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## **Editorial Guidelines**

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

1. General Directions
2. Notes on Citation
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## 1. General Directions

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 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](mailto:redaktion@ikgs.de) or to the relevant section editor.

### 1.1. Graphs and Images:

- Please use common formats for graphic files (.jpg, .bmp etc.) in the highest resolution possible.
- 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.
- Please provide an informative caption for each image used.
- Please remember to provide correct citation for images and data; remember to use captions, numbering etc.

### 1.2. Text:

- Please use British spelling.
- Common special characters, particularly diacritical marks in the case of foreign languages, can and should be used. 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 full stop; decimal points are marked by a comma. A space should be used between numerals and the per cent symbol:

"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 by 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 ...

Jacques Le Goff's book *Héros et merveilles du Moyen Âge* [Ritter, Einhorn, Troubadoure. Helden und Wunder des Mittelalters, München 2005] addresses ...

**1.2.2. Emphasis** 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. Short quotations** of two lines at most should be integrated into the text and placed in double quotation marks (" "). **Quotations of more than two lines in length** should appear indented as block quotes 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 notes. The quotations should further be provided in the notes in the original.

**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.

Please use the international standard ISO 9 ([https://en.wikipedia.org/wiki/ISO\\_9](https://en.wikipedia.org/wiki/ISO_9)) when transliterating place names from other languages.

Timișoara (Temeswar in German, Temesvár in Hungarian)

**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. Citations should also end with a full stop. Several references in a footnote should be separated by a semicolon:

<sup>10</sup> Connert: Agrarreform, p. 255; Mitrany: Land, p. 211.

**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 studies<sup>12</sup> 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;<sup>31</sup> it includes various kinds of intimidation, torture, internment, and rape.

### 2.2. Common abbreviations may be used:

Vol. or vols.; ibid.; fol.; ed. (eds. for more than one editor); no.; p. (pp. for more than one page); cf.; cit. after.

**2.3. 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 (Südosteuropäische Arbeiten, 131), 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.

**2.4. Page references** should be indicated with **p.** or **pp.**

**2.5. When citing unpublished theses/dissertations**, provide an indication in parentheses at the end of the citation:

Andrea Knight: Time for a U-Turn. New Approaches to Albanian Cultural Studies. Leuven 2003 (Doctoral dissertation).

**2.6. Citing the most common types of publication**

**2.6.1. Monographs and edited volumes:**

First name Surname: Title. Subtitle. Volume number. Place <sup>Edition</sup>Year (Title of series, series number), page reference.

Amos J. Peaslee: Constitutions of Nations. Vol. 3. Concord, New Hampshire 1950, p. 7.

Benedict Anderson: Imagined Communities. Reflections on the Origin & Spread of Nationalism. London/New York <sup>13</sup>2003.

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

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

Editors of edited volumes are indicated with **ed.** or **eds.:**

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 (Law and Religion Studies, 1), p. 26.

**2.6.2. Edited literary works, anthologies:**

First name Surname: Title. Subtitle. Ed. by First name Surname. Place <sup>(Edition)</sup>Year (Title of series, series number), Page reference of the citation.

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

### 2.6.3. Chapters in edited volumes:

First name Surname: Title, In: First name Surname (ed./eds.): Title. Subtitle. Volume number.  
Place <sup>(Edition)</sup>Year (Title of series, series number), page range for chapter, here: Page reference of the citation.

In the first reference, the page range for the entire chapter is provided, thereafter only the pages 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.

### 2.6.4. 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 titles of journals should appear in italics. The first citation should include the page range of the entire article; subsequent references should only provide the page 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.

### 2.6.5. 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.

### 2.6.6. 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  
July 2015.

### 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:

Vukomanović: Images of the Ottomans, p. 18.

**2.7.2. If the same title is cited consecutively**, replace the short title with "ibid.":

Ibid., p. 19.

**2.7.3. Titles in foreign languages** (except German) should be translated, 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, p. 333–352.

**2.7.4. Give 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 Mâine 1 (1924) 17–18, p. 374 (without author).

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

Hyphen:

To join longer compounds: Ludwig-Maximilians-Universität München

Dash:

Four routes: Munich–Budapest

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

For page ranges: pp. 18–22.

### 3. 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 can be written in **German or English**.

Reviews should not exceed 10,000 characters (including spaces). For formatting, use of abbreviations and place names, please see the guidelines for scholarly texts. Page references from the text under review appear in the text without footnotes (p.).

#### 3.1. Citation of work reviewed:

First name Surname: Title. Subtitle [Translation of title(s)]. Place: Publisher Year. (Where relevant: Series title, Volume number). 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](mailto:redaktion@ikgs.de)

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