

Stylesheet for authors
(11/16/2019, valid from journal issue 2020/1)

1. General

- The *length* of the papers will be fixed in consultation with the issue editors; one printed page generally is 3.000 characters in length (including spaces).
- *Abstract* and *keywords*: Each paper includes a short English abstract (max. 1.600 characters incl. spaces) and up to five English keywords.
- If your paper contains *figures*, please submit them along with the text so that the publisher can check the image quality; you are also welcome to submit your image files in advance. Please send only TIFF- or JPEG-files. Images can be printed in colour. Please make sure that the resolution of the images is sufficiently high.
 - Please submit *captions* for illustrations in the same document as the text of the article.
 - The author is responsible for obtaining reproduction permission.
- *Address* of the author at the end of the manuscript (incl. mail address).

2. Instructions for word processing

- Please use Microsoft Word to submit your contribution. Format the main text with *1.5-line spacing* in Times New Roman 12. Footnotes are in Times New Roman 10 using line spacing 1.0. Please use the automatic footnote management of your system and avoid ‘hidden’ formatting (automatic heading design, text bodies of different levels, links, etc.). Please do not use automatic hyphenation.

3. Manuscript design

- *Small caps*: In the current text the surnames of modern scholars are highlighted by small caps (*not* in the footnotes!):
 - Example: As Hugo KUHN comments on the literature explosion of the Late Middle Ages, [...].
- *Italics*: Italics is used for all foreign-language quotations from source texts (Latin, Old High German, Middle High German, Old English, Old French, etc.) as well as for foreign-language terms that are not used in German. Foreign-language quotations from research literature should, however, be placed in double quotation marks.
- *Double quotation marks* (“...”) are used for quotations from (German or foreign-language) research literature.
- *Single quotation marks* (‘...’) are used for titles of primary texts, titles of research literature, quotations in quotations, improper use of words and conceptual terms.
- *Petit setting*: Longer quotations (more than 3 lines) are placed in petit (10 points). In the case of quotations from primary sources, the italicisation is retained, but quotation marks are omitted in the case of quotations from research literature.

4. Footnotes

- The footnote characters are superscript Arabic numerals. They always appear after the punctuation mark.
- All footnotes begin with a capital letter (see also: Cf., Ibid.).

5. Bibliographical references

- The bibliographical information is given in the footnotes, *complete in the case of the first entry*, otherwise with the footnote of the first entry. In case multiple contributions by the same author appear, the entry is specified by a title addition.
 - Example: Müller (note 3), p. 23.
 - Example: Müller: Spielregeln (note 3), p. 23.
 - Only if there is an unequivocal reference to a bibliographic reference in the same or the *immediately preceding footnote* will ‘ibid.’ oder ‘id.’ be used.
 - Do not include author’s second name in bibliographic entry. The first and last are sufficient.
 - *Page references* are always made with en dash (–) and should always be *complete*. When referring to two pages, please use ‘f.’ (e.g.: p. 23f.), when referring to several pages, please indicate the exact end (e.g. p. 23–26; not: p. 23ff.). *References to several pages* in the same publication are separated by commas, i.e. pp. 23, 27, 30.
 - In the case of several authors or places of publication, up to three details are given and separated by commas; when more than three authors are given, ‘et al.’ is used. In the case of multiple places of publication, give only the first. Place names with differentiating place references are noted with abbreviations, US states with the abbreviations of the U.S. Postal Service:
 - Example: Walter Haug et al. (eds.)
 - Example: Berlin, Boston, New York *or* Berlin.
 - Example: Frankfurt a. M. or Halle a. d. Saale or Freiburg i. Br. or Cambridge MA
- A. **Monographs:** Author, Title. Subtitles if applicable (series volume number). Place year, p. xx–yy.
- Example: Christine Ratkowitsch, *Descriptio picturae. Die literarische Funktion der Beschreibung von Kunstwerken in der lateinischen Großdichtung des 12. Jahrhunderts* (Wiener Studien. Beiheft 15). Vienna 1991, p. 22–29.
- B. **Collected volumes:** Publisher (Ed.), title. Subtitles if applicable (series volume number). Place year.
- Example: Jörg Sonntag (ed.), *Religiosus Ludens. Das Spiel als kulturelles Phänomen in mittelalterlichen Klöstern und Orden* (Arbeiten zur Kirchengeschichte 122). Berlin, Boston 2013.
 - Example: Rudolf Braun u. David Gugerli (eds.), *Macht des Tanzes – Tanz der Mächtigen. Hoffeste und Herrschaftszeremoniell 1550–1914*. Munich 1993.
- *Contributions in anthologies:* Author, title. Subtitles, if applicable. In: Publisher (Ed.), Title. Subtitles, if applicable (series volume number). Place year, p. xx–yy.
 - Example: Rudolf Kieß, *Bemerkungen zur Holzversorgung von Städten*. In: Jürgen Sydow (ed.), *Städtische Versorgung und Entsorgung im Wandel der Geschichte* (Stadt in der Geschichte 8). Sigmaringen 1981, p. 77–98.

