

# Das Mittelalter. Beihefte

Notes for authors and volume editors  
for the setup of manuscripts  
Status: 1 September 2021

## 1. General information

- The editors of anthologies specify the **length** of the individual contributions. In the case of comprehensive symposium volumes, a contribution should not exceed 45,000 characters (including spaces).
- The basis is the **current spelling** in the language of the contribution. Please have the text proofread by a native speaker. You have the choice between British English and American English, but please, do not switch between the variants within the individual contributions.
- Each contribution to an anthology must be preceded by an **abstract** (max. 1600 characters incl. spaces) without paragraphs in German and in English. Have the English abstract proofread by a native speaker. Please do not include footnote numbers in the abstract text.
- Under the abstract, 3 to 5 meaningful **keywords** are to be added in the language of the abstract.
- Give the official **address** of the author at the beginning of the manuscript in the following form: Name, institute/chair (if available), university (if available), street, postcode city, e-mail, ORCID-ID. If no official address is available, the private address or only an e-mail address can also be given. The indication of the ORCID ID is facultative.  
Example: Erika Mustermann, Institute for Medieval History, University of Musterstadt, Berliner Str. 13, D-37621 Musterstadt, erika.mustermann@uni-musterstadt.de, <https://orcid.org/0000-0001-XXXX-XXXX>
- **Images** are an integral part of the contribution. Files can only be accepted and processed in a common format (.png, .tif ...). The following requirements must be met: resolution for raster images with 300 dpi or 60 lpcm, for line images with 1200 dpi.
- The **legends for the illustrations** are to be listed at the end of the paper.
- The authors are responsible for obtaining **permission for reproduction**. They should point out that it is an academic publication that appears open access (CC BY NC Licence), permanently available on the web under a persistent identifier, and furthermore as hardcover with a low volume print run. Due to the permanently available open access publication, the image licences must therefore be perpetual.

## 2. Notes for word processing

- Please use the **template** provided by heiUP. You can write directly into the template or link it to your manuscript.
- The **manuscript** is to be delivered as a Word document (docx) with 1.5 line spacing and 12-point font, the annotations as footnotes in 10-point font.
- Please submit **all data in one delivery**, large files by means of a suitable file hosting service. If your submission contains illustrations or graphics, please provide the illustrations, captions and image credits as separate files each.
- **Character formatting** (e.g. italics, small caps) should already be carried out in the manuscript creation. Please use the format templates and not the buttons in the menu bar.

- **Diacritical marks and special characters.** The common diacritical marks are available from the publisher, all special characters and non-Latin alphabets can be generated. If an exotic font is used, please send it to the volume editors and the publisher.
- **Paragraph formatting** such as petit set or columns can already be carried out in the manuscript preparation, but please do not under any circumstances design tables and graphics 'by hand' with tabs, spaces or the like!
- Please mark headings as such by assigning the appropriate style to them. Please do not put footnote numbers on headings.
- Please **switch paragraphs** only by pressing the return key once (**no** double-pressing, **no** tabs or spacebars to indicate a new paragraph). This also applies to indents, petit phrases, etc. Double paragraph switching only if a section of meaning is actually to be displayed within the current text.
- **Hyphenation:** please do **not** perform automatic hyphenation.
- **Tables** are set by the publisher. They should be inserted directly into the text, using the table function. Please do not embed them as images. The tables should have a heading. Please refrain from anchoring footnotes in the table or at the table heading.

### 3. Manuscript design

- The **surnames** of contemporary scientific authors are highlighted in the running text and in the notes by **small caps** (no capital letters!):

Examples:

As Hugo KUHN remarks on the literary explosion of the late Middle Ages...

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

If two brackets follow each other here, a comma must be placed:

Narrative Strategies and Modes of Functioning in Latin Pilgrim Texts (4th–15th Century), (*Medieval Latin Studies and Texts* 52), Leiden, Boston 2019.

- **Italics** are used for all foreign-language quotations from source texts (Latin, Middle English, Middle High German, Old French, Italian etc.), as well as for foreign-language terms that are not commonly used in German. However, Latin titles of source texts placed in single inverted commas are written recte.
- **Double inverted commas** “...” are used for titles of research literature, for quotations from research literature and literal quotations from source texts, unless these are already indicated by italicisation or petit sentence.
- **Single inverted commas** ‘...’ are used for titles of source texts, for quotations within a quotation and for improper word usage.
- **Petit sentence:** Longer quotations (longer than 3 lines) and digressions are set in petit (10 point). In the case of quotations from source texts, the italics are retained. The inverted commas are omitted at the beginning and end.

