedure is for free if you point out that the publication is of scholarly nature with limited circulation. You merely have to submit a specimen copy after the publication.

2. Guidelines for editors

- Please submit either the thoroughly corrected, ready-for-printing manuscript or, as a lower-cost version by arrangement, the camera-ready copy. Prerequisite in any case is a text processing by use of a word processing system, preferably Word or, if you use a Mac OS system, saving in DOS format. Be sure to use the automatic footnote management of your operating system. Please avoid, in case you wish to submit a print-ready corrected manuscript, hidden formatting such as automatic font design, text bodies of various levels, links etc.
- Please submit all data at once (no partial delivery) on a disc to the editors and the publisher (CD or memory stick), as electronic transmission causes often data loss (of e.g. formatting or special characters). Individual elements or contributions should be numbered in sequence and clearly identified with short titles (e.g. 00_Rickert Inhaltsverzeichnis, 01_Rickert Einleitung, 02_Würzmann in Rickert, 12_Bibliographie in Rickert etc.).

- Font formatting (e.g. italic, small caps) should be performed already during the preparation of manuscript.
- Diacritical marks and special characters. The common diacritics are available at the publisher are available, all special characters and non-Latin alphabets can be generated. Please do not use special characters (other than ASCII codes) in your word processing. They are usually TrueType Fonts and are not convertible into our PostScript fonts. If you wish to use special characters, unusual diacritical marks or characters of a non-Latin alphabet, please mark them within the text by a preceding number sign, and describe the characters using the Latin alphabet in parentheses.

Ex.: #(a with superscript e) or #(ae)

Please submit also a PDF of the text, in which the special characters are displayed correctly (and pay attention to correct embedding of the character fonts while generating the PDF). If an exotic font is used, please submit it on the disk to the editors and the publisher as well.

- Paragraph formatting such as Petit set or columns can be performed during the manuscript preparation. Tables and graphs, however, are by no means to be set 'manually' with tabs, space or the like.
- Please effect paragraph circuits by only one press of the return key (no double return, no tabs or space bar to indicate a new paragraph). This also applies to indents, Petit set etc. Double return is only to be used to indicate a unit of meaning within the main text.
- Syllable segmentation: Please do not use automatic syllable separation.

3. Guidelines for article composition

- The surnames of contemporary scholars both in the main text and the notes are highlighted by small caps (no capital letters!):

Ex.

Wie Hugo KUHN zur Literaturexplosion des Spätmittelalters bemerkt...

Christine RATKOWITSCH, *Descriptio picturae. Die literarische Funktion der Beschreibung von Kunstwerken in der lateinischen Großdichtung des 12. Jahrhunderts* (Wiener Studien. Beiheft 15), Vienna 1991, pp. 22–29.

- Italic is used for all foreign- or 'dead'-language quotations from primary sources (lat., Old High German, Middle High German, Early New High German, Old English, Old French, Italian, etc.), as well as for foreign-language terms that are not common. Mark the italics in the manuscript while reviewing manually by a signed shaft line underneath.
- Double quotation marks “ ” (English) or « » (French) are used for titles of research literature and quotes from research literature.
- Single quotation marks ‘ ’ (English) or < > (French) are used for titles of source texts, for 'quotes in quotes' and for metaphoric expressions.
- Petit set: longer quotations and digressions are set in Petit. You can label them in the manuscript by a vertical line at the page margin and the note 'Petit'.

4. Footnotes

- Notes characters should be superscript Arabic numerals. They are always behind the punctuation.
- All notes begin with a capital letter (also: Cf., See) and end with a full stop.

5. Citations

- Monographs: Author, Title. Subtitle (Series Volume number), Place Year, pp. xx–yy.

Ex.: Christine RATKOWITSCH, *Descriptio picturae. Die literarische Funktion der Beschreibung von Kunstwerken in der lateinischen Großdichtung des 12. Jahrhunderts* (Wiener Studien. Beiheft 15), Vienna 1991, pp. 22–29.

