

Information for Authors and Style Guide

1. General information

The journal will only accept manuscripts in flawless German or English. In cases of doubt please consult the most recent editions of the Österreichisches Wörterbuch or the Pocket Oxford Dictionary, respectively. All manuscripts need to be submitted both electronically (preferably as an MS Word file) and on paper. If the text includes special characters, letters from other alphabets, images, etc., it is requested that the author inform the editors about these details. Images should only be included in the text if they have an independent explanatory value rather than a merely illustrative function. Non-Latin alphabets should only be used if absolutely necessary; in all other cases, a transliteration (not: transcription) according to the appropriate scholarly standard is preferable.

Each text should be supplemented with an abstract in English of approximately 1,000 characters including spaces. The entire text should not be longer than 40,000 characters including spaces as well as all footnotes and other references. An exception from this rule may be granted upon a legitimate request.

2. Text format

The text should not contain any formatting (with the exception of what follows below), styles for headlines, or syllable divisions. Paragraphs should not be separated by blank lines.

Verbatim quotations are indicated by “double quotation marks”. Quotations within a verbatim quotation are framed by ‘single quotation marks’. Inserted words or parts of words are indicated by [square brackets], omissions by [...]. Words or sentences in other languages (Latin, German,...) as well as in Old or Middle English are set in italics. Verbatim quotations in other languages are thus written in italics and framed by quotation marks.

EXAMPLES:

The judge quoted from a legal treatise that “under the ancient common law, ‘debts and goods found in this realm belong to the King and may be seized by him’”.

Section 48 of the Kremsier Draft stipulated: “*Der Kaiser legt nach erfolgter Annahme dieser Constitution [...] folgenden Eid ab: ‘Ich schwöre die Constitution des Reiches fest und unverbrüchlich zu halten, und in Uebereinstimmung mit derselben und den Gesetzen zu regieren. So wahr mir Gott helfe.’*”

D 1, 1, 1 principium: “*Ut eleganter Celsus definit, ius est ars boni et aequi.*”

Place names should be given in their English versions if these are commonly used. If there is a divergent official name it should be added in square brackets at least at the first instance of the place name being given; any other names of the place should only be provided if this is required by the context. When providing bibliographical information all place names are stated exactly as they are given in the book itself.

EXAMPLES:

Venice [Venezia]; Sibiu [Hermannstadt, Nagyszeben]

Dates are given in the order of day, month, year; in the main text the names of the months are spelt out, whereas in the footnotes they are indicated by Arabic numerals.

EXAMPLES:

in the main text: 22 May 1978; in a footnote: 22. 5. 1978

Non-breaking spaces are used in footnotes following the footnote number; between a paragraph symbol and the paragraph number; between a percentage and the percent symbol; between day and month; between an amount of money and the currency symbol; between a prefixed academic degree and the person's first name; and after an abbreviation which is followed by a number (such as "Nr.", "Abs." and "Bd.>").

EXAMPLES:

in a footnote: ⁹⁹⁰For further references see Nr.^o5.

also in the main text: 15%; §53 Abs.^o4; 22^oMay; 15^o€; 300^ofl.; Dr.^oHans Lentze; Nr.^o24; Bd.^o3; Art.^o12.

The '**en dash**' is used between numbers and between multiple places of publication; **hyphens** are used for hyphenated names only. Neither are framed by spaces.

EXAMPLES:

1914–1918; 19th–20th centuries; pages 3–5; (Frankfurt am Main–Wien); Thun-Hohenstein; Windisch-Graetz.

3. References

This category comprises the footnotes as well as the list of sources and secondary literature (and of abbreviations, if applicable). In the footnotes the sources and secondary works cited are only provided in an abbreviated manner (short references, archival sigla). The full details are provided in the bibliography only.

The footnote number is superscripted. In the main text it follows the closing quotation mark and the punctuation mark. In the footnote itself the footnote is followed by a non-breaking space. Footnotes begin with a **capital letter** and always end with a **full stop** <.>.

EXAMPLES:

"An alien enemy, unless he be within the realm by the licence of the King, cannot sue in the King's courts."³⁴

The court in Porter v. Freudenberg also had to consider whether an alien enemy was "liable to be sued in the King's Courts during the war".¹⁴⁸

Avoid abbreviated references such as "op. cit.", "loc. cit.", et cetera. "Ebd." refers to the work that was cited in the preceding footnote; "DERS." and "DIES." point to the author whose name was given immediately beforehand.

Multiple references in a single footnote are given in alphabetical order and separated by semicolons <,>.

