

STYLE GUIDELINES
FOR MANUSCRIPTS SUBMITTED TO THE
“MITTEILUNGEN DES INSTITUTS FÜR ÖSTERREICHISCHE
GESCHICHTSFORSCHUNG”

GENERAL REQUIREMENTS

Manuscripts must be complete, ready to be laid out and transmitted in one of the usual file formats. Manuscripts should be no longer than 80,000 characters (including spaces).

Illustrations can be made only from high-quality originals. When providing digitized image information (digital photos or scanned pictures), please see that the images conform to the necessary resolution standards of 300 dpi for grayscale images and 1,100 dpi for line-only images – in the sizes in which they are to be reproduced. Images must be formatted as either tiffs (.tif), JPEGs (.jpg) or EPS images (.eps). The illustration numbering and any cropping or sizing (whole-page, half-page, quarter-page; lateral/vertical positioning) must be clearly indicated. Legends (including image documentation) are to be provided in a separate file. A suggested overall layout by the author is desired (MIÖG page dimensions: 12 x 20 cm). The editors assume no legal responsibility whatsoever for the violation of copyright laws on the part of the author. Note that special permission is required as the illustrations will appear online.

At the back of each volume is a list with the names and addresses of featured authors. Abstracts in English (no longer than 900 characters) will be placed at the beginning of each paper. If necessary, the editors can commission a translator.

The author or authors will be provided a total of 25 offprints – free of charge – of each paper that is printed.

GENERAL STYLE CONSIDERATIONS

Files are to contain the text and the notes, without any additional formatting: they should not feature justified style, word division, tabs or spaces before paragraphs, or empty lines between paragraphs. Only important breaks in the text should be marked – by using three asterisks. Subheadings may be used.

Both the text and the notes are to be 1 ½-spaced, without handwritten additions. The editors will decide on type size and fonts; boldfacing is not possible, and underlining is only permissible in exceptional, justified cases. Letter spacing is possible for the purpose of emphasizing individual words; use the appropriate format but no spaces between the letters.

Notes should be numbered consecutively. This numbering should be embedded in the text as superscripted footnote numbers which always come BEFORE any punctuation. Parentheses are to be used neither here nor in the consecutive numbering preceding the notes themselves.

Quotations from sources or parts thereof — as well as titles of sources — should be put in *italics*, without quotation marks. Quotations from secondary literature are enclosed by quotation marks.

Editions of medieval texts should, as a rule, be based on the usage of the *Monumenta Germaniae historica*; modern texts in German should be edited according to: *Empfehlungen zur Edition frühneuzeitlicher Texte*, in: *Jahrbuch der historischen Forschung in der BRD 1980* (Stuttgart 1981) 85–96 [<http://www.ahf-muenchen.de/Arbeitskreise/empfehlungen.shtml>]; any divergent practices should be indicated in a footnote.

Names, works and periodical titles which originals are not in the Latin alphabet are to be transcribed according to the rules applicable to libraries; the utmost uniformity should be observed within the system of transcription used.

STYLING OF NOTES

References and documentation are to be embedded neither in the text nor in the illustration legends; they should be provided exclusively in the notes. In papers published in *MIÖG* or in edited volumes, a full citation must be given when citing a work for the first time, which will be referred to consequently (cit. n. NN). In monographs, use only abbreviated citations in the notes, and add a complete bibliography at the end of the volume.

It is not the responsibility of the editors to check references for their correctness, modify them or complete them. Please avoid, if possible, references to pages within your paper.

No notes should be included with the paper title or the author's name.

The division of the individual footnotes into paragraphs is not permitted.

Authors, editors and those to whom festschriften are dedicated are referred to in the footnotes with their first names written out, and their surnames written in SMALL CAPITALS and separated by a comma from the title that follows.

If several works by the same author are listed one after the other, the author's name is replaced by IDEM, EADEM etc. (in small capitals).

