

Style Sheet for the Submission of Manuscripts

Preparation of Manuscripts: Please submit your manuscript as an email attachment prepared in MS Word format (.doc or .docx). Prepare text and notes in Times New Roman with 12 point font size and 1.5 spacing including quotations.

The maximum number of pages should not exceed 30 including footnotes. This is the equivalent of a total of 60,000 characters including blank spaces.

I. FORMAT AND OUTLINE

Graphics: Please submit any graphics (images, charts, figures, tables, maps) in a separate file that you send as an email attachment along with the manuscript file. All graphics should be in black and white. Please include a title and source with each graphic and indicate where it should be placed in the manuscript.

In the final page make-up, graphics will be placed as close as possible to the discussion of their content. Since a graphic might appear several pages after it is discussed in the final issue, it should be referred to in the running text (Table 1: Survey of the outcome of the EU plebiscite). The caption should be placed at the end of a paragraph, centred and set off by a blank line before and after. Always include the source of the information presented in the table (Source: Compiled from official election data).

Ibid. or Subsequent Note: When a reference is repeated immediately after the complete entry in the preceding reference and it has the same page number, use “Ibid.”:

1. Ibid.

If the page number is different, include it in the reference:

2. Ibid., 28.

When a reference is repeated but not immediately after the complete entry, use the author’s last name, a shortened title and the page number:

3. Dulles, “Challenge and Response,” 32.

For works of multiple authorship, give the full names for two authors but use “et al.” for three or more:

4. Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), 109.

Symbols: Use spaces, e.g. 100 %, €100.

Subheadings: There are three possible levels of subheadings: 1 (centred, boldface or italics, headline-style capitalization), 2 (centred, regular type, headline-style capitalization), and 3 (flush left, boldface or italics, headline-style capitalization). An article should contain at least two level 1 subheadings.

Foreign Languages: Only the Roman alphabet can be used; all other alphabets must be transliterated. When diacritical marks are required, they must be typed in. Authors should italicize foreign words (e.g. *Lager*, *Ständestaat*) with the exception of abbreviations and familiar terms (e.g. Anschluss, Gestapo, SPÖ).

Quoted Material: Quotations should be rendered word for word and carefully proofread since it is impossible for a copy editor to know if the author made an error or if it occurred in the original text). All comments that are not part of the quotation must be enclosed in square brackets, not round brackets or parentheses. The source of each quotation must be cited in an endnote.

The omission of words in a quotation is indicated by ellipsis points. Four dots—a period followed by three spaced dots—indicate the omission of (1) the last part of a quoted sentence, (2) the first part of the next sentence, (3) a complete sentence or more, or (4) a complete paragraph or more. Three spaced dots indicate an omission within a sentence or between the first and last words of a quoted sentence fragment. Ellipsis points are not required at the beginning and end of a quotation unless it cannot stand by itself as a complete sentence.

Numbers: Spell out numbers from 1–99 (e.g., thirty-three); use numerals for numbers from 100–999 (e.g. 651 delegates). Numbers of more than six digits are written out in a combination of text and numerals (e.g. 1.55 million votes).

Dates: Use 1980, 1980s; never use 1980’s, 80’s, or eighties. Inclusive years are written 1970–73, not 1970–3. Do not use a comma between the month and year of a date (e.g. January 1990). A full date is written out (e.g. 23 May 1989). Never abbreviate the names of months. Ordinal numbers are spelled out (e.g. nineteenth century). Inclusive numbers follow these patterns: 100–105, 101–7, 1110–25, 1211–15.

Acronyms: Except for common abbreviations such as GNP, GDP, and U.S.S.R., names of organizations and special terms should be spelled out at first mention in the text and the abbreviation given in round brackets or parentheses. Thereafter, the abbreviation may be used, e.g. North Atlantic Treaty Organization (NATO), Commonwealth of Independent States (CIS), *Sozialistische Partei Österreichs* (SPÖ).

Soviet/Russian and U.S./American: The adjective “Soviet” is preferred over “Russian” when it refers to the Soviet Union after 1917. “United States” should be written out when used as a noun to refer to the country. The abbreviation “U.S.” is only used as an adjective, e.g. U.S. warships. The adjective “American” is only used as an alternative to the term “U.S. citizen”.

Capitalization: Capitalization is used for proper nouns and titles only (e.g. Chancellor Vranitzky, but: Franz Vranitzky, chancellor of Austria; Bank of London, but: the bank).

In reference to the Communist Party, the word “communist” is capitalized, but in reference to the history of communist ideology, it is never capitalized.

Appellations of political groups other than parties are usually written in lowercase (e.g. right-wing, right-winger, but: the Left, the Right).

II. CITATION

Numbered Note System: Please use the numbered note system for citing sources. This system uses a superscript number placed half a line above the typed line without punctuation. Place the number at the end of a clause, sentence or quotation and outside the punctuation. One note may contain several sources; semicolons are used to separate several sources. Notes should appear as endnotes, not footnotes.

Forms of Citation: The examples below show the correct format and punctuation for citing material. For sources not covered below, refer to *The Chicago Manual of Style*, 16th edition.