- In case of several places of publication, write: Location, Location, Location Year (up to three locations). In the case of more, write: Location et al. Year.
Ex.: München, Leipzig, Berlin 1980 or Frankfurt a. M. et al. 1980.
Names with differentiating locations should be clearly indicated.
Ex. Frankfurt / M., Halle / Saale, Kreuzberg / Wipperfürth, Freiburg / Switzerland, Ithaca / NY, Cambridge / MA.
- Publications in omnibus: Author, Title. Subtitle, in: Editor (ed.), Title. Subtitle (Series Volume number), Place Year, pp. xx–yy.
Ex.: Rudolf KIESS, Bemerkungen zur Holzversorgung von Städten, in: Jürgen SYDOW (ed.), Städtische Versorgung und Entsorgung im Wandel der Geschichte (Stadt in der Geschichte 8; Südwestdeutscher Arbeitskreis für Stadtgeschichtsforschung 18), Sigmaringen 1981, pp. 77–98.
Stefan VON BELOW, Das Eigentum am Wald – ein Forschungsüberblick, in: ID./ Stefan BREIT (eds.), Wald – von der Gottesgabe zum Privateigentum. Gerichtliche Konflikte zwischen Landesherren und Untertanen um den Wald in der frühen Neuzeit (Quellen und Forschungen zur Agrargeschichte 43), Stuttgart 1998, pp. 1–55.
In the case of several editors, write: Editor/ Editor/ Editor (eds.) (up to three editors) or Editor et al. (ed.).
- Editions: Author, Title, ed./éd. Editor (Series Volume number), Place Year, if applicable Reprint Place Year.
Ex.: Isidor von Sevilla, Etymologiarum sive originum libri XX, ed. Wallace M. LINDSAY. Oxford 1911, Repr. Oxford 1987.
Widukind von Corvey, Die Sachsengeschichte. Rerum gestarum Saxoniarum libri tres, ed. Paul HIRSCH/ Hans-Eberhard LOHMANN (MGH Scriptorum rerum Germanicarum 60), 5th ed. Hannover 1935, Repr. Hannover 1977.
- Publications in journals: Author, Title. Subtitle, in: Journal Volume (Year), pp. xx–yy, if applicable esp./here p(p). xy.
Ex.: Gerd ALTHOFF, Demonstration und Inszenierung. Spielregeln der Kommunikation in mittelalterlicher Öffentlichkeit, in: Frühmittelalterliche Studien 27 (1993), pp. 27–50, here S. 36.
Double volumes and dates are written with slash.
Ex.: 17/18 (1914/15)
Please note that specialist abbreviations and acronyms are hermetic to an interdisciplinary audience. Please indicate the complete title!
- Publications in dictionaries: Author, Title, in: Name of the dictionary, vol. Y (Year), pp. [or cols.] xx–yy. Volume number is always in Arabic numeral. Don't indicate the editors or the places of publication.
Ex.: Theodor KLAUSER/ Pierre DE LABRIOLLE, Apophthegma, in: Reallexikon für Antike und Christentum, vol. 1 (1950), cols. 545–550.
Rudolf SCHIEFFER, Lampert von Hersfeld, in: Die deutsche Literatur des Mittelalters. Verfasserlexikon, 2nd ed. vol. 5 (1985), cols. 513–520.
- Page numbers should always be complete: pp. 23–126 (not pp. 23 sqq.).
- More than one reference in the same publication are separated by commas, ex. pp. 23, 27, 30.
- Quotations from manuscripts: Place, Library, Signature, Folio (or page).
Ex.: München, Bayerische Staatsbibliothek, clm 321, fol. 23r
Please note that recto and verso are not superscript.
- References to publications that are not released yet should be avoided, unless the place of publication can already be stated,
Ex.: Karl NAPP, Chaos und Ordnung, Manuskript 2012 (will be published in: Frankfurter Forschungen zur Lebenspraxis).
or if the author can be identified by the reader.

Ex.: Karl NAPP (Universität Mainz, Institut für Alltagsforschung), Chaos und Ordnung, manuscript 2012.

- The bibliographical references should be complete when mentioned the first time. When repeated, please refer to the note with the first mention.

Ex.: MÜLLER (note 3), S. 23.

- Only in unmistakable reference to a bibliographic entry in the same or the immediately preceding footnote can Ibid., ID./EAD. be used.

Ex.: Ibid., p. 23.

- The first name is always fully indicated in the first full bibliographic record. An exception is abbreviated middle name.

Ex.: Karl F. MÜLLER

6. Notations

- Each word and each abbreviated word are followed by a space, i. e. 'i. e.' and not 'i.e.', 'p. 145' and not 'p.145'. A comma is followed by a space: '(Anm. 11), S. 11' and not '(Anm. 11),S. 11', 'V. 1, 2' and not 'V. 1,2'.
- Omissions in a quotation are enclosed in square brackets: [...]. Omissions at the beginning and end of a quotation are not specified.
- Brackets in brackets are to be avoided, if necessary, they can be set as square brackets ([]).