



1914
1918
ONLINE

**International
Encyclopedia
of the First World War**

AUTHOR GUIDELINES

Handbook Articles

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I. Manuscript Submission

When preparing your manuscript and additional materials for submission, please ensure that your entry conforms to the author guidelines. Putting your manuscript into “1914-1918-online” style is very much appreciated and will significantly aid the editorial process. To do so, please use our handbook article template, which is available under http://www.1914-1918-online.net/05_information_for_authors/index.html.

Authors are asked to submit manuscripts as electronic files in **current** MS Word (in a “docx” file, Office 2007 or later) or Open Office format. Manuscripts should be submitted to the Editorial Office via email attachment at 1914-1918-online@fu-berlin.de.

Please note that all articles should be submitted in English. Authors may follow either American or British English spelling conventions, but spelling must be consistent throughout the manuscript.

II. Article Structure

Title (preassigned)

Please provide the full title of the article. It should not contain citations or references.

Abstract (max. 100 words)

Each article is introduced by an abstract. The abstract should concisely provide the article’s “essence” and should be able to “stand alone.” It should outline the article’s purpose and mention the most significant findings and conclusions. It should not contain references or abbreviations. The abstract will be shown as a snippet preview of the article on the encyclopedia. Therefore, please include important keywords and convey the general scope of the article.

Introduction

The introduction should include a brief summary of existing research, a description of the article’s objective(s) and purpose, and a brief outline of the article’s organisation. If appropriate, please include a description of the method(s) applied.

Main Text

The article should be clearly and logically arranged. It should be divided by headings and sub-headings. Please avoid creating further subcategories of headings. Headings should not contain citations and should clearly denote the content of the respective paragraph. Please avoid overly long paragraphs and sentences. There is no need to provide a table of contents, as this will be automatically generated from the headings.

Conclusion

The conclusion should not be a mere summary of the results. Instead, it should outline the significance of the results. It should not contain references.

Author(s) and Affiliation(s)

At the end of the article, please include the full name and academic affiliation of all authors.

Selected Bibliography

The selected bibliography (**20 titles maximum**) provides full bibliographical information for the principle works most relevant to the article's subject. The required format of the selected bibliography is described below. The selected bibliography does not necessarily need to include the works referenced in the endnotes.

Notes

List only those works cited in the text. References should be consecutively numbered and appear as endnotes. The required format is described below.

Keywords

Please name five keywords for indexing and search purposes. Try to use keywords that will match users' search queries and are as precise as possible, avoiding terms such as "First World War" or repetition of the title.

Illustration

If possible, please submit images and links to other multimedia material (such as video or audio) with your manuscript. See section III for more information.

III. Figures, Tables, Audio Files, and Videos

Articles should incorporate textual, graphical, and visual elements. They should illustrate, support, or highlight the textual information. Also desirable are references to scholarly internet resources, e.g. digitised primary sources. For a list of links containing a multitude of online resources for pictures, audio files, maps, and other multimedia elements related to World War I, please see http://www.1914-1918-online.net/06_WWI_websites/index.html.

Tables should include a descriptive title and must be in an editable format. They should not be embedded as image files within the manuscript. Please use the table function of your word processing software to produce tables, rather than the TAB key or space bar, and avoid further formatting.

Audio and video content can be added in the form of external links to materials hosted by other websites. Please include a list at the end of your article.

Images should be submitted as lossless compressed JPG or PNG files as email attachments with the highest possible resolution (at least 72 dpi). Please submit all visual materials as separate files.

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Authors must also provide accurate information regarding the source of all material. This includes the name of the creator and copyright information, when applicable. Each item should also be accompanied by a brief description (up to 100 words).

Example:



Danish Women's Society

The Danish Women's Society (Dansk Kvindesamfund) marching in Copenhagen to celebrate women's suffrage. The new constitution, which gave women and servants the right to vote, was confirmed on 5 June 1915.

Unknown photographer. Dansk Kvindesamfunds fane på Amalienborg Slotsplads, black-and-white photograph, Copenhagen, 1915; source: Det Kongelige Bibliotek, Billedsamlingen. Historisk Kronologisk Samling, Danmark, 4^e (1914-1916) Kvinders valgret, DH013905.tif, <http://www.kb.dk/images/billed/2010/okt/billeder/object143542/da/>.

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Featured in Article(s) established.

Domestic Politics and Neutrality (Denmark)
Wartime and Post-war Societies (Denmark)

IV. Style Preferences

Abbreviations

Abbreviations should be restricted to tables and endnotes. Exceptions include acronyms (e.g. ANZAC), which should be introduced in parentheses following the first reference.

Dates and Numbers

When giving full dates in the text please use the format Day Month Year (e.g. 1 July 1916). Do not abbreviate months. Except in tables and figures, and when listing measurements and military denotations (e.g. 26th Division, 22nd Battalion, 42-cm howitzer, Renault FT-17 tank), please write out numbers under 100. For larger numbers use a comma (,) as a thousands separator (e.g. 1,500; 950,000). Use numerals for percentages (55 percent). Except in tables and figures, please do not use the percentage sign (%).

Persons

Please state each person's full name the first time they are mentioned in the text. For deceased historical persons, please include dates of birth and death in brackets following the full name, e.g. Philippe Pétain (1856-1951).