### 4. Notes

- Please use superscript Arabic numerals as **note characters**. They are always placed after the punctuation mark or directly after the inverted commas of the quotation. Please do not place note characters at headings, figure captions, table headings or in abstract texts and tables. Use the automatic footnote management of your system. Footnotes should be displayed at the end of the page (not at the end of the article).

- All **notes** begin with a capital letter (also: Cf., See) and end with a full stop.

## 5. Bibliographical Data

- **Monographs:** Author, title. If applicable, subtitle (series volume number), if applicable, edition, 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), Wien 1991, pp. 22–29.
    - Ex: Thomas FRENZ, *Papsturkunden des Mittelalters und der Neuzeit* (Historische Grundwissenschaften in Einzeldarstellungen 2), 2nd ed., Stuttgart 2000, p. 13.
  - In the case of several authors, the spelling is: author and author (two authors), author, author and author (three authors), author et al. (more than three authors), (cf. also the information on multiple editors below).
  - For dissertations, the scheme is: author, title. subtitle, if applicable, Diss. /Ph.D. University, year.
    - Ex: Robert William MILLER, *Das The Man at the Helm: the faith and practice of the medieval seafarer, with special reference to England, 1000-1250 AD*, Ph.D. Diss. University of London, 2003.
  - In the case of more than one place of **publication**, the notation is: place, place, place year (up to three places), in case of more places: place et al. year.
    - Ex: Munich, Leipzig, New York 1980 and Frankfurt a. M. et al. 1980.
- Place names** with differentiating location information are noted with abbreviations, US states according to the abbreviations of the U. S. Postal Service:
- Ex: Frankfurt a. M., Halle a. d. Saale, Kreuzberg b. Wipperfürth, Freiburg i. d. Schweiz, Freiburg i. Br., Cambridge MA
- Publications in **collective works:** author, title. Subtitle, if applicable, in: publisher (ed.), title. If applicable, 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.
    - Ex: Stefan VON BELOW, *Das Eigentum am Wald – ein Forschungsüberblick*, in: ID. and 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, the spelling is: editor and editor (ed.) (two editors), editor, editor and editor (ed.) (three editors) or editor and others (ed.) (more than three editors).
    - EX: Karl MÜLLER, Egon MEYER and Karl SCHMIDT (eds.) or Karl MÜLLER and Egon MEYER (eds.) or Karl MÜLLER et al. (eds.)
  - **Editions:** Author, title, ed. by editor (series volume number), if applicable, edition, place year, if applicable, ND place year. In the case of several editors, the notation is: ed. by editor and editor (two editors), ed. by editor, editor and editor (three editors) or ed. by editor and others (more than three editors).
    - Ex: Isidore of Seville, *Etymologiarum sive originum libri XX*, ed. by Wallace M. LINDSAY, Oxford 1911, ND Oxford 1987.
    - Widukind von Corvey, *Die Sachsengeschichte. Rerum gestarum Saxoniarum libri tres*, ed. by Paul HIRSCH and Hans-Eberhard LOHMANN (MGH *Scriptores rerum Germanicarum* 60), 5th ed. Hannover 1935, ND Hannover 1977.
  - Publications in **journals:** Author, title. If applicable, subtitle, in: journal volume, issue number (year), pp. xx–yy, if applicable esp./here p. xy.

Ex: Gerd ALTHOFF, Demonstration und Inszenierung. Spielregeln der Kommunikation in mittelalterlicher Öffentlichkeit, in: Frühmittelalterliche Studien 27,1 (1993), pp. 27–50, here p. 36.

Double volumes and year numbers are separated by a slash.

Ex: 17/18 (1914/15)

Please note that subject-specific abbreviations and acronyms are hermetic for an interdisciplinary audience, so please write out the titles!

- Publications in **encyclopaedias**: Author, title, in: name of encyclopaedia, if applicable, vol. Y (year of publication), pp. [or col.] xx–yy. Always give the volume number in Arabic numerals. No editors, no places of publication!

Theodor KLAUSER and Pierre DE LABRIOLLE, Apophthegma, in: Reallexikon für Antike und Christentum, vol. 1 (1950), pp. 545–550.

Rudolf SCHIEFFER, Lampert von Hersfeld, in: Die deutsche Literatur des Mittelalters. Verfasserlexikon, 2nd ed., vol. 5 (1985), col. 513–520.

