

Guidelines Gutenberg-Jahrbuch

Last updated: November 5, 2014

The Gutenberg-Jahrbuch publishes contributions in German, English (preference: American English), French, Italian and Spanish. It is published annually; the publication date is that of the annual members' assembly in June.

The submission deadline for manuscripts is September 30 of the year before publication. Authors are asked to submit their articles to the editor according to the guidelines below and in digital form (on a CD or via E-Mail). Only manuscripts which adhere to the guidelines will be reviewed. Please send a printed paper version of your contribution to the editor as well.

1. Guidelines

The layout and typography of the Gutenberg-Jahrbuch are carried out by a typesetter. We ask our authors not to undertake their own formatting. This can lead to extra work in the editing and typesetting process and thus to extra costs.

Please choose the font Calibri, 11 point, 1.5 spaced, the margins on "regular" in Microsoft Word.

1.1 Title and abstract

Please indicate

Full name of author

Main title

Subtitle

(aligned left, no paragraphs, periods; no font changes, that is no underline, bold, etc.)

The editors may ask authors for changes regarding the title/subtitle.

We now include English-language abstracts for our articles. Please submit an English abstract (1,200 to 1,500 characters including spaces) with your article.

1.2 Paragraphs, page break, indentation

Please do not use automatic pagination and do not use headers and footers. The text should be a continuous text. Start new paragraphs using "Enter". Do not add your own hyphenation.

Please do not begin paragraphs with indentions!

Please align left, do not use justification.

Please do not use all caps and do not change the spacing of the font.

Always use a single space between words. Between a period and the beginning of a new sentence, please also use a single space. No spacing between punctuation marks (i.e. :?!) and the preceding word.

Please send tables, graphs, etc. separately as an image file (.pdf, .jpg, .tif) or an Excel or Word file. Indicate the position in the text like this: [Table 1] or [Figure 1]. Do not add lines, frames, etc.

1.3 Setting apart terms etc.

Please italicize terms, etc. in your text if you would like to set them apart.

1.4 Symbols

If you use symbols (or accented letters of the alphabet or non-Latin alphabets), please make a note at the beginning of your manuscript for our typesetter. In your text, mark these symbols like this: [[ô]].

1.5 Quotations

Do not change the format of quotations. Mark omissions in your quotations with square brackets: [...]. Regarding punctuation, please double-check whether punctuation marks are part of the quotation or not: “printed in Philadelphia.”¹ or “printed in Philadelphia”.¹

Other languages:

German: »gedruckt in Nürnberg«

French, Spanish, Italian: «pointe de flèche», «La actividad de Hernando de París como impresor», «la stampa è a due colori, rosso e nero»

Latin: »amor vincit omnia«

1.6 Titles of monographs, articles, periodicals

Please italicize any titles in your text.

1.7 Dates

In your continuous text:

1952; November 25, 1952; 1952/53; 1952–67

In your footnotes:

1952; 25./26.11.1952; 1952/53; 1952–67

Please note that the date is abbreviated in the form DAY.MONTH.YEAR.

Please spell out numbers up to and including 12 as well as full 10s, 100s, 1,000s. In case of questions, please contact the editorial team in case of lists, tables etc. which include numerical data.

2. Adding footnotes to the continuous text

The Gutenberg-Jahrbuch does not publish references in a separate list of Works Cited or a Bibliography. Instead, the references are only given in the footnotes. The first mention will give the complete reference, the second (etc.) mention will give an abbreviated reference and refer to the footnote which gives the complete bibliographical information.

Please add your footnotes manually, in superscript. Our typesetter will layout the notes and text simultaneously, page by page. Please do not use automatic footnote programs! Instead, please send us two separate files (.doc or .docx): the first file should contain the text and the second the footnotes.

Take note of our list of abbreviations (which can be found at the end of each GJ). Depending on your topic, you may introduce further abbreviations. Be sure to talk to the editorial assistant before doing so.

2.1 Footnotes

The file containing the footnotes should just list the number and then the footnote. Please do not use superscript in this file, and please do not use parentheses or punctuation marks to set apart the number of the footnote. Each footnote should end in a period.

Names of authors and editors should always be in small capitals, not all caps!

Please do not use f./ff. – always give the exact page numbers.

Examples:

a) **Monograph:** Author in small caps: *Title*. Place of publication Year of publication, + (when quoting) page number.

FRIDRICH PFAFF: *Festschrift zum vierhundertjährigen Bestehen des Freiburger Buchdrucks*. Freiburg 1893, p. 17.

b) **Monograph in a series:** Author in small caps: *Title*. Place of publication Year of publication (Name of series. Number), + (when quoting) page number.

AUGUST WILLBURGER: *Die Konstanzer Bischöfe Hugo von Landenberg, Balthasar Merklin, Johann von Lupfen und die Glaubensspaltung*. Münster 1917 (Reformationsgeschichtliche Studien und Texte. 34/5).

c) **Entry in an encyclopedia/catalog:** Author in small caps: *Title of entry*. In: [Encyclopedia like monograph], vol., page numbers.

HERBERT INNENKÖTTER: Johann Fabri. In: *Theologische Realenzyklopädie* (TRE). Vol. X, pp. 744–88.

d) **Contribution in periodical:** Author in small caps: *Title*. In: *Title of periodical*. Volume number (year) Issue number, page numbers, +(when quoting) exact page number of quote.

