AUTHOR GUIDELINES
Discussion Articles

Table of Contents

Freie Universität Berlin

Gefördert durch **DFG**

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 discussion article template, which is available at 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. Articles should be sent as email attachments to the General or Section Editor who is moderating the article ("moderator").

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. Concept

The discussion article format incorporates current historiographical debates into the encyclopedia. Up to four historians are invited to discuss a potentially controversial topic, debate, or historiographical question central to the First World War. The moderator may pose questions to structure the discussion. They also write the abstract, introduction and conclusion of the article.

III. Article Structure

Title (preassigned)
The full title will take the form "Discussion: Title". It should not contain citations or references.

Abstract (max. 100 words)
The abstract is written by the moderator. It should concisely provide the article's "essence" and 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 is written by the moderator and should include a summary of the topic, debate, or historiographical question, outline the purpose or objective of such a format, and briefly introduce the authors.

Main Text
The main text includes the questions posed by the moderator and the answers to these questions by the participating authors. It is divided by headings and sub-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 is written by the moderator. It should not be a mere summary of the results of the discussion but also point to the significance of such a format. It should not include references.

Authors

At the end of the article, please include the full name and academic affiliation of all authors, as well as a short biography (up to 100 words per author).

Selected Bibliography

The selected bibliography (twenty 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

The moderator should identify five keywords for indexing and search purposes. Try to use keywords that match users' search queries and are as precise as possible, avoiding terms such as "First World War".

Illustration

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

IV. Figures, Tables, Audio Files, and Videos

Articles should incorporate textual, graphical, and visual elements, as well as carefully selected and, when required, annotated source texts. 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 via email attachments with the highest possible resolution (at least 72 dpi). Please submit all visual materials as separate files.

Please note that it is the author's responsibility to obtain written permission for publication from copyright holders to reproduce copyrighted material without restriction of time. If the copyright holder charges a fee to grant permission, the fee is the responsibility of the author. A copy of the written permission must be submitted along with the manuscript. Material submitted without such permission may be excluded from the encyclopedia.

Authors must also provide accurate information regarding the source of all material. This includes the name of the photographer 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° (1914-1916) Kvinders valgret, DH013905.tif, http://www.kb.dk/images/billed/2010/okt/billeder/object143542/da/.

This file is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported license: https://creativecommons.org/licenses/by-nc-nd/3.0/.

Featured in Article(s)

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

V. 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/cpso/roman.html. Note the following changes in the Russian transliteration table (http://www.loc.gov/catdir/cpso/romanization/russian.pdf): Й – J; й - j.

VI. 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. They should be indicated with quotation marks. Omissions within a quotation should be indicated with an ellipsis (...); insertions and comments by the author should be indicated with square brackets ([insertion]). Quotations with more than **forty words** should be typed in a centred, single-spaced block without 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 square brackets at the end of the reference.

Bulleted (• …) or numbered **lists** with Arabic numerals (1. …) may be used 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.

VII. Reference Style

Notes
References should appear as endnotes. Only published literature or archival sources should be included. 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 (.).

Full references should appear only once in the endnotes. *Please use the required format as described below under "Selected Bibliography".* Subsequent references should be in short-title form. A short-title reference 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.

Example: Akçam, The Young Turks' Crime 2012, pp. 242-263.

If no other reference intervenes, "Ibid." should be used.

Selected Bibliography
The selected bibliography lists the principle titles **(max. twenty 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:

BOOK:
Surname, First Name(s): Title. Subtitle [Translation], 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 #, 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.

JOURNAL ARTICLE OR BOOK CHAPTER:
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 *La Vie des idées*, 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 SOURCE:
Name of institution (archive, library, etc.), place of institution, exact signature.