FRÜHNEUZEIT-INFO
Style Sheet

1. NOTES ON COMMUNICATION AND DEADLINES

- Communication between the editors and authors will primarily take place via email fnzinfo.geschichte@univie.ac.at.

- The deadline for submitting manuscripts is 30 April.

- For proof-reading, authors will be sent a PDF of the typeset text.

- After publication of the issue, authors will receive between one and three copies (depending on the length of their article) of the issue as well as a digital copy of their contribution in the form of a PDF for offprints. We therefore kindly request you provide us with your postal address to send the physical copies of the issue to.

- Embargo period: We kindly ask all authors to wait for a period of six months before they make their contributions available online (link to website, inclusion in a repository, etc.).

- Please note that due to server restrictions, e-mails sent to us cannot exceed 10 MB.

2. GENERAL INFORMATION ON TEXT AND IMAGES

2.1. Text

- Articles should be approximately 50,000 characters in length (including blank spaces). Project reports as well as reports on events or exhibitions should be approximately 15,000 to 30,000 characters; book reviews should not exceed 7,500 characters (including blank spaces), with the exception of omnibus reviews.

- Abstracts in German and English (1,500 characters each, including blank spaces) must be enclosed.

- Manuscripts should not include additional formatting such as hyphenation, justification, tabs, spacing at the beginning of paragraphs, and blank lines between paragraphs. The text should be formatted in Times New Roman 12 with a line spacing of 1.5 and 2.5 cm page margin.

- We accept the following character formats: regular, italics, superscript. We do not use bold text, all-caps or small capitals (except in quotations).

2.2. Images, Figures, Charts, Illustrations

- Illustrations are welcome; authors are responsible for securing image rights in advance. Files will be printed in grayscale mode at a resolution of at least 300 dpi. The maximum width is 8.2 cm for one column of text or 17.0 cm for two columns. The maximum height is 23 cm.

- Images, charts, and diagrams must be submitted separately from the text file by email (as TIF or JPEG files), never embedded in a text document.

- Illustrations are to be numbered consecutively in the text. The desired placement of the illustration, including the image file name and caption, must be stated in the manuscript text in a separate paragraph.

- Captions must include the figure number and a description of the figure (location, artist, dating, copyright). Captions must end with a period.

3. TEXT DESIGN

3.1. Title hierarchy

- Each article is to be structured like this: title - subtitle - author line - text with subtitles - endnotes.

3.2. Spelling

- The editorial team asks for the consistent use of British English (BrE) spelling.

3.3. Gender differentiation (not applicable for English texts)

- As German is a gendered language, please consult the German Style Sheet for recommendations on how to use gender-inclusive language.

3.4. Italicisation

- Titles of books, essays, events, lectures, paintings, etc. are italicised if they are part of a sentence.

- Words that are to be accentuated and emphasised, as well as foreign-language terms (that have not yet been acknowledged as loan words in the English language) interspersed in the text should also be italicised.

3.5. Quotation marks

- Quotations of any kind are placed between single inverted commas ('...'); no distinction is made between sources and research literature. Terms where a certain degree of relativisation or distancing is to be implied are also to be written between single inverted commas.

- Quotations within quotations must be written between double inverted commas ("...").

3.6. Formatting of quotations and endnotes

- Please format quotations that exceed three lines as a separate paragraph with single inverted commas. Longer quotations should be formatted as indented paragraphs with one blank line before and after the text.

- Primary sources should be cited as close to the original as possible. Citations of sources taken from secondary literature should be marked with the addition "after …".

- Additions in quotations are to be put in brackets. Omissions should always be indicated by [...]. Parentheses inside parentheses should be brackets.

- Endnote numbers are always to be inserted directly after a punctuation mark, i.e. without a space. If they refer to a specific word or group within a sentence, endnotes are to be positioned directly after the word or group of words.

3.7. Numbers

- Numbers up to twelve are spelled out as full words.

- For the subdivision of multi-digit numbers, the usual characters are to be used.
    - Example: 5,000; 10,000; 50,000

- In the text body, the word 'percent' is written out in full, i.e. 'five percent', not '5%' or 'five %'. Reserve the symbol for tables and graphics.

- Superscripts are to be used for English and French numbering (e.g. 2nd, $XVII^e$), in folio references (e.g. fol. 126^r–126^v) and in endnote references.

3.8. Place names

- Abbreviations should be avoided, i.e. always Wiener Neustadt, not Wr. Neustadt etc.