EXAMPLE:

BOWMANN, Mautwesen; KNITTLER, Habsburgische Domänen.

Page or column numbers from printed works are given without a preceding 'p.' or 'col.' and in Arabic numerals. If parts of books are paginated separately using Roman numerals (as for instance a preface), follow the original. It is acceptable to refer to the following page as 'f.'; however the use of 'ff.' to refer to more than one following pages should be avoided whenever possible. There is no space between the page number and the 'f.'.

When quoting from manuscripts, page or folio numbers should be provided if possible; 'pag.' or 'fol.' should be used to distinguish between the two. Recto and verso pages are indicated by a superscripted 'r' or 'v' respectively. If the original is not paginated the page number is substituted with the remark '(unpag.)'.

4. Referencing style

a) Monographs

Usually the **full reference** will consist of the following elements: First Name LAST NAME, Title. Subtitle (Place of publication, Year of publication); the **short reference** is made up of LAST NAME, Unambiguously abbreviated title and page number. There is no comma between the abbreviated title and the page number. The full reference is only provided in the list of works cited, whereas the footnotes always only contain short references.

EXAMPLE:

Otto BRUNNER, Adeliges Landleben und europäischer Geist. Leben und Werk Wolf Helmhards von Hohberg 1612–1688 (Salzburg 1949).

BRUNNER, Adeliges Landleben 57.

Academic degrees and other **titles of the author** (including military ranks and ecclesiastical dignities) are not provided. Abbreviated or omitted first names should be added, if possible. Nobiliary particles ('von', 'de', etc.) are provided in the full reference but not in the short one. They are also not used for the alphabetic ordering; thus, 'Oskar von MITIS' comes under 'M', not 'V'. The Dutch '*van*' on the other hand is part of the name: 'Gerard VAN SWIETEN' therefore comes under 'V', not 'S'.

Multiple places of publication are connected by 'en dashes' without separating spaces.

EXAMPLE:

Wolfgang BALZER, Die Wissenschaft und ihre Methoden. Grundsätze der Wissenschaftstheorie (Freiburg–München 1997).

The **edition** is indicated by a superscripted numeral immediately preceding the year of publication.

EXAMPLE:

Ernst BRUCKMÜLLER, Sozialgeschichte Österreichs (Wien–München ²2001).

If a book has several volumes, its title is followed by a comma, 'Bd.' and the volume's number. Should the volume have its own title there is a colon after the number and the volume's title is added (only in the full reference). In the short reference the volume is indicated only by its

number, i.e. the abbreviation 'Bd.' is omitted. In this case the page number is separated from the number of the volume by a comma. When the citation concerns the entire work the total number of volumes is also given.

EXAMPLES:

Alois KROESS, Geschichte der böhmischen Provinz der Gesellschaft Jesu, Bd. 1: 1556–1619 (Wien 1910).

KROESS, Böhmisches Provinz 1, 47.

Theodor WIEDEMANN, Geschichte der Reformation und Gegenreformation im Lande unter der Enns, 5 Bde. (Prag 1879–1886).

WIEDEMANN, Reformation 1, 20.

When a book is part of a **series** the series title and, if applicable, the number of the work within the series are included in the full reference as part of the parenthesis that provides the place and year of publication. There is an equals sign before and a comma after the series details. Supplementary volumes of journals are also indicated this way. The series editors are not given.

EXAMPLES:

Stefan BENZ, Zwischen Tradition und Kritik. Katholische Geschichtsschreibung im barocken Heiligen Römischen Reich (= Historische Studien 473, Husum 2003).

BENZ, Zwischen Tradition und Kritik 25.

Martin WAGENDORFER, Studien zur Historia Austrialis des Aeneas Silvius de Piccolomini (= MIÖG Erg.bd. 43, Wien 2003).

WAGENDORFER, Historia Austrialis 32.

Multiple authors are joined by a comma. In the short as well as in the full reference not more than three names of authors should be given. If there are more than three authors only the first is named, followed by "u.a."

EXAMPLES:

Antonius von STEICHELE, Alfred SCHRÖDER, Das Bisthum Augsburg, historisch und statistisch beschrieben, Bd. 5: Die Landkapitel Ichenhausen und Jettingen (Augsburg 1895).

STEICHELE, SCHRÖDER, Bisthum Augsburg 5, 47.

Ignaz NÖSELBÖCK u.a. (Hgg.), Oberösterreichische Weistümer, 4 Bd. (Baden u.a. 1939–1960).

