

KIRCHLICHE ZEITGESCHICHTE/ CONTEMPORARY CHURCH HISTORY

STYLE SHEET FOR AUTHORS

- I. The Manuscript

- II. Particular editorial conventions

- III. Citations and quotations

- IV. Bibliographical issues

I. The Manuscript

1. The Manuscript should not exceed about 20 pages (ca. 6.000 words, ca. 40.000 letters or ca. 45.000 letters including spaces).

2. The Manuscript should be submitted as printed copy and at the same time in the form of a computer file, email attachment or CD. In this case this should be a WORD text document (preferably Word 2003/2007/2010). If this programme is not available, in exceptional cases the author refers back to other Software packages. Any one of these should be at least be a guaranteed ASCII-Code.

3. The main text should be printed in 12-point and with a line spacing of 1½. At the end there should be a short summary (of 10 to 15 lines) presenting the general argument of the

article. This summary text is most important. Please note that it will be translated (mostly into English), in order to give readers who are unable to read in their native language the opportunity to read a quick overview of the text. Please write your Summary as simply as possible so that our translators are spared unnecessary stress! If it is possible for an English translation of the summary to be submitted this would be greatly appreciated.

4. The head of the manuscript should adopt the following format:

Title

Sub-title (if appropriate)

Author's forename, Author's surname

Dedication, Motto, etc.

5. The organization and structure of the text must be as clear as possible. Paragraphs should be clearly marked. Each paragraph should be followed by a larger intervening space. Subheadings should be in italics.

6. References for the whole article must be numbered throughout. You may use choose to use footnotes. These should be presented in 10-point type.

7. Footnotes must be listed numerically and consecutively. If a punctuation mark follows, then the footnote should be placed after the stop. When, however, a comma follows, then the footnote is to be placed before the comma. A space may be left either before or after the footnote number so that punctuation may follow.

Examples: nnn.¹ nnn², mmm...

For references and citations, please see below.

Each reference begins with a Capital letter and ends with a full stop.

8. It is important to be consistent throughout the text. This also applies to references and all bibliographical instructions.

9. The presentation of numbers should also be consistent throughout the text. In the case of

higher number a Stop should be placed after the third digit.

Examples: 500.000 inhabitants 1.234.567,80 DM

10. **Dates** given in the text should state the month in full while in the footnotes dates should be presented in the following abbreviated form:

Example Text: 8. Mai 1945

Example: Footnotes: 08.05.1945

11. After full stops, commas, semi-colons and dashes it is always necessary to leave a space. The same applies to the text of the footnotes.

12. At the end of the article should be found the address of the Author/Authors (Forename and surname, street with house number, place with postcode). The fore- and surname should be in italics.

II. Particular editorial conventions

1. *Title of a work (but only in the text), words or groups of words, which require emphasis are to be italicised.* Underlined or bold text is not to be used as these measures only serve their purpose when employed in very specific cases. Names in general should not be written in bold.

2. Single inverted commas ('mmm'): to be used for words, ironic, 'unspecific', 'with reservations'; citations within citations.

3. **Double inverted commas** ("mmm nnn"): Citations.

III. Citations

1. Citations should be put in double inverted commas, while citations within citations should be placed in single inverted commas.

2. In the case of citations it is particularly important to observe the following conventions concerning the point at which the reference number for the citation may be placed.

Examples:

"¹ shows that the full stop is part of the quotation.

"1 shows *that the full stop ends a sentence, but is not part of the quotation.*

Here the Footnote number is without following spaces. Also no spaces follow from the digit/figure. An exception may be made for a footnote following the quotation. Here it closes itself with a space.

3. Omissions within quotes should be marked with three stops. The stops used for omitted material within citations are put in **square brackets**.

Example: "mmm [...] nnn"¹.

Citations always end with closing quotation marks after the cited passage of text. The omission of number at the end of a citation is unusual.

Example: *not:* "mmm [...]."¹, *but:* "mmm"¹. (See also above and III.2)

4. **Longer citations** (of ca. five lines) that form a coherent whole can be distinguished from the main text by indentation and/or lower-case letters (see II.3)

5. Citations should, as a rule, be given in the references. An exception to the rule is possible if the same work, edition or source is often quoted. Then the reference can be given within the main text itself in inverted commas in order to keep the number of footnotes down. Example: . SIGLE; page number; volume, page number. This must be made clear from the first reference in a note.