Please make sure to use the abbreviations in the index.

BERND MÖLLER: Die Konstanzer Reformationsdrucker. In: *AGB 2* (1960), pp. 729–33, here p. 732.

BERND MÖLLER: Zwinglis Disputationen. Teil I. In: *Zeitschrift der Savigny Stiftung für Rechtsgeschichte. Kanonistische Abteilung*. 56 (1970), pp. 275–324, here p. 292.

e) **Printed book/manuscript in a library:** Author in small caps: *Title*. Place of publication Year of publication. Library, call number.

Usszug der Ordnung und Reformation zur abstellung der Mißbreuch und uffrichtung einen erbern wesens und wandels in der Geistlichkeit durch bepstlicher heiligkeit Legaten uffgericht. Johannes Wörlin 1524. UB Freiburg, Sign. HB 2040.

f) **Call numbers in libraries**

If the library/archive/museum is included in the list of abbreviations:

BL Inc. 1350

If the library is not included, give the name of the institution using our general abbreviations (museum = M, library = L, etc.) + comma + call number.

UB Erlangen, Inc. 1350.

g) **Contribution in edited volume:** Author in small caps: Title. In: *Title of edited volume*. Ed. Editor in small caps. Place of publication Year of public, page numbers, +(when quoting) exact page number of quote.

ALFRED SCHINDLER: Cajetan, Zwingli und ihr Mittelsmann Joachim Am Grüdt. In: *Kirche Kultur Kommunikation. Peter Henrici zum 70. Geburtstag*. Ed. URBAN FINK and RENÉ ZIHLMANN. Zürich 1998, pp. 721–42, here p. 725.

h) **Dissertations:** Author in small caps: *Title*. Diss. phil./jur./ing. Place of university, +(when quoting) exact page number of quote.

ROLF STÜMPEL: *Die manuelle Reproduktion*. Diss. phil. Mainz 1980, S. 41.

HANS BROERMANN: *Die Berliner Buchbinderei. Die geschichtliche Entwicklung seit der Mitte des 19. Jhs und die gegenwärtige Lage*. Diss. jur. Münster 1923.

It is possible to indicate the fact that a published work was also a dissertation:

CHRISTOPH BECKER: *Giordano Bruno – Die Spuren des Ketzers. Ein Beitrag zur Literatur-, Wissenschafts- und Gelehrten-geschichte um 1600*. 3 Bde. Stuttgart 2007 (Diss. phil. Marburg 2003).

i) **Internet Sources:** Use caution when quoting from internet sources. The citation should make it possible for readers to find the source you have worked with. Sources that are stable, e.g. that have Digital Object Identifiers (DOI) or Stable URLs, are ideal. When quoting internet sources, name/describe the source and give a shortened URL. Do not include hyperlinks. Begin the reference with a complete bibliographical description according to the rules delineated above. Then add the URL and the date last consulted.

Stuttgart LArch. BW, A 602 Nr. 12839. Description available online: <http://www.landesarchiv-bw.de>. [30.9.2013].

EMILY GRAY: *The Florentine Printed Image: The Origins, Forms and Functions of Early Engravings c. 1460–1485*. PhD diss. London 2013 (available on www.academia.edu, [30.9.2013]).

SUZANNE KARR SCHMIDT: Georg Hartmann and the Development of Printed Instruments in Nuremberg. In: *Ibid: Prints and the Pursuit of Knowledge in Early Modern Europe*. Cambridge (MA / USA) 2011, pp. 268–315. For depictions of 59 paper instruments by Georg Hartmann from the 1520s to the 1540s, search “Georg Hartmann” in the VKK (www.virtuelles-kupferstichkabinett.de) [30. 9. 2013].

Please also double-check our list of abbreviations for online sources such as BSB-Ink, etc.

3. Captions

Please send us a separate file with your captions. Captions do not end in a period.

Example: [Fig. 1] The Butler MS central fold p. 343 with six pinpoints circled

4. Illustrations

Please send us your suggestions for illustrations, ideally in digital form (.tif/.tiff files, at least 300 dpi). You can also send us originals which we will then digitize for you.

Do not save your images in the text file! Mark the position of images in the text like this: [[Fig. 1]]. Sometimes, for layout-specific reasons, we can not guarantee a certain position in the text. Please number all of your illustrations and send us a print-out of them with numbers and captions.

Please do not send your own details of larger images. Instead, send us the original version (ideally full image of a page or a book) and specify the detail you would like to show. We can achieve the best print quality if the scans or photographs are executed professionally. We reserve the right to decide whether the image quality is acceptable for publication; we also reserve the right to decide whether the images will be printed in color or in b/w.

Images should not be for decorative purposes only, but should be integral to the argument.

Authors are responsible for the acquisition of publication rights to the images they suggest. Before we send the files to the typesetter, we need to have written permission to publish the images from the institution which holds the copyright.

Thank you for your cooperation. We will be glad to answer any questions regarding our guidelines.

You can reach us via E-Mail at

[info\(at\)gutenberg-gesellschaft.de](mailto:info@gutenberg-gesellschaft.de) (Dr. Juliane Schwoch, executive secretary of the Gutenberg-Society)

[fuessel\(at\)uni-mainz.de](mailto:fuessel@uni-mainz.de) (Prof. Dr. Stephan Füssel, editor)