NÖSELBÖCK u.a., Oberösterreichische Weistümer 3, 152.

Editors of edited volumes are treated in the full reference like authors but marked with the letters "(Hg.)", or "(Hgg.)" if a book has more than one editor. This information is omitted in the short reference.

EXAMPLES:

Ernst BEZEMEK, Willibald ROSNER (Hgg.), Vergangenheit und Gegenwart. Der Bezirk Hollabrunn und seine Gemeinden (Hollabrunn 1993).

BEZEMEK, ROSNER, Vergangenheit und Gegenwart.

However, if the book concerned is a later **re-edition** or the **collected body of work** of an author the editor is given after the title.

EXAMPLE:

Volker PRESS, Das alte Reich. Ausgewählte Aufsätze, edited by Johannes KUNISCH (= Historische Forschungen 59, Berlin 1997).

PRESS, Altes Reich 73.

Corporate bodies that appear as editors are named as such, however, their names are not written in small caps.

EXAMPLE:

Bibliographisches Institut (Hg.), Meyers Enzyklopädisches Lexikon, Bd. 1: A–Alu (Mannheim–Wien–Zürich 1971).

Bibliographisches Institut, Meyers Enzyklopädisches Lexikon 1, 1220.

c) Articles in books and journals

The full reference for **journal articles** consists of: First name LAST NAME, Title. Subtitle, in: <Name of the journal> volume (year) <page>-<page>.

EXAMPLE:

Karin PLODECK, Zur sozialgeschichtlichen Bedeutung der absolutistischen Polizei- und Landesordnungen, in: Zeitschrift für bayerische Landesgeschichte 39 (1976) 79–125.

PLODECK, Sozialgeschichtliche Bedeutung 81.

References to **daily newspapers** should include the number and date of the relevant edition. If the author's name is known the rules for journal articles (see above) apply analogously. Anonymous newspaper articles may be included in the list of works cited either as authored by "Anonymous" or with the assumed author's name in square brackets; a reference in the footnotes would however also be sufficient.

EXAMPLES:

Eugenie Schwarzwald, Eine stille Großtat, in: Neue Freie Presse Nr. 22069 v. 21. 2. 1926, 5–6.

SCHWARZWALD, GROßTAT 5.

Wiener Zeitung Nr. 267 v. 13. 11. 1860, 4528.

The full reference for **articles in books** and **authored articles in encyclopaedias** is: First name LAST NAME, Title. Subtitle, in: <Full reference for the edited volume, see above> <page>-<page>.

EXAMPLES:

Hans Christian Erik MIDELFORT, Adeliges Landleben und die Legitimationskrise des deutschen Adels im 16. Jahrhundert, in: Georg SCHMIDT (Hg.), Stände und Gesellschaft im Alten Reich (Stuttgart 1989) 245–264.

MIDELFORT, Adeliges Landleben 250.

Thomas OLECHOWSKI, Immunität, in: DERS., Richard GAMAUF (Hgg.), Studienwörterbuch Rechtsgeschichte und Römisches Recht (Wien 2010) 211–212.

OLECHOWSKI, Immunität 211.

If there are references to more than one article from an edited volume the latter may itself be listed in the inventory of works cited. In such cases it is sufficient to refer to the short reference for the edited volume when quoting from an individual article.

EXAMPLE:

Jan PETERS (Hg.), Gutsherrschaftsgesellschaften im europäischen Vergleich (Berlin 1997).

Martina SCHATTKOWSKY, Ein kursächsischer Hofmarschall als Gutsherr: Christoph von Loß auf Schleinitz (1574–1620), in: PETERS (Hg.), Gutsherrschaftsgesellschaften 295–309.

Authored articles in encyclopaedias are treated like articles in an edited volume (see above). If the name of the author is not provided there is only a reference to the encyclopaedia itself with the relevant page or column numbers; the title of the article is not given.

EXAMPLES:

Gernot KÖBLER, Zielwörterbuch europäischer Rechtsgeschichte (Gießen-Lahn ⁵2009).

KÖBLER, Zielwörterbuch 626.

Bibliographisches Institut (Hg.), Meyers Enzyklopädisches Lexikon, Bd. 1: A–Alu (Mannheim–Wien–Zürich ⁹1971).

Bibliographisches Institut, Meyers Enzyklopädisches Lexikon 1, 1220.