- *Collected works of a researcher*: Author, title. Subtitles, if applicable. In: Id., title of the complete edition. Ed. by editor. Place year, p. xx–yy.
 - Example: Franz Skutsch, Sechzehnte Epode und vierte Epode. In: Id., *Kleine Schriften*. Ed. by Wilhelm Kroll. Hildesheim 1967, p. 367–377, here p. 367–369
- C. **Journals**: Author, title. Subtitles, if applicable. In: Journal year/issue number (year), p. xx–yy.
 - Example: Gerd Althoff, *Demonstration und Inszenierung. Spielregeln der Kommunikation in mittelalterlicher Öffentlichkeit*. In: *Frühmittelalterliche Studien* 27 (1993), p. 27–50.
 - Example: Georg Scheibelreiter, *Wappen und adeliges Selbstverständnis im Mittelalter*. In: *Das Mittelalter* (2006), p. 7–27.
- D. **Editions**: Author, title. Ed. by editor (series volume number). Place year (if applicable reprint place year).
 - Example: Isidor of Seville, *Etymologiarum sive originum libri XX*. Ed. by Wallace M. Lindsay. Oxford 1911 (Reprint Oxford 1987).
 - Example: Widukind of Corvey, *Die Sachsengeschichte. Rerum gestarum Saxoniarum libri tres*. Ed. by Paul Hirsch and Hans-Eberhard Lohmann (MGH *Scriptores rerum Germanicarum* 60). 5th edition. Hannover 1935 (Reprint Hannover 1977).
- *Translations*: Author, title. Transl. by translator. Place year (language original edition place year).
 - Example: Umberto Eco, *Die Suche nach der vollkommenen Sprache*. Transl. by Burkhart Kroeber. Munich 1994 (Italian original edition Rome 1993).
- E. **Lexicon article**: Author, title. In: Name of the encyclopedia, vol. X (year of publication), p. [or col.] yy–zz.
 - Example: Theodor Klauser and Pierre de Labriolle, *Apophthegma*. In: *Reallexikon für Antike und Christentum*, vol. 1 (1950), col. 545–550.
 - Example: Rudolf Schieffer, *Lampert von Hersfeld*. In: *Die deutsche Literatur des Mittelalters. Verfasserlexikon*. 2nd ed., vol. 5 (1985), col. 513–520.
- F. **Manuscripts**: Place, library, signature, sheet (or page) specification.
 - Example: Munich, Bavarian State Library, clm 321, fol. 23r.
- G. **Internet sources**: Author, if applicable, title. URL (accessed: date).
 - Example: Renate Brandscheidt, *Kain und Abel*. www.bibelwissenschaft.de/stichwort/23040 (accessed: 10/03/2013).
 - **Attention**: For Internet sources, please ensure that all links are stored as hyperlinks (usually created automatically by Microsoft Word) and check whether the entire link has been stored (if, for example, a space bar is set for a line break, only the first line of the link is stored).

6. Miscellaneous

- Please separate verse quotations with a vertical bar: *under der linden | an der heide*. Virgules are reserved for early modern texts: *D. Faustus frißt einem Bawren ein Fuder Håuw / sampt Wagen vnd Pferden*
- *Space characters*: Abbreviations are followed by a space after each word and abbreviated word. So: ‘e. g.’ and not ‘e.g.’, ‘p. 145’ and not ‘p.145’, ‘*linden | an der heide*’ and not ‘*linden|an der heide*’. Also after commas follows a space bar. So: ‘(note 11), p. 11’ and not ‘(note 11),p. 11’, ‘V. 1, 2’ and not ‘V. 1,2’.

- *Brackets*: Omissions in a quotation are enclosed in square brackets: [...]. These square brackets are not italicized even in source citations. Brackets in brackets are used as square brackets: ([]).
- *Biblical passages* and *ancient works* can be indicated with the established abbreviations.
 - Matt 8:14–15 or John 21:1–14
 - Cic. Tusc. 5, 15–17
- In the text, the word ‘century’ is written in full, in the footnotes it is abbreviated to "c." and always indicated in Arabic numerals: c. 1200–1300; 13th century.
- *See / see* is written in full and not abbreviated with ‘S. / s.’.

Brunswick, 11/16/2019

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