Titles, including those of articles in periodicals, collections etc. are always written out. Subtitles are to be separated from titles by a period:

John B. FREED, Noble Bondsmen. Ministerial Marriages in the Archdiocese of Salzburg, 1100–1343 (Ithaca–London 1995) 83s.

Places and years of publication should always be indicated in the case of monographs and collections; they are to be placed in parentheses after the title. Places of publication are to be in the language of the work in question (i.e., however they appear on the title page).

The **edition** used is indicated by a superscripted number placed before the year of publication:

Frank BARLOW, The Feudal Kingdom of England 1042–1216 (London–New York ⁴1988) 412.

The names of two or more authors and locations, as well as years and page numbers, are to be connected by a medium dash (without space preceding or following). In the case of several authors, “et al.” can be used following the first name.

If several titles are quoted one after the other, they should be separated by a semicolon.

Reprints are to be indicated as such:

Maurice POWICKE, Stephen Langton (Oxford 1928, reprint Oxford 1997) 107.

In the case of collections (likewise in festschriften and conference papers), “in:” and a comma should precede the information on the overall published work:

Olivier GUYOTJEANNIN, Matrimonium pro bono pacis. Le jeu de la supplique et de la grâce dans les dispenses pontificales de mariage, in: *Inquirens subtilia diversa*. Dietrich LOHRMANN zum 65. Geburtstag, ed. Horst KRANZ–Ludwig FALKENSTEIN (Aachen 2002) 133–148.

Volume numbers are indicated in Arabic numbers. In the case of subdivisions or sub-volumes, Roman numerals and Arabian numbers alternate, separated by a slash:

Émile CHÉNON, Histoire générale du droit français public et privé des origines à 1815, vol. II/1 (Paris 1929) 107.

Magistri Tolosani Chronicon Faventinum, ed. Giuseppe Rossini (RIS² XXVIII/1, Bologna 1939) 120 l. 23–25.

Series titles: if the monograph or collection appeared as part of a series of publications, its title, acronym or abbreviation (not the editor or publishing institution) is to be placed in parentheses after the title of the monograph and before the place and year of publication. The volume number is indicated in Arabian numbers (exceptions: see above). Place(s) and year(s) of publication are separated from the series title by a comma:

Pierre TOUBERT, Les structures du Latium médiéval. Le Latium méridional et la Sabine du IX^e siècle à la fin du XII^e siècle (BEFAR 221, Rome 1973) 22.

Mark MERSIOWSKY, Towards a Reappraisal of Carolingian Sovereign Charters, in: Charters and the use of the written word in medieval society, ed. Karl HEIDECKER (Utrecht studies in medieval literacy 5, Turnhout 2000) 15–25.

Series titles not appearing in the list of abbreviations should be written out; the editors may decide to abbreviate them.

In **conference papers**, the location and year of the conference should be indicated:

Brenda BOLTON, Signposts from the Past: Reflections on Innocent III's Providential Path, in: Innocenzo III. Urbs et Orbis. Atti del Congresso Internazionale, Roma, 9–15 settembre 1998, ed. Andrea SOMMERLECHNER (Nuovi Studi Storici 55 = Miscellanea della Società romana di storia patria 44, Roma 2003) 1 21–55, at 36s.

Editorships are indicated as such by the expression “ed.”:

Othmar HAGENEDER, Il sole e la luna. Papato, impero e regni nella teoria e nella prassi dei secoli XII e XIII, ed. Maria Pia ALBERZONI (Cultura e storia 20, Milano 2000).

Page numbers follow without a comma. Abbreviations for page (p.) or column (col.) are not used unless there is danger of confusion. Quotations such as 135ss. are to be avoided; instead, the entire range of pages should be indicated; “s.” stands for “following page” (sequens), and should be used after the page number, with no space in between. Reference to footnotes is made with “n.”.

Jonathan RILEY-SMITH, The Knights of St. John in Jerusalem and Cyprus, c. 1050–1310 (A History of the Order of the Hospital of St. John of Jerusalem 1, London 1967) 95 n. 1.