The treatment of **scholarly commentaries and annotated editions of statutes** differs depending on whether they were written by a single author/a collective of authors, or by a number of authors who were individually responsible for specific parts or sections of the statute. In the former case, the book is treated like a monograph. In the latter case, the name of the respective author is followed by a reference to the commentary as such (or a short reference, if referred to more than once), the number of the relevant section and either page number, recital or case number.

EXAMPLES:

Ernst Eugen FABRIZY, Die österreichische Strafprozessordnung (Wien ¹¹2011).

FABRIZY, StPO 45.

Oskar PISKO, in: Heinrich KLANG (Hg.), Kommentar zum Allgemeinen bürgerlichen Gesetzbuch¹ Bd. II/2 (Wien 1934)

or (if Klang's commentary is cited more than once):

Oskar PISKO, in: KLANG, ABGB II/2.

PISKO, in: KLANG § 901, 352.

d) Unpublished academic theses

Unpublished doctoral or master **theses** etc. are treated like monographs. Place and year of publication are substituted by the type of thesis (Ph.D., LL.M., phil. Diss. etc.), the name of the university and the year of submission.

EXAMPLE:

Reinhard EICHWALDER, Georg Adam Fürst EICHWALDER, Starhemberg 140. Starhemberg (1724–1807). Diplomat, Staatsmann und Grundherr (phil. Diss., Univ. Wien 1969).

e) Online resources

First name LAST NAME, Title. Subtitle [URL] (date of publication/retrieved on: date). Make sure not to break the URL. If available, provide page numbers (particularly with PDF files) or paragraph numbers etc.

EXAMPLE:

Peeter JÄRVELAID, Die Gründung der Universität zu Dorpat (Academia Gustaviana) im 17. Jahrhundert im europäischen Kontext
[<http://fhi.rg.mpg.de/articles/pdf-files/9709jaervelaid.pdf>] (22. 9. 1997 / 23. 7. 2014).

JÄRVELAID, Universität zu Dorpat 3.

f) Archival sources

The citation should contain the following elements: Name of the **institution** where the material is kept and its **location** (if this is not obvious from the institution's name), full shelf mark of the

relevant material according to the institution's own convention, **position** of the passage cited within the material (as precise as possible).

Sigla may be used for the institutions. Unless they are included in the shared list of abbreviations (see below, 5), they need to be resolved in a separate list that follows upon the main text of the article.

When citing from bound **manuscripts** the relevant page or folio numbers should be provided, if possible. Pages and folios are distinguished from each other using the appropriate abbreviation (i.e., either "pag." or "fol."). Recto and verso pages are indicated by a superscripted 'r' or 'v' respectively. If the original is not paginated the page number is substituted with the remark '(unpag.)'.

EXAMPLES:

HA der Regierenden Fürsten von Liechtenstein (Vaduz), Hs. 1318, fol. 32^r–337^v.

If **files** are not foliated a short description/characterisation of the individual piece is placed in front of the reference.

EXAMPLE:

Hülsemann to Rechberg, report no. 40, 2. 5. 1861, HHStA, Ministerium des Äußern, Administrative Registratur, Fach 36, Kart. 6.

Citations of **official documents** or deeds require the names of issuer and recipient and the date of issue to be placed in front of the reference, unless the information is provided in the main text anyway.

EXAMPLE:

Maximilian I. for Wohunka von Boskowitz, 25. 8. 1516, StA Eggenburg, Urk. 107.

Similarly, citations of **letters** include the names of sender and recipient as well as the date, unless provided in the main text. This information is also placed in front of the reference.

EXAMPLE:

Gundaker von Liechtenstein to the Regent, 2. 12 1639, HA der Regierenden Fürsten von Liechtenstein (Vaduz), Hs. 269/II, pag. 460f.

g) Legal documents

References to Acts of Parliament, parliamentary protocols, court cases etc. should follow the standards used by the legal community of the relevant jurisdiction. For Austrian legal documents see Herbert LOEBENSTEIN (founder), *Abkürzungs- und Zitierregeln der österreichischen Rechtsprache und europarechtlicher Rechtsquellen (AZR)* (Wien 2008).

5. Abbreviations

A distinction is made between sigla and abbreviations. Sigla (HRG, HHStA, MIÖG) do not usually end with a full stop, whereas in general abbreviations (vol. ed., *ibid.*) do. The sigla and abbreviations listed in <http://www.rechtsgeschichte.at/beitraege/Abkuerzungen.pdf> should be given preference. If it is necessary to introduce further sigla or abbreviations they should be formed upon the model the standard works of the relevant field. Any additional sigla and abbreviations are listed in a separate inventory which is placed below the main text.

Translation: Ramon Pils