6. When the same work is being quoted repeatedly then the full reference is only given at first citation. In the case of later citations from the same source it is sufficient to give the name of the author (without forename), short title, abbreviation and reference, so that the complete bibliographical instruction may be found, and the page number.

Example: Scholder, Kirchen, Loc. Cit. (Note 1), Vol. 1, 38.

7. In each case the page number should be given without the use of SIGLE. The same goes for every further line of numbers. *Ff* is to be distinguished from numbers by a space. In the case of referencing several individual pages of the same title then the pages numbers are to be distinguished from each other by semicolon and spaces.

Example: See Scholder, Kirchen, Loc. Cit. (Note. 1), Vol. 1, 38; 49 f.

The same goes for every further line of numbers.

8. If the text that has been referenced has no quotation, then the foot note should begin with cf.

Example: The clarity of the relationships of Hilfswerk and the EKD were above all definitely stated through the constitution of the Hilfswerk organization. ¹⁰ – *Footnote text:*

¹⁰ Cf. Wischnath, Kirche in Aktion, Loc. Cit. (Note. 6), 180 ff.

9. If consecutive footnotes refer to the same title, then the following should be observed: If the same page is referred to then an *ibid.* Suffices; in the case of different page references of the same publication then *loc. cit.* as well as the page numbers separated by comma.

IV. Bibliographical issues

Bibliographical references should contain:

Published works: First name and the name of the authors, resp. the editor – and in the case of the last with the addition (ed.), by more than one (eds.); complete title, if applicable subtitle; if applicable volume number, then place of publication and date of publication. (The number of published issues should be given before the date of publication). Names (both first- and surnames) should be written in full; initials are not accepted.

Examples:

Klaus Scholder, Die Kirchen und das Dritte Reich, Bd. 1: Vorgeschichte und Zeit der Illusionen 1918-1934, Frankfurt/M.-Berlin-Wien 1977; Bd. 2: Das Jahr der Ernüchterung 1934, Barmen und Rom, Berlin 1985.

Ferdinand Schlingensiepen, Dietrich Bonhoeffer 1906-1945: Martyr, Thinker, man of Resistance, London 2010.

Klaus Scholder (Hg.), Die Mittwochsgesellschaft. Protokolle aus dem geistigen Deutschland 1932 bis 1944, Berlin 1982.

Keith Robbins, England, Ireland, Scotland, Wales: The Christian Church 1900-2000, Oxford 2008.

In case of further author(s); the individual names should be separated by a forward slash (/). In case of more than one place of publication; the places are to be separated by a hyphen (-). Series are indicated by the standard way of abbreviation (in accordance with the International Abkürzungsverzeichnis for Theology and Grenzgebiete, ed. By Siegfried Schwertner, Berlin-New York [2](#), 1994) according to title, if applicable sub-title in brackets. Numbering before the volume number is not applicable.

Example:

Joachim Köhler/Damian van Melis (Hgg.), Siegerin in Trümmern. Die Rolle der katholischen Kirche in der deutschen Nachkriegsgesellschaft (KoGe 15), Stuttgart-Berlin-Köln 1998.

2. Contributions to edited works: Name and first name of the author, full title, if applicable sub-title, in: Name and first name of the publisher as well as (ed.), full title of the volume in the series etc. (as in 1), page number.

Example:

Peter Steinbach, Widerstandsdiskussionen im politischen Wandel der Bundesrepublik Deutschland, in: idem. (ed.), Widerstand. Ein Problem zwischen Theorie und Geschichte, Köln 1987, 311-334.

3. **Periodicals:** First name and Surname of the author, full title, if applicable sub-title, in: Title of the Journal in the usual abbreviated form, volume number (year), page number.

Example: Robert P. Ericksen, Widerstand als ambivalenter Gegenstand historischer Forschung: Am Beispiel der evangelisch-theologischen Fakultät der Universität Göttingen, in: KZG 1 (1988), 68-79; here: 70.

1. When referencing to materials from Archives; by the first reference (ex. Letter from A to B, 19.02.1963) please write the years in full; this also applies to other dates), then by further referencing the Archive and the number of the document. When referring to the Archives standard abbreviations are permitted.

Example: Letter A to B on 19.02.1963, BA Abt. Potsdam, ABC Nr. 111.