Transliteration

When transliterating from a non-Latin alphabet, please use the transliteration tables from the Library of Congress:

<https://www.loc.gov/catdir/cpsol/roman.html>. Note the following changes in the Russian transliteration table

(<http://www.loc.gov/catdir/cpsol/romanization/russian.pdf>): Ы – J; й - j.

V. Formatting

Submitted texts should not contain paragraph formatting or indentations. The automatic hyphenation function should be disabled.

First and, if needed, **second level headings** should be formatted with standard style sheets provided by your word processing software. Please do not create further subheadings.

Please use *italics* to provide emphasis or contrast and to denote book titles, names of periodicals, cited linguistic forms, and foreign terms that have not become incorporated into the English language.

In the running text, please use headline-style capitalisation for all titles in English: capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (“if”, “because”, “that”, etc.). Use lowercase for all articles (“a”, “an”, “the”), coordinating conjunctions, and prepositions (regardless of length). The “to” in infinitives and the word “as” in any function should be written using lowercase letters.

Quotations should be kept to a minimum and lengthy quotations should be avoided. Quotations should be indicated by using quotation marks. Omissions should be indicated within a quotation by using three ellipsis points ...; insets and comments by the author should be indicated by using squared brackets [...]. Quotations with more than **40 words** should be typed in a centered, single-spaced block without using quotation marks. If the quotation is in a language other than English, please provide a translation in the relevant endnote. If necessary, translate the passage yourself and add “translated by author” in squared brackets at the end of the endnote.

Use bulleted (• ...) or numbered **lists** with Arabic numerals (1. ...) to break the text into distinctive points or specific steps. Please use MS Word’s automatic bulleting/numbering feature to do so. Items in bulleted and numbered lists should use parallel phrasing.

VI. Reference Style

Notes

List only those references cited in the text. Only archival sources and published literature should be included. References should appear as endnotes. Please insert endnotes using the automatic endnote feature. Do not key in note numbers manually. The endnotes should be consecutively numbered. Each endnote begins with a capital letter and ends with a full stop (.).

References to publications should appear in full (including place and year of publication) only once within the endnotes. *Please use the required format of the selected bibliography as described below.* Subsequent references should give short titles only. A short-title consists of the author’s surname, a characteristic keyword (usually the first noun of the full title), the year of publication, and the page or span of pages referred to.

Surname, short title 2011, pp. 111-112.

If no other reference intervenes, “Ibid.” should be used.

Selected Bibliography

The selected bibliography lists the principle titles (**max. 20 titles**) most relevant to the article’s subject. It gives full bibliographical information and should be

alphabetized by the last name of the first author of each work. Please do not underline or italicise titles of books or put articles in quotation marks. Please provide translations in square brackets of all titles not originally in English, French, German, Spanish, or Italian. Please use the following format:

BOOKS (authored or edited):

Surname, First Name(s): Title. Subtitle, place of publication year of publication.

EDITED PUBLICATION:

Surname, First Name(s) (ed.): Title. Subtitle, place of publication year of publication.

UP TO THREE AUTHORS/EDITORS:

Surname, First Name(s) / Surname, First Name(s) / Surname, First Name(s) (eds.): Title. Subtitle, place of publication year of publication.

FOUR OR MORE AUTHORS/EDITORS:

Surname, First Name(s) et al. (eds.): Title. Subtitle, place of publication year of publication.

MULTIPLE-VOLUME PUBLICATION:

Surname, First Name(s): Title. Subtitle, volume x, place of publication year of publication.

TWO OR MORE PLACES OF PUBLICATION:

Surname, First Name(s): Title. Subtitle, place of publication et al. year of publication.

ARTICLE IN JOURNAL OR BOOK:

Surname, First Name(s): Title. Subtitle, in: Journal volume/issue (year of publication), pp. 223-236.

Surname, First Name(s): Title. Subtitle, in: Surname, First Name(s) (ed.): Title. Subtitle, place of publication year of publication, pp. 223-246.

WEB RESOURCES:

Surname, First Name(s): Title. Subtitle, issued by Name of organization or publishing body, online: full URL (retrieved: access date).

Example: Audoin-Rouzeau, Stéphane: Controverse ou polémique? Issued by Laviedesidees.fr, online: <http://www.laviedesidees.fr/Controverse-ou-polemique.html> (retrieved: 9 April 2019).

NEWSPAPER/MAGAZINE ARTICLES:

Surname, First Name(s): Title. Subtitle, in: Name of newspaper/magazine, date of publication, pp. 22-23.

UNPUBLISHED SOURCES:

Name of institution (archive, library, etc.), place of institution, exact signature.

Concertography, Discography, Filmography and Theatography

For Handbook Articles on film, theatre or music, please create a separate bibliography, titled, for example, "Selected Filmography". Should the title of the

works be in a language other than English, French, German, Spanish, or Italian, please add an English translation in square brackets and quotation marks following the title. The “Selected Concertography”, “Selected Discography”, “Selected Filmography” or “Selected Theatography” is placed after the “Selected Bibliography”. The citation style is:

CONCERTOGRAPHY

Artist’s Surname, First Name(s) *or* Band Name (Venue, City, Concert Date)

DISCOGRAPHY

Song/Album Title [“Translation”] by Artist Name(s), Label: Catalogue Number, Release Year

FILMOGRAPHY

Title [“Translation”] (Country of Production, Release Year, Name of Director(s))

THEATOGRAPHY

Author’s Surname, First Name(s): *Title* [“Translation”], directed by Name of Director(s), Premiere Date, Theatre, City