- The common English-language variant should be used for places and cities, e.g. Copenhagen, Warsaw, Moscow, Rome. In the case of places in the Holy Roman Empire and the Habsburg Empire, if names are available in several languages, a decision for either the German or other language variant is to be made by the author and maintained consistently throughout the article. Upon the first mention of the place, the most relevant or most common name variants in other languages are to be added in parentheses.
    - Variant 1: Brünn (Brno), Prag (Praha), Fünfkirchen (Pécs), Breslau (Wrocław), Laibach (Ljubljana), Schemnitz (Baňská Štiavnica, Selmecbánya)
    - Variant 2: Brno (Brünn), Praha (Prag), Pécs (Fünfkirchen), Wrocław (Breslau), Ljubljana (Laibach), Baňská Štiavnica (Schemnitz, Selmecbánya)

3.9. Dashes and hyphens

- The dash (' – ') is used when inserting information on a sentence level, but also (without spacing) between page and year numbers and corresponding letter combinations (e.g. 'A–Z').

- The single hyphen (' - ') should only be used for hyphenated words and names.

3.10. General abbreviations

- Only common abbreviations (e.g., etc.) should be used in the text.

- If the use of other abbreviations, for example of institutions, is absolutely necessary, the name must be written out in full the first time it is mentioned, and the abbreviation must be added in brackets.

    - Example: Holy Roman Empire (HRE)

- Currency symbols should be avoided in the text: guilder, not fl.; Conventionsmünze, not CM; Wiener Währung, not WW; Kronen, not K.; Kreuzer, not kr.; Heller, not h. Symbols may be used in tables, diagrams and footnotes but should be added when first used or in the legend: fl. (guilder).

4. CITATION RULES

4.1. General rules

- Each endnote begins with a capital letter and ends with a full stop. Multiple references must be separated by a semicolon. The use of 'cf.' should be avoided.

- In the endnotes, the surnames of the authors or editors are emphasised in small caps. Editing institutions of anthologies are not named if editors are mentioned; the editing institutions of journals are generally not named. 'ID.'/'EAD.' in repeated names of authors are written in small caps.

- Multiple authors, editors or places of publication are separated by a slash (without spaces). If there are more than three authors or editors, all are named (no use of 'et seq.'). If there are more than three places of publication (but not more than three authors or editors), only the first one is named and followed by 'et seq.'. The names of the places of publication are written out in full (correct: Frankfurt am Main, incorrect: Frankfurt a. M., Frankfurt/Main).

- Volume references of foreign-language publications are given in English (vol./vols.).

- If different articles from one and the same anthology are used, the complete bibliographical details of the anthology are only given for the first article.

- The names of journals, encyclopaedias, series, etc. are given in full the first time they are mentioned. Subsequently, they may be abbreviated. The abbreviation is to be given in parentheses with the addition 'henceforth:' at the first mention.

    - Christian GEPP, Wien im Pestjahr 1713, in: Wiener Geschichtsblätter (henceforth: WGBll) 70, 2 (2015), pp. 129–163.

- For series titles with subtitles, the subtitles are omitted. Volume numbers of series are uniformly indicated with Arabic numerals. New series (n.s.) within series titles are not given in brackets, but after a comma.

- In the case of publication locations in other languages, the English of the name is always given (Milan, not Milano).

- Page numbers are preceded by 'p.'. For two consecutive pages, the indication of 'f.' (e.g. 'p. 38f.' for pages 38 and 39) is permitted. 'f.' for the indication of the following page is given **without** a spatium. The indication 'ff.' for an undefined number of

subsequent pages is not permitted. Columns must be preceded by 'col.'. In the case of folio references, the front and back pages are indicated by a superscript 'r' or 'v' (e.g. 'fol. 3^r'). If a specific section is to be indicated in the first citation of articles in journals, anthologies and encyclopaedias, the page numbers of the article are to be supplemented with the indication "see p./col. x" (see for an example chap. 4.4.). If several page numbers are given for a title, they are separated by a comma; the semicolon is reserved for separating two different titles.

● In the case of citations in foreign languages (exceptions: German and French), a translation of the title and subtitle should be added in brackets.

  o Lars ERICSON WOLKE: Svensk militärmakt. Strategi och operationer i svensk militärhistoria under 1500 år [Swedish Military Power. Strategies and Operations from 1500 Years of Swedish Military History], Stockholm 2009.