A) Book

Book (first note):

1. Gerald Stourzh, *Geschichte des Staatsvertrages 1945–1955: Österreichs Weg zur Neutralität*, 3rd.

ed. (Graz: Styria, 1980), 3–7.

2. Georgi Konrad, *Antipolitics*, trans. Richard Allen (New York: Harcourt, Brace, 1984).
3. Margit Reiter and Helga Embacher (eds.), *Europa und der 11. September 2011* (Wien – Köln – Weimar: Böhlau, 2011).

Reference to a book (bibliography):

4. Stourzh, Gerald. *Geschichte des Staatsvertrages 1945–1955: Österreichs Weg zur Neutralität*, 3rd. ed. Graz: Styria, 1980.
5. Reiter, Margit, and Helga Embacher (eds.), *Europa und der 11. September 2011*. Wien – Köln – Weimar: Böhlau, 2011.

Chapter in a book (first note):

6. Hanspeter Neuhold, “Supermächte und Neutralität,” in *Geschichte Zwischen Freiheit und Ordnung: Gerald Stourzh zum 60. Geburtstag*, edited by Emil Brix et al. (Graz: Styria, 1991), 299–316.

Reference to a book chapter (bibliography):

7. Neuhold, Hanspeter “Supermächte und Neutralität,” in *Geschichte Zwischen Freiheit und Ordnung: Gerald Stourzh zum 60. Geburtstag*, edited by Emil Brix et al., 299–316. Graz: Styria, 1991.

Book in a series (first note):

Include the title of the series in round brackets at the end of the citation:

8. Claudia Hoerschelmann, *Exilland Schweiz. Lebensbedingungen und Schicksale österreichischer Flüchtlinge 1938 bis 1945*. (Innsbruck–Wien: Studienverlag, 1997), 45. (Veröffentlichungen des Ludwig-Boltzmann-Institutes für Geschichte und Gesellschaft 27).

B) Articles

Article in a print journal:

9. Thomas Albrich, “Die Linken und die Rechten,” *zeitgeschichte* 17 (1990) 5: 432–51.

Article in a newspaper or magazine:

10. Timothy Garton Ash, “Wahl: Briten müssen strategisch abstimmen,” *Der Standard*, 8 June, 2017, p. 37.
11. *Die Presse*, 4 December, 1991, p. 11.
12. *Profil*, 3 January 1991, p. 58.

Article in an online journal:

13. Oliver Schwarz, “Der lange Weg zu europäischen Parteien,” in *europa-digital.de*, 1 July 2003 <<http://www.europadigital.de/aktuell/dossier/wahl04/europarteien.shtml>> (16 August 2004).

Article in an online newspaper or magazine:

14. Timothy Garton Ash, “Briten müssen strategisch abstimmen,” *Der Standard*, 7 June, 2017 <http://derstandard.at/2000058892078/Wahl-Briten-muessen-strategisch-abstimmen> (24 June 2017).

C) Sources

Public documents:

15. Churchill to Eisenhower, 11 March 1953, *Foreign Relations of the United States*, Vol. VIII: *Eastern Europe, Soviet Union, Eastern Mediterranean* (Washington, D.C.: Government Printing Office, 1988), 1115–16 [FRUS].

Unpublished thesis/dissertation:

16. Günter Bischof, “Between Responsibility and Rehabilitation: Austria in International Politics, 1940–1950,” unpublished PhD. thesis, Harvard University, 1989.

Archival source material:

17. Jerram to Foreign Office, 4 April 1948, Foreign Office 371/76141/C 3801, Public Record Office, London.

Interviews:

Name of the person interviewed, name of interviewer, length, date of the interview and the provenance of the recording:

18. Paul Broda, interviewed by Maria Wirth, 50 minutes, 26 October 2014, interview in the possession of the author.

D) Films

Write the film title in italics, followed by a period. Indicate the film format (e.g. film, 8 mm film, VHS, DVD, laser disc). Include the text “Directed by” and then list the name(s) of the director(s). After the director(s), provide the length/duration, the city in which the film’s distributor is located followed by a colon, the distributor’s name followed by a comma and the year of release.

To cite a direct quotation from a visual source, include a timestamp in minutes and seconds indicating the point at which the quotation begins and ends:

19. *Die Todesmühlen*. Film. D/USA. Directed by Hanuš Burger and Billy Wilder. 22 min., Berlin, Office of Military Government for Germany United States (OMGUS), 1945, 14:00–14:30 min.

E) Pictures and Illustrations

Please send pictures and illustrations as a separate file in .jpg format (at least 300 dpi).

Pictures and illustrations are printed in black and white; the author must obtain copyright permission.

Picture captions should include the title and source: “Image: Spanish riders on the Ringstrasse (Source: Bildarchiv, ÖNB)”.

F) Website

Because such content is subject to change, include an access date or the date the site was last modified:

20. “National Archives – search our records,” last modified on 5 June 2017

<<https://www.archives.gov/research>> (22 June 2017).

Last updated October 2017