

**Stylesheet
for English contributions to**

***Zeitschrift für Unternehmensgeschichte.
Journal of Business History***

Manuscripts can only be submitted if they are not concurrently under consideration elsewhere and if they have not been previously published.

1. General Formal Requirements

At the **top of the article** come: *Author* (without academic degrees) / *Title* / *Subtitle*, each in a separate line.

If the main title is more than 80 characters long, please suggest a **shortened title** for the article heading.

At the head of the article comes an **abstract** in English, stating also full title and subtitle.

At the end of the article comes the **author's address** including her or his academic degrees, e.g.: *Author's address*: Prof. NN, PhD, University of...

2. Headings

The paragraph structure should be organized into no more than three levels of headings:

Heading 1

 Heading 1.1

 Heading 1.2

 Heading 1.1.1

 Heading 1.1.2

Heading 2

 Heading 2.1

 Heading 2.2 ...

Count your headings **only if absolutely necessary** (I., 1., a), b), ...)

3. Formal requirements for the manuscript

- style: **justified** and **double-spaced**
- **no** indentation after any headings
- otherwise, **the first lines** of all paragraphs are **indented**
- **notes**: either as footnotes or as endnotes

4. Quotation marks

In principle, **only double quotation marks** are used. Only if quotation marks appear within a quote, single quotation marks are used.

Style: «...»; and not “...“; single marks: < ... >, and not inverted commas (, ... ’).

Double quotation marks are used as follows (please also observe the position of the **superscript**):

a) With **quotes that come as a complete sentence**:

«The next day, a meeting was held.»¹

b) With **quotes within a sentence**:

The initiative for this motion was the result «of British advice»¹, although this was denied later.

c) With **quotes concluding a complete sentence**:

The author reported that «the next day, a meeting was held».¹

d) With **expressions that are used ironically, qualificatorily etc.**, even when they are foreign-language, e.g. «jumbo» emission.

e) – With **titles of books and of articles in journals**, of decrees etc.; the same applies for foreign-language titles; e.g.: «The Principles of Political Economy and Taxation»

- **Abbreviated names of journals and newspapers** like FAZ, ZEIT **without quotation marks** (however, «Die Zeit», see next item).

- **Quotation marks, however, are used with names of journals** like «Frankfurter Hefte», «Die Neue Zeit», insofar as they appear as part of the argument; the same style is used in the notes.

- However, if **names of journals are quoted for bibliographical purposes**, then there are no quotation marks in the text nor in the notes.

f) - Only in exceptional cases, **names of institutions** should be put into quotation marks, for instance when a new name is being introduced, e.g.:

In addition, their former central giro office named «Berliner Stadtbank» was included under the ban.

- **Names of political parties: without** quotation marks.

g) **Modes of operation, groups** etc. should only in exceptional cases be put into quotation marks, if the context suggests this, e.g.:

Here, for the first time the idea of a «liquidity management group» was developed.
(cf. 4.c)

5. Italicizing

Only *italics* are used in order to indicate special meaning in the text. They are used for:

a) Emphasizing (e.g.: In fact, the amount was far *greater* than that.)

b) Names of institutions in a foreign language (e.g., *Société nationale des chemins de fer français*)

c) Foreign-language expressions (only if they are not put into quotation marks, e.g. *cum grano salis*)

6. Numbers

- **Numbers up to twelve are spelled out**

- Four-digit, seven-digit etc. numbers are written in the German style with a dot instead of a comma, eg: **