4.2. Monographs

● [first name] [LAST NAME]: [title]. [subtitle] (= [series name] [number]), vol. [number], [number] edition, [place of publication] [year of publication].

  o Thomas HUBER-FRISCHEIS/Nina KNIELING/Rainer VALENTA: Die Privatbibliothek Kaiser Franz' I. von Österreich 1784-1835: Bibliotheks- und Kulturgeschichte einer fürstlichen Sammlung zwischen Aufklärung und Vormärz (= Veröffentlichungen der Kommission für Neuere Geschichte Österreichs 111/1), Vienna/Cologne/Weimar 2015.

  o Peter HERSCHE: Muße und Verschwendung. Europäische Gesellschaft und Kultur im Barockzeitalter, vol. 2, Freiburg/Basel/Vienna 2006.

  o Michel FOUCAULT: Die Geburt der Klinik. Eine Archäologie des ärztlichen Blicks, 7th edition, Frankfurt am Main 2005.

● In the case of historical prints (year of publication before 1800), the publisher or printer should be cited, if available. Long titles can be abbreviated with "[...]". Reconstructed names of authors are to be placed in square brackets.

  o Maximilian STOLL: Über die Einrichtung der öffentlichen Krankenhäuser, Vienna: Christian Friderich Wappler 1788.

  o [Johann Georg VON SCHWANDTNER]: Historischer Bericht von dem Ursprung und Schicksalen der uralten Pfarrkirche des Heiligen Johannes des Taufers Christi, bey dem bürgerl. Lazaret in the so-called Währingergasse outside the city of Vienna [...], Vienna: Jahnische Schriften 1779.

4.3. Anthologies

● [first name] [LAST NAME]: (ed./eds.): [title]. [subtitle] (=[series name] [number]), vol. [number], [number]. Edition, [place of publication] [year of publication].

  o Johanna GEHMACHER/Maria MESNER (eds.): Frauen- und Geschlechtergeschichte. Positionen/Perspektiven (= Querschnitte 14), Innsbruck et seq. 2003.

  o Karl VOCELKA/Anita TRANINGER (eds.): Vienna. Geschichte einer Stadt, vol. 2: Die frühneuzeitliche Residenz (16. bis 18. Jahrhundert), Vienna/Cologne/Weimar 2003.

- Thomas OLECHOWSKI/Christian NESCHWARE/Alina LENGAUER (eds.): Grundlagen der österreichischen Rechtskultur. Festschrift für Werner Ogris zum 75. Geburtstag, Vienna/Cologne/Weimar 2010.
- INSTITUT FÜR REALIENKUNDE DES MITTELALTERS UND DER FRÜHEN NEUZEIT (ed.): Object Links – Dinge in Beziehung (= Formate – Forschungen zur Materiellen Kultur 1), Vienna 2019.

4.4. Contributions to anthologies

- [first name] [LAST NAME]: [title]. [subtitle], in: [first name] [LAST NAME] (ed./eds.): [title]. [subtitle] (= [series name] [number]), vol. [number], [number] edition, [place of publication] [year of publication], p./pp. [numbers].
  - Christina ANTENHOFER: Familien-Körper. Die Organisation der Körper in adeligen Familien, in: Kordula SCHNEGG/Elisabeth GRABNER-NIEL (eds.): Körper er-fassen. Körpererfahrungen, Körpervorstellungen, Körperkonzepte, Innsbruck/Vienna/Bolzano 2010, pp. 113–133, see p. 115.

4.5. Contributions to journals

- [first name] [LAST NAME]: [title]. [subtitle], in: [name of journal] [number]/[issue] ([year of publication]), p./pp. [numbers].
  - Ilsemarie WALTER: Wärterinnen und Ordensfrauen. Pflege in Wiener Krankenhäusern im 19. Jahrhundert, in: Virus. Beiträge zur Sozialgeschichte der Medizin 2 (2002), pp. 19–29.
  - Caroline Bynum: Why all the fuss about the body?, in: Historical Anthropology 4/1 (1996), pp. 1–33.

4.6. Contributions to encyclopaedias

- [first name] [LAST NAME]: Art. [name of article], in: [first name] [LAST NAME] (ed./eds.): [title]. [subtitle], vol. [number], [number] edition, [place of publication] [year of publication], p./pp./col. [numbers].
  - Daniel SCHÄFER: Art. Tod, in: Friedrich JAEGER (ed.): Enzyklopädie der Neuzeit, vol. 13, Stuttgart/Weimar 2011, col. 597–605.
  - Art. Büßerinnenkloster zu St. Hieronymus, in: Felix CZEIKE (ed.): Historisches Lexikon Wien, vol. 1, Vienna 1992, p. 529.