- **Page references** should always be complete: pp. 23–126, p. 15 f. (not p. 23 ff.). The space between number and “f.” is to be inserted. The semi-four stroke is used between numbers (Word: Ctrl + - on the number pad).
- **Several references** in the same publication are separated by commas, i.e. p. 23, 27, 30.
- **Quotations from manuscripts**: place, library, signature, page number.

Ex: London, British Library, Harley MS 4376, fol. 271r.

Please note: recto and verso indications are not superscript.

- If possible, references to publications that have **not yet appeared** should only be included if the place of publication can already be indicated:

Ex: Karl NAPP, Chaos und Ordnung, manuscript 2012 (to appear in: Frankfurter Forschungen zur Lebenspraxis).

or if the author can be made identifiable to the reader:

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

- The **bibliographical information** is given in full in the notes in the case of the **first citation**, and with the footnote of the first citation in the case of **repetitions**. If there are several articles with the same author name, the information is specified by a title supplement.

Ex: MAIER and MÜLLER (Note 3), p. 23.

NAPP, Chaos (note 15), p. 2.

SCHMIDT, Gaukler und Könige, in: SCHNEIDER, SCHMIDT u. WEBER (note 6), pp. 1-31, here: P. 3 f.

- Only in the case of an unambiguous reference to a bibliographical indication in the same or the immediately preceding footnote *Ibid.*, *ID.*, *EAD.* can be used.

Ex: *Ibid.*, p. 23.

- **First names** are always written out in full in the first complete title record. Abbreviated second names are an exception.

Ex: Karl F. MÜLLER

- **Internet sources**: Author, if applicable, title, URL date in format (dd.mm.yyyy).

In the case of internet addresses, the hyperlink must be removed by right-clicking and the address must be provided with the retrieval date in brackets.

Ex: Renate BRANDSCHEIDT, Cain and Abel, [www.bibelwissenschaft.de/stichwort/23040](http://www.bibelwissenschaft.de/stichwort/23040) (08.12.2020).

## 6. Further

- Please delimit verse quotations with a **hyphen**: *under der linden | an der heide*. The virgule is reserved for early modern texts: *D. Faustus eats a load of hay from a bavarian / together with wagons and horses*.
- Each word, also if abbreviated, is followed by a **space**. Thus: ‘p. 145’ and not ‘p.145’. “*linden | an der heide*” and not „*linden|an der heide*”.
- Commas are followed by a space. Thus: “(Note 11), p. 11” and not “(Note 11), p. 11”, “V. 1, 2” and not “V. 1,2”.
- Omissions in a quotation are placed in **square brackets**: [...]. Omissions at the beginning and end of a quotation are not indicated.
- Brackets in parentheses should be avoided. In rare emergencies, they are placed as square brackets: (... [ ]).
- VAN, VON, DE etc. are part of the surname and are therefore also written in small capitals.  
Ex: Martin DE VRIES
- If you cross-reference passages (not footnotes) of your own contribution in the running text, highlight both the passage and the cross-reference in colour so that the page references can be adjusted later.  
Ex: As already described in the first part (p. 2).
- **Biblical passages** and ancient works can be indicated with established abbreviations according to the Loccum System or the “Neue Pauly”.  
Ex: Mt 8, 14–15 or Jn 21, 1–14  
Cic. Tusc. 5, 15–17
- In English ordinal numbers, the “th” is not superscript (“12th”).

## 7. The citation style “The Middle Ages” is available in Citavi 6.

To use the style, click on the menu “Citation” > “Citation styles” > “Change citation style”. Click on Search and add style. Enter “The Middle Ages” in the “Name” field. Activate the option box in front of the style name and click on “Add” and “OK”.

In the Word Add-In, select the style on the Citavi tab. Click on the selection arrow behind Citation style and select “Add citation style” there. Enter “The Middle Ages” in the “Name” field, activate the option box in front of the style name and click “Apply”.

Please observe the operating instructions in the description of the style.

## 8. Notes for Volume Editors

- Collected volumes each contain a thematic **introduction** (approx. 5–10 pages).
- Each volume of the series is prepared via a **place and name index**, and if possible also via a **subject index**. For the automatic creation of the index, it is useful to contact the publisher during the proofreading and to format the files accordingly before submission.
- We request the **corrected manuscript ready for printing** or – as a more cost-effective variant – the **finished print format template**. In any case, the text must be entered using a word processing system, preferably Word or, if you are using an Apple system, saved in DOS format. In the case of a ready-to-print corrected manuscript, please avoid hidden formatting (automatic heading design, text bodies of different levels, links, etc.).