Editions:

References to these include the author (if known), title, book (lib.)/chapter (c.)/paragraph (§), editor (abbreviated as “ed.”), and – in parentheses – the series, volume, place and date of publication, page and, if useful, the line (l.):

Annales Marbacenses, ed. Oswald HOLDER-EGGER (MGH SS rer. Germ. in usum scholarum [9], Hannover–Leipzig 1907) 78 l. 15–22.

Ademari Cabannensis Chronicon, lib. III, c. 50, ed. Pascale BOURGAIN et al. (CCCM 129, Turnhout 1999) 170 l. 4s.

Editions of documents: reference is made to the page (without “p.”) and number (no.) or: number (no.), page (p.) and line (l.) (year and date optional).

Schlesisches Urkundenbuch, ed. Heinrich APPELT, vol. 1: 971–1230 (Wien–Köln–Graz 1971) 158 no. 217 (1222) or no. 217 p. 159 l. 20.

The Correspondence of Thomas Becket, Archbishop of Canterbury 1162–1170, ed. Anne DUGGAN (Oxford Medieval Texts, Oxford 2000) vol. 1 p. 24s. no. 9, or: no. 9 p. 25.

Any abbreviations of frequently cited works are to be indicated in a list of abbreviations in the first footnote.

Periodicals:

The **name of the periodical** or its *acronym* or *abbreviation* is always written in *italics*. If the name does not appear in the attached abbreviation list, it should be written out; the editors may decide to abbreviate.

The **volume and year** are always in Arabic numbering; the year is to be put in parentheses.

In case of **double volumes** the numbers are separated by slashes; years are separated by slashes, which are followed by the tens place of the next year in question:

Sean KELSEY, The Trial of Charles I. *EHR* 118 (2003) 583–616.

Othmar HAGENEDER, Zur Rechtsstellung der Abtei Vézelay um 1200. *RHM* 8/9 (1964/65–1965/66) 101–425.

Issues within a single year are indicated as such if each has its own pagination. An issue number is separated from a volume number by a slash.

Nicholas HOWE, The Center on the Margin, or, Self-Fulfilling Prophecies for Medievalists. *Das Mittelalter* 4/1 (1999) 103–108, at 107s.

Series: the series numbering is indicated according to the style of the periodical in question:

Giovanni TABACCO, La dissoluzione medievale dello stato nella recente storiografia. *StM*, Ser. 3, 1 (1960) 397–446.

Lexica, Encyclopedias and other Reference Works:

Encyclopedia articles are treated like those in periodicals, but introduced by “Art.” Volumes are indicated in Arabic numbering. The year of publication is put in parentheses, with the page and/or column number(s) appearing directly thereafter without a comma:

Friedrich KEMPF, Art. Innozenz III. *LThK*² 5 (1960) 687–689.

Volkert PFAFF, Art. Celestino III, papa. *DBI* 23 (1979) 392–398.

Texts and documents published online:

Most of the texts published online only can be treated roughly in accordance with print-publications in periodicals and edited volumes. For internet resources with contributions appearing serially or periodically (such as e-journals, listservs, blogs), the style of periodicals will be used, for other websites the one of edited volumes. As far as possible, the citations ought to contain: author(s); title; title of higher-level resource; date of publication; URL or DOI; latest date of access.

It is by no means sufficient to cite only URL or DOI.

Example of an e-journal:

Daniel SCHLÄPPI, Sorge um Wald und Bäume als Kerngeschäft vormoderner Politik und Verwaltung. Das Beispiel der Schweizer Kleinstadt Zug. *MEMO – Medieval and Early Modern Material Culture Online* 1 (2017) 12–32, doi: 10.25536/20170102 [15. 1. 2018].

Examples of contributions to listservs or blogs:

Hanne GRIEBMANN, Die Bibliothek im Buch? Mittelniederdeutsche Mariengebete in Gebetbüchern aus den Augustiner-Chorherrenstiften Heiningen bei Wolfenbüttel und Marienberg vor Helmstedt. *Mittelalter. Interdisziplinäre Forschung und Rezeptionsgeschichte* (23. 2. 2017), <https://mittelalter.hypotheses.org/9529> [8. 8. 2017].

