



# INFO FOR AUTHORS

## WORKFLOW

Thank you for intending to contribute an article to JIPSS, our ACIPSS-Journal! We would like to provide you with a few guidelines and formal criteria for JIPSS manuscripts. In order to make the publishing process smoother the Editorial Board has up-dated the "Guidelines for Publications". We hope they will facilitate the editing, printing and publishing of our journal. All the major points are valid for all, and we ask all authors to follow them faithfully.

Before handing in a full manuscript we kindly ask you to send an abstract with the main points of your article to our Managing Editor (martin.moll@uni-graz.at). Our Editorial Committee will then undertake an assessment and, if necessary, discuss specific aspects of your contribution with you. We will then contact you and provide you with further details, especially the required submission date.

Authors will receive a response to their articles and be asked to send revisions/corrections to the managing editor or the reviews editor, respectively. However, you do not have a redress in law for your manuscript to appear in JIPSS.

## COPYRIGHT/LEGAL ASPECTS

Articles should be original and should not be under consideration elsewhere. Authors are responsible for obtaining permission from copy right holders for reproducing any illustrations, tables or figures.

Submission: Manuscripts are to be sent in electronic version via email or on CD-ROM based on MS-Word.

## I. Some general points

**1. The first and most important thing to keep in mind is that the final text as agreed with the editors must be publishable and must be in the agreed style. It cannot be a 'draft' or something to complete at a later date. It must be a final, perfected product, which will be reproduced as it stands through the complex editing and printing process.**

**2. The editors have a very important role in preparing the issue of our journal: they will correspond with you if necessary to clarify any obscure points and suggest solutions or revisions if they think they are needed.**

## II. Other general rules and hints

1. Please save your text in Word Format (.doc).

2. At the beginning of your text, explain clearly what the chapter is about and why the problem you deal with is significant. However obvious this may seem, to another educated person or even a professional historian from another country or working on another period (hence most of your potential readers) this may not be clear at all.

3. Please include an English abstract if your paper is written in German and vice versa. This abstract should contain the main points of your article in the form of a survey. For this abstract you have about 1,500 characters (blanks incl.)

4. Please do not use special or elaborate formatting (e.g. do not give a 'word' structure to the file, using particular styles for paragraphs, sub paragraphs, lists, bold type etc.). This will only waste time and lead to errors. In the end all

the formatting structure will be eliminated and the text will be transformed into the style of our journal starting from the cleaned text only.

5. Please do not use revision tools that leave traces of modifications (the colored track-change programs in various versions of Word for example). It is surprisingly hard to be sure that all the traces of the track change are gone. They pop up unexpectedly in later phases of the manipulation of the text.

6. Please be sure that you adhere scrupulously to the agreed annotation style. Be very sure that the endnotes are accurate and contain the required information. It causes a great loss of time if the notes have to be reformatted or require further research on the part of the editors to find page numbers, years, places of publication and to check suspicious looking titles. It is not enough to paste in your usual bibliography: be sure that it is formatted properly according to JIPSS' norms.

7. If you use acronyms or abbreviations, please state what they stand for the first time you use them, first using the full expression and then placing the acronym within parentheses, e.g. London Missionary Society (LMS). Perhaps the acronym is commonly used in your country, but it may be unknown to others.

8. If you use epigraphs at the beginning of your text, please give the source accurately.

9. If you wish to make a reference to a work originally written in a well-known language (e.g. English, French, German), please refer to the original in the endnote – not to a translation into a less-known language, even if that is the one you have on your shelf.

10. Do not quote passages by translating back into the original language from a translation.

You will not get it exactly right, and the end result will be a pastiche.

11. Send a brief biographical note (a short paragraph, not your whole CV!). Please also include your email address and a picture of yours. For all this you have no more than 200 characters (blanks incl.). The biographical information (name and title, short information on the author, photo of author (jpg / 300+dpi), contact details) should be modeled after the following example:

Dieter Bacher, Mag. Phil., Historiker und Dissertant an der Karl-Franzens-Universität Graz, seit 2006 wissenschaftlicher Mitarbeiter am Ludwig-Boltzmann-Institut für Kriegsfolgenforschung in Graz. Contact: d.bacher@acipss.org

12. Pictures, graphs, maps and the like can be published, but must be of very good quality (high resolution and large) and in black, white and tones of grey. Send also the captions indicating clearly to which image they refer. Mark clear where you want the illustrations to be placed.

