

SPECIMINA NOVA PARS PRIMA SECTIO MEDIAEVALIS
INSTRUCTIONS FOR AUTHORS

Accepted document formats: MS-Word (Win7), OpenOffice (odt-format)

Page settings: default settings to margins (2,5 cm for all),

Page number: NO

Main Text: Times New Roman 12pt,

Footnote Text: Times New Roman 10pt,

Main Text format: Arabic numerals are to be used for indicating century/-ies (e. g. 14th century, in the 13th -14th centuries, etc.). Roman numerals should be used for numbering chapters and indicating sovereigns, popes, etc. (e. g. Pope John XXII, Emperor Henry IV).

Direct quotations of texts are to be placed in quotation marks (“...”)

Special terms, isolated words and phrases in foreign languages (mainly in Latin) should be *italicized*.

Footnote Text: Arabic numerals are to be used for indicating century/-ies (e. g. 14th century, in the 13th -14th centuries, etc.). Roman numerals should be used for numbering chapters and indicating sovereigns, popes, etc. (e. g. Pope John XXII, Emperor Henry IV).

Direct quotations of texts are to be placed in quotation marks (“...”)

Special terms, isolated words and phrases in foreign languages (mainly in Latin) should be *italicized*.

Citation practice
(in notes):

Complete bibliographical data should be referred in first citation, thus:

First Name(s) Surname (do not abbreviate!) [Harald ZIMMERMANN]:
Title. Subtitle. Volumes. Editor(s). Date(s) of publication. Place(s) of publication (name of series, and volume number(s)). Page(s) cited.

Multiple titles (regarding authors, editors, years, places of edition and volume numbers) must be separated by a sign hyphen (“–”).

The abbreviations “p”/“pp” are to be used for page references to English and French, the abbreviation “S.” for page references to German modern printed works.

After the first reference an abbreviated form should be used as follows: name of the author and date of publication (cited hereafter: ZIMMERMANN 2002). First name: always with normal letters, surname must be typed always with little capital letters, e.g. Harald ZIMMERMANN. The different elements of the bibliographical data must be separated by a dot (“.”).

The title of books, independent works, periodicals, volumes/collections are always to be *italicized*.

Articles published in a volumes/collections should be referred in the following form:

In: *Title of volume/collection*. Ed(s)/Éds./Hrsg. [depending on the language of it] nr. (year) pages (from-to) referred page(s) [actually cited page(s)]

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