Austrian History Yearbook Style and Format

STYLE GUIDE

AHY style is based on the most recent edition of the *Chicago Manual of Style*.

WHAT TO SEND US

- ❑ The entire text, including the notes, should be **double-spaced**.
- ❑ Do not justify the text or the notes.
- ❑ Indicate subheadings clearly.
- ❑ Please send Electronic copies via email. Microsoft **Word** is the preferable file format (please use 97-2003 compatible .doc not .docx); WordPerfect, RTF, and Mac files are also acceptable. Please do not send pdf files.
  - o MAC USERS: Please be sure to include a file extension (.doc) in the file name in order to assist conversion.
- ❑ If your manuscript contains Slavic and/or Romanian diacritical marks, please mail a hard copy of the text to the Center for Austrian Studies. These marks are often lost in electronic copies.

TRANSLATIONS

- ❑ **Translate all quotations and titles into English**, with the exception of those manuscripts submitted entirely in German, where quotations may remain in German. This applies to the text, notes, and captions. Exceptions are common Latin phrases, such as ad hoc, prima facie, ad hominen, etc. These phrases, along with other common foreign language phrases, e.g. mise en scene or weltanschauung, do not need to be italicized.

NOTES

- ❑ Please use **endnotes**, not footnotes, and enter them into the computer as endnotes (in MS Word, go to Insert, then reference), rather than keying them in at the end of the essay.
- ❑ Translate all titles not in English, German, French, or Italian. Translations should be in parantheses following the original title.
- ❑ Notes should be one-third the length of the body text or shorter.
- ❑ Note markers in the text should be at least three lines apart, for typesetting reasons.

CITATIONS

- ❑ Include the place and year of publication, but not the publisher.
  - o Place names: The AHY uses current place names and common English usages, despite the name of the place when a source was actually published. Examples include: Vienna, Munich, Prague, Budapest, Cracow, Brno, and L'viv.
- ❑ Please provide full citations for the first mention of each source. This includes inclusive page numbers for articles and chapters, as well as the page number of the citation. Subsequent mentions of sources should be in an abbreviated form.
- ❑ Examples of proper citation styles for common types of sources are included at the end of this style guide.When in doubt, refer to the most recent *Chicago Manual of Style*.

<u>GRAPHICS</u>

- ❑ If your article will include graphics, please send the original materials to the Center for Austrian Studies for scanning.
  - ○ If you would prefer to scan items yourself, they should be scanned at 300 dpi and saved in .TIFF format. The maximum size for graphics is 4.5 x 7.25 inches.
- ❑ It is your responsibility to secure **copyright permission** for any images included in your article. Please send copies of those permissions to the Center for Austrian Studies. Copies must be received as soon as possible. New submission guidelines require permissions be submitted with the text.
- ❑ Include placement directions in the manuscript: e.g., (see figure 1).
- ❑ Caption information should be sent in document separate from either the article text or the graphic.

<u>TABLES</u>

- ❑ Include placement directions in the manuscript: e.g., (see table 1).
- ❑ Tables should be sent as separate files (i.e., not as part of the article text). And in a format that can be edited—no PDFs.

<u>OTHER COMMENTS</u>

- ❑ Text that should appear in italics in the final version of your article should be italicized (not underlined) in the manuscript.
- ❑ For inclusive years, AHY style is as follows: 1789-1815 or 1914-18 (not 1914-1918).
- ❑ The AHY uses inverted style for dates: 31 January 2003 (not January 31, 2003).

<u>Examples of proper citation styles for common types of sources include:</u>

Book (first instance):
> Gary B. Cohen, *The Politics of Ethnic Survival: Germans in Prague, 1861-1914* (Princeton, 1981), 17-18.

Book (subsequent mention):
> Cohen, *Politics of Ethnic Survival*, 20-26.

Edited Book (first instance):
> Richard L. Rudolph and David F. Good, eds., *Nationalism and Empire: The Habsburg Monarchy and the Soviet Union* (New York, 1992).

Multivolume Work (first instance):
> Otto Urban, *Die tschechische Gesellschaft 1848-1918,* 2 vols. (Vienna, 1994), 1:338.

Single Volume from a Multivolume Work (first instance):
> Adam Wandruszka and Peter Urbanitsch, eds., *Die Habsburgermonarchie 1848-1918*, vol. 4, *Die Konfessionen* (Vienna, 1995), xi-xvi.

Essay from a Collection (first instance):
> Hellmut Lorenz, "The Imperial Hofburg: The Theory and Practice of Architectural Representation in Baroque Vienna," in *State and Society in Early Modern Austria*, ed. Charles W. Ingrao (West Lafayette, 1994), 93-109.

Journal Article (first instance):
> John W. Boyer, "The End of an Old Regime: Visions of Political Reform in Late Imperial Austria," *Journal of Modern History* 58, no. 1 (1986): 159-93.

Journal Article (subsequent mention):
> Boyer, "End of an Old Regime," 163.

Newspaper (first instance):
> Author, "Title," *Newspaper*, 31 Aug 2004, p. 7.

Dissertation (first instance):
> Maureen Healy, "Vienna Falling: Total War and Everyday Life, 1914-1918" (Ph.D. diss., University of Chicago, 2000).