AUTHOR GUIDELINES
Encyclopedic Entries

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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 entry 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. Manuscripts should be submitted to the Editorial Office via email attachment at 1914-1918-online@fu-berlin.de.

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

II. Content Guidelines

"1914-1918-online. International Encyclopedia of the First World War" provides a reliable, authoritative reference work on the First World War. Entries should therefore be scholarly, yet also strive to interest a wider audience. All entries should provide a clear, well-organised, and focused description of the subject, incorporating the latest and best research.

Entries should not only deliver state-of-the-art knowledge and facts, but should also include historiographical debates when appropriate. They should explain the significance of the topic and reflect the author's scholarly interpretations and professional judgment.

III. Categories

There are six categories of encyclopedic entries: persons, organisations, events, objects, spaces and concepts, practises, and policies. Each entry is assigned to at least one of these categories.

Persons: This category comprises individuals who played a key role in the events and processes leading up to, during, or following the First World War. It may also encompass people who represent the experiences of particular events, places, organizations, and/or processes. Entries in this category should provide focused biographies that concentrate on a person's significance for the First World War. What field of endeavour makes the person important? Please provide a brief outline of the person's life, considering all important and relevant biographical details, listing principal accomplishments, and highlighting their significance in relation to World War I. If pertinent, an account of pre- and/or post-war roles and undertakings may be included. An appraisal of the person may be combined with the account of the person's life or given separately at the end of the text. Please include historiographical debates, criticism and significant controversies, where applicable.

Organisations: This category comprises clearly identifiable groups of social actors who established regulatory mechanisms, formal organisational structures, and had an agenda, e.g. parties, governments, institutions, and military units. As much as possible, entries in this category should describe the background, agenda, and development of the organisation in question. What was its significance to World War I? What notable individuals, institutions/organisations, agencies, events, and places are related to the organisation?

Events: This category comprises key events that display "a minimum of before and after" (Koselleck) and had the potential to alter the course of (war) history and contribute to the demarcation of war periods. As much as possible, entries in this category should describe the event and its time, location, origin, and aftermath. What part did the event play in World War I? What individuals, organisations, and processes were associated with it? What were the event's social, cultural, or political consequences? What is its legacy? How is it remembered?

Objects: This category comprises objects or things relevant to World War I that physically exist, such as weapons, media items, monuments, and natural resources. Entries in this category should describe the object's origin, development, and application, as well as its role in a specific context (warfare, transport, communication, nutrition...) and/or event, when applicable. What particular significance did the object have for the First World War?

Spaces: This category comprises significant places related to the First World War, e.g. war theatres, irredenta, *lieux de mémoire*. This category can also encompass micro-studies of paradigmatic places that represent the war experience of a given community or region. Entries in this category should describe the location of the place and its importance to World War I. To what and to whom is it related? What economic, political, or spiritual significance did the place hold before, during, and after World War I? What impact did the place's geography; climate; infrastructure; or ethnic, social, economic and religious structure have on events, military tactics, etc.?

Concepts, Practices, and Policies: This category comprises concepts, understood as abstract ideas or mental symbols (e.g. "*Union sacreé*", "Pan-Slavism", "Huns"); practices, meaning repetitive and/or customary human actions with reoccurring patterns (e.g. "gas warfare," "trench warfare"); and policies, defined as principles of conduct or behaviour, especially as formally issued by a government or other authoritative body (e.g. "embargo", "*Flottenpolitik*"). Entries in this category should explore the political, cultural, social, economic, and mental origins and backgrounds of these concepts, practices, and policies, as well as their significance for the outbreak of the First World War, warfare, and the war's legacy. How did concepts, practices, and policies change and develop during the war? What were the long-term consequences of World War I for the respective concept, practice, or policy?

IV. Entry Structure

A. Structure: Encyclopedic Entry (General)
N.B.: For the structure of a biographical encyclopedic entry, please see section B below.

Title (preassigned)
Example: Somme, Battles of

Summary (max. 50 words)
The summary should contain a brief definition of the subject as well as some explanation of the subject's relation to the First World War. The main topics to be covered in the body of the entry should be mentioned here so that the reader has an idea of what follows. The summary will be shown as a snippet preview of the entry on the encyclopedia. Therefore, please include important keywords and convey the general scope of the entry. Citations and abbreviations are not allowed in the summary.
Example: The Battle of Tannenberg was fought by the Russian First and Second Armies against the German Eighth Army between 26 August and 30 August 1914. It resulted in the almost complete destruction of the Russian Second Army.

Main Text
The entry 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.

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

Selected Bibliography
The selected bibliography should list a maximum of **5 titles** that are most relevant to the entry's subject. It should give full bibliographical information. The required format of the selected bibliography is described below.

Notes
References are discouraged and should generally be avoided in entries. If necessary, reference only those works cited in the text. They should be consecutively numbered and appear as endnotes. The required format is described below.

Keywords
Please name **5 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.

Key Date(s)
If possible, please state one or more key date(s), e.g. 7 May 1915 for the entry "Lusitania, Sinking of".

Illustration

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

B. Structure: Encyclopedic Entry (Biographical)

Last Name(s), First Name(s)

In the case of more than one given name, please use italics for the main name. Please indicate alternative spellings of first and last name(s) as well as pseudonyms or religious names in brackets.

Description (e.g. politician, writer, humanitarian)

b. Date and Place of Birth

d. Date and Place of Death

Example:

Pétain, Henri-Philippe Benoni Omer Joseph (Marshal Pétain; Maréchal Pétain)

French general and statesman

b. 24 April 1856 in Cauchy-à-la-Tour, France

d. 23 July 1951 in Île d'Yeu, France

Summary (max. 50 words)

The summary should contain a brief definition of the subject as well as some explanation of the subject's relation to the First World War. The main topics to be covered in the body of the entry should be mentioned here so that the reader has an idea of what follows. The summary will also be shown as a snippet preview of the entry in the encyclopedia's search results. Therefore, please include important keywords and convey the general scope of the entry. Citations are not allowed in the summary.

Example: Edith Cavell was an English nursing matron executed by the Germans in Brussels on 12 October 1915 for assisting enemy troops. After her death, she became one of the most famous women of World War I. The Allies used her name for recruitment purposes.

Main Text

The entry 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.

Author, academic affiliation

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References
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Keywords
Please name **5 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.

Key Date(s)
If possible, please state one or more key date(s), e.g. 28 June 1914 for the entry "Franz Ferdinand, Archduke of Austria-Este".

Illustration
If possible, please submit a characteristic portrait (photograph, painting, drawing, sculpture, monument, medal, etc.) with your manuscript. See section V for more information.

V. Figures, Tables, Audio Files, and Videos

Entries should incorporate textual, graphical, and visual elements. They should illustrate, support, or highlight the textual information. Also desirable are references to scholarly internet resources, such as digitised primary sources. For a link list 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 attachment 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 and place. 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 creator and copyright information, when applicable. Each item should also be accompanied by a brief description (up to 100 words).

Example:

VI. 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 universal/European 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.

VII. 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 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 three ellipsis points ...; insertions and comments by the author should be indicated with square brackets […]. Quotations with more than **40 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.

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.

VIII. Reference Style

Notes
References are discouraged and should be avoided unless absolutely necessary. If necessary, reference only those works 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 for the selected bibliography as described below. Subsequent references should give short titles only. 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.

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

Selected Bibliography
The selected bibliography lists the principle titles **(max. 5 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).

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.