Katja STOPKA, [Rezension zu:] Schmieder, Falko; Weidner, Daniel (Hrsg.): *Ränder des Archivs. Kulturwissenschaftliche Perspektiven auf das Entstehen und Vergehen von Archiven*. Berlin 2016. *H-Soz-Kult* (19. 5. 2017), <https://www.hsozkult.de/publicationreview/id/rezbuecher-27188> [8. 8. 2017].

Examples of (anonymous) texts from online-databases:

Art. Gerhochus Reicherspergensis (6. 9. 2012), in: Repertorium „Geschichtsquellen des deutschen Mittelalters“, http://www.geschichtsquellen.de/repPers_118690752.html [11. 7. 2017].

Art. Metadata [en], in: InterPARES Trust Terminology Project, <http://arstweb.clayton.edu/interlex/en/term.php?term=metadata> [29. 5. 2017].

Example of a page in a static website:

AG Records Management, in: VÖA – Verband Österreichischer Archivarinnen und Archivare, <http://www.voeka.at/53.html> [22. 1. 2018].

If an internet resource offers stable links to its individual entries or contributions (**permalinks**), these are to be used preferably; the same applies to a **DOI**, if it exists. If there is neither, or the URL of the website referred to is too long to be useful on a printed page (filling two or more lines), the entry page of the resource can be cited in combination with an appropriate search term indicated with „s. v.“.

Manuscripts and Archival Materials:

Manuscripts and archival materials are cited in the notes; citations should include the location, the library or archive, the collection and the folio number.

Paris, Bibliothèque Nationale, Lat. 10320, fol. 21^r–22^v.

Wien, Hofkammerarchiv, Niederösterreichische Herrschaftsakten, Fasz. G 21/B, fol. 558^v.

Any abbreviations of frequently used catalogue numbers are to be indicated in a list of abbreviations in the first footnote.

Abbreviated citations

If a title is cited often, the author's surname (in small capitals) and a characteristic word from the title will suffice. Works cited very often might be listed in their own list of abbreviations in the very first footnote:

RUNCIMAN, Crusades 1 130.

When referring to the immediately preceding note, and when this note includes only one title, one uses "ibid."; in the case of several titles, one uses the name of the author followed by "ibid." In all other cases, the first note is referred to (cit. n. NN):

KANTOROWICZ, Friedrich II. (cit. n. 21) 1 244–248.

Annales Marbacenses (cit. n. 13) 78 l. 15–22.

REVIEWS

Reviews are to be submitted as a file.

In reviews and short notes, the work being discussed is cited as follows: the author's first name and surname (in small capitals), title. Subtitle. Series (in parentheses.) publisher, place and year of publication, pages, and reference to illustrations and maps, if needed:

Herwig WOLFRAM, Konrad II. 990–1039. Kaiser dreier Reiche. Beck, München 2000. 464 S., 2 Karten, 1 Stammtafel, 25 Abb.

Sabine WEISS, Kurie und Ortskirche. Die Beziehungen zwischen Salzburg und dem päpstlichen Hof unter Martin V. (1417–1431). (Bibliothek des Deutschen Historischen Instituts in Rom 76.) Niemeyer, Tübingen 1994. XII, 575 S.

There are no footnotes in reviews and short notes. These must not exceed approx. 8.000 or 4.000 characters respectively.

Each reviewer will be provided free of charge with a pdf-file of his/her review.

General abbreviations

Art.	Article
c.	chapter
ca.	circa
col.	column(s)
ed.	edited, editor(s)
fig.	figure(s)
fol.	folio
l.	line(s)
lib.	liber
n.	note(s)
no.	number(s)
N. S.	new series / Nova Series
p.	page(s)
pl.	plate(s)
r	recto
rec.	recensio
s.	sequens / following
Ser.	series
Suppl.	supplement
trans.	translated
v	verso
vol.	Volume(s)