13. Do not place double spaces between sentences.

14. Do not place a full stop at the end of titles or subtitles.

15. As quotation marks use “ ” for direct quotations and for the names of journals and reviews. Please use ‘ ’ for quotes within quotes and to indicate. This rule applies to papers written in English; for German ones, please use the German equivalents.

16. Dates: please always use the form 13 April 2007; for centuries: 17th century; 5th century BC.

17. Hyphen-less justification!

18. Please do not define headers or footers!

19. No manual page breaks!

20. Do not paste illustrations/graphics into the text! Illustration/graphics should be provided and attached separately as jpg-files (300+dpi) with a distinctive filename.

### Special alerts and clarifications

**Proper names:** Whatever your native tongue make every effort to be sure that the proper names you use are the accepted English form, which is not necessarily identical to the one you usually use. Be particularly careful about the following:

Classical authors: not Livio, but Livy;

Mythological names: not Tezeu, but Theseus;

Ethnic names (names of peoples): not Skits, but Scythians;

Names re-transliterated from other languages back into languages other than English: not Miller, but Müller.

Names of people that have been translated into your language: not Bartole, but Bartolo or Bartolus.

Names of cities: use standard English or international form (e.g. Munich, not München) for papers written in English.

Be sure not to translate proper names as if they were text: Marques de Falces, not Marquis of Scythes.

Please do not place note references in titles or subtitles.

Please do not number sections, paragraphs and subparagraphs.

Use acronyms and abbreviations according to these standard forms: the United States or US, not U.S.A.; NATO, not N.A.T.O.; BC, not B.C.

### III. Rules on formatting your text

**Title:** Type the full title;

**Author:** Type your full name without titles, with a dotted middle name if desired;

**Abstract:** Give an abstract in German, if your paper is written in English and vice versa (a short paragraph).

**Text:** including titles for sections, subtitles of paragraphs, and sub-subtitles for subparagraphs if desired. Normally the text will be **between 15,000 and 60,000 characters including spaces**. It is advisable to include subtitles of sections or of paragraphs etc. to help the reader, however to the extent possible complex multi-level systems of paragraphs should be avoided. Numbers will not be used.

The notes will be printed as **endnotes**. Please write the number of each note in superscript (e.g.: as we have stated about.<sup>3</sup> The ideologies...) at the appropriate point in your text. Please type the **Notes** in the format defined below. **You may use the automatic note numbering function in your word processing program. You do NOT need to number the notes by hand. Please use Arabic, NOT Roman numbers to number the endnotes.**

**Images:** Pictures, graphs maps and the like can be published, but must be of good quality (high resolution and large) and in black, white and tones of grey. Mark clearly where you want the illustrations to be placed, referring to illustrations by number (Fig.1, Map.2) and not

positionally (e.g. avoid using such expressions as ~~the following map, the figure above~~).

## FORMAL ASPECTS FOR A BOOK REVIEW

It should be between 3,500 and 6,000 characters (blanks incl.) Please attach a copy of the book cover as jpg-file (300+dpi).

Books for review and manuscripts of reviews should be sent to Andreas Gémes, the JIPSS reviews and feature editor, under the address below.

### IV. Format for the Notes

Please note: The first name precedes the surname: Fernand Braudel

### Volumes

#### One author

David Keogh, *Ireland and Europe, 1919-1989: A Diplomatic and Political History* (Cork-Dublin 1989), 10-15.

#### Several authors

Richard Owen, Roland Sutcliffe, *Studies in the Theory of Imperialism* (London 1972).

#### Editor

Arnold Burton (ed.), *Gender, Sexuality and Colonial Modernities* (London 1995), 56-58.

#### Journal Article

Tim Mitchell, The World on Exhibition, in: *Comparative Studies in Society and History* 31 (1989), 217-236.

#### Chapter in collective volume

David MacCulloch, Bondmen under the Tudors, in: Charles Cross, Donald Loades (eds.), *Law and Government under the Tudors: essays*

*presented to Sir Geoffrey Elton on his retirement* (Cambridge 1988), 129-157.

For one editor: (ed.); for more than one: (eds.)

#### For Proceedings of Meetings or Colloquia

*La Révolution et l'ordre juridique privé. Rationalité ou scandale?*, Actes du colloque d'Orléans, 11-13 septembre 1986, Université d'Orléans-Paris 1988.

#### Newspaper articles

"Repubblica", 13 April 2007, 3.

Rule for bibliography in non-Latin alphabets: authors and titles in the original unless decided otherwise.

The first time you refer to a work in the notes, give the full version as above. If you refer to it again, use the form: Burton, *Gender*, 86.

If a book is published as part of series, this series is NOT to be mentioned in the quotation.

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