4.7. Qualification works

- [first name] [LAST NAME]: [title]. [subtitle], [type of qualification thesis], [name of university] [year of publication].
  - Liselotte Seeger: Die Geschichte der ständischen Steuern im Erzherzogtum Österreich unter der Enns, 1500-1584, diss., Univ. of Vienna 1995.

4.8. Unprinted source material

- Sources are to be cited in full the first time they are mentioned and may be reproduced in abbreviated form in the following. The abbreviation should be given in parentheses with the addition 'henceforth:'. The usual abbreviations are to be used.
    - Vienna City and State Archives, Bürgerspital (henceforth: WStLA, Bsp), A1: XVI/24. For further citations: WStLA, Bsp, A1: X/11.

4.9. Newspapers

- [name of newspaper] No. [number] ([day month year]), p. [number].
    - Der Standard (12th December 2012), p. 12.
    - Wienerisches Diarium No. 21 (13th March 1745), p. 5.

4.10. Online sources

- Online sources (e-journals, blogs and online platforms, online databases, static websites) are cited similarly to articles in edited volumes (for e-journals similar to those in journals). Hyperlinks are to be removed.

- E-Journals: [first name] [Last Name]: [title]. [subtitle], in: [name of e-journal] [number]/[issue] ([year of publication]), p./pp. [numbers], DOI: [link] ([date of last access: day.month.year]).
    - Thomas Kühtreiber/Josef Löffler: Holz zwischen Gelehrtenwissen und Praxiswissen in der Frühen Neuzeit, in: MEMO - Medieval and Early Modern Material Culture Online 1 (2017), pp. 73–91, DOI: 10.25536/20170106 (3.5.2020).

- Other online sources: [first name] [Last Name]: [title]. [subtitle], in: [name of main resource], [publication date: day month year], [URL] ([date of last access: day.month.year]).
    - Gerd Schwerhoff: Für eine selbstbewusste Geschichtswissenschaft, in: Blog des Verbandes der Historiker und Historikerinnen Deutschlands, 23 August 2019, https://blog.historikerverband.de/2019/08/23/fuer-eine-selbstbewusste-geschichtswissenschaft (3.5.2020).
    - Dorothée Goetze/Lena Oetzel: Der Westfälische Friedenskongress zwischen (Neuer) Diplomatiegeschichte und Historischer Friedensforschung, in: H-Soz-Kult, 20 December 2019, www.hsozkult.de/literaturereview/id/forschungsberichte-4137 (3.5.2020).
    - Art. Isidor Canevale, in: Architektenlexikon Wien 1770–1945, http://www.architektenlexikon.at/de/1025.htm (3.5.2020).
    - Stock, in: Sammlung Frauennachlässe am Institut für Geschichte der Universität Wien, https://www.univie.ac.at/Geschichte/sfn/bestand (3.5.2020).

4.11. Short citations

- In the case of repeated citation, works are mentioned in an abbreviated form from the second mention onwards.
- [Last Name]: [1st noun], p./pp. [numbers].
    - Seeger: Geschichte.

- ○ HUBER-FRISCHEIS /KNIELING/VALENTA: Privatbibliothek, p. 25.
- ○ GEHMACHER/MESNER: Frauen- und Geschlechtergeschichte.

4.12. Abbreviations for bibliography

anon. – anonymous

ch. or chs. – chapter or chapters

col. – column

comp. – compilation; compiled

Dipl.-Arb. – diploma thesis

diss. – dissertation (Doctoral Thesis)

ead. – eadem

ed. or eds. – edition; editor(s); edited by; published by – depending on context

et seq. – and the following

f. or ff. – following page or following pages

fol. – folio

ibid. or ibidem – the single title cited in the note immediately preceding; possibly followed by page numbers

id. – idem

l. or ll. – line or lines

Masterarb. – master's thesis

ms. or mss. – manuscript or manuscripts

N.N. – nomen nescio

note – additional context given by the author

n.s. – new series

p. or pp. – page(s)

resp. - respectively

s. a. – sine anno (unknown year of publication)

s. l. – sine loco (unknown place of publication)

s. p. – sine pagina (when no page number is given)

univ. – university

vol. or vols.– volume(s)

[13 December 2023]