

Südosteuropäische Hefte

INSTRUCTIONS FOR AUTHORS

General Information

The submitted contributions will be selected and reviewed by the editors of the journal (*editorial review*). All changes suggested by the editors are introduced only after being discussed with the authors. The edited final version of a contribution is being published only after the authorization by the author(s).

Both the submission and the editing and reviewing of the contributions are *free of charge*. By submitting a contribution there is no entitlement to get it published.

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The Südosteuropäische Hefte appear twice a year and publish an average of five contributions in every issue.

Manuscript Guidelines

Languages

Manuscripts should be written in German or English. American and British spelling should not be mixed: spelling should be consistent throughout.

When submitting articles please attach also an abstract in English (not more than 300 words).

Lenght

Length of an article: max. 5000 words (incl. notes).

Length of an essay / report: max. 2000 words (incl. notes).

Length of a review: max. 1500 words (incl. notes).

Formatting

Font: Times New Roman, 12 p. (footnotes: 10 p.)

Line spacing: 1.5

Margins: top, left, right – 2.5 cm each; bottom: 2 cm

Please don't use automatic hyphenation.

Manuscripts should be submitted per e-mail as a Word-Doc file (*.doc or *.docx) or as a rich-text-format file (*.rtf).

Footnote quotation

Literature/sources used should be quoted both in the bibliography at the end of the text and as footnotes. Titles of books and articles in other languages than German, English, French or Italian should be additionally translated [using square brackets after the title] ONLY IN THE BIBLIOGRAPHY AT THE END OF THE TEXT, but not in the footnotes.

First quotations should include a full reference. Starting with the second quotation short titles should be used, according to the following model: name of the author, short title, page numbers.

Abbreviations (in German)

- ders., dies., diess. (in English: idem)
- ebd. (in English: ibid.)
- f., ff. (in English: page numbers)
- ed. (in English: ed.)

Quotation

The quotation style used is the **Citavi Basis-Stil** (see: <http://www.citavi.de/>). See also the examples below.

The same quotation should be used both for footnotes and the bibliography at the end of the article.

Titles of books and articles in other languages than German, English, French or Italian should be additionally translated [using square brackets after the title] ONLY IN THE BIBLIOGRAPHY AT THE END OF THE TEXT.

First time quoting: several authors'/editors' names should be separated by semicolon.

1. Monography

Family name, name (Year): Book title. Subtitle. Place: Publisher (Series, no.).

Example:

Ingrao, Charles W. (2000): *The Habsburg monarchy, 1618-1815*. 2. Aufl. Cambridge; New York: Cambridge University Press (New Approaches to European History, 3).

Note:

Up to three authors/editor should be sep. by semicolon. When more than three authors/editors: first family name et al. More places (of publication) should also be separated by semicolon. More than three places: first place et al.

2. Collected edition

Family name, name (ed.) (Year): Title. Subtitle. Place: Publisher.

Example:

Clewing, Konrad; Schmitt, Oliver Jens (ed.) (2011): *Geschichte Südosteuropas. Vom frühen Mittelalter bis zur Gegenwart*. Regensburg: Verlag Friedrich Pustet.

3. Article / chapter in a collected edition

Family name, name (Year): Titel des Sammelbandaufsatzes. In: Name Family Name (ed.): Sammelbandtitel. Place: Publisher, Page numbers.

Example:

Sundhaussen, Holm (2003): Serbische Volksgeschichte. Historiker und Ethnologen im Kampf um Volk und Raum vom Ende des 19. bis zum Ende des 20. Jahrhunderts. In: Manfred Hettling (ed.): Volksgeschichten im Europa der Zwischenkriegszeit. Göttingen: Vandenhoeck & Ruprecht, p. 301–325, p. 304.

Note:

References of page numbers should be introduced by “p.” or “p.” (in English) respectively. When quoting a specific page after indicating the page numbers of a chapter, please also indicate the page quoted: for example „p. 213–220, p. 218.“

4. Journal article

Family name, name (Year): Title. In: Journal title Volume (No./Issue), Page numbers.

Example:

Sundhaussen, Holm (2003): Der Balkan: Ein Plädoyer für Differenz. In: Geschichte und Gesellschaft 29 (4), p. 608–624.

5. Newspaper article

Family name, name (Year): Titel. In: Newspaper article Volume, Date (No.), Page numbers.

Example:

Kozić, Goran (1988): Najlepše u svom domu. [Im eigenen Heim am schönsten]. In: Politika 85, 04.01.1988 (26668), p. 11.

6. Internet document

Family name, name (Year): Titel. URL: <http://www.seite.de/>, last access: Date.

Example:

Lichnofsky, Claudia (2009): Roma, Ashkali, Ägypter im Kosovo – ein Forschungsbericht. URL: http://fpsoe.de/fileadmin/PDFs_Beitraege/FPSOE_Lichnofsky_Forschungsbericht_Roma.pdf, last access: 23.01.2012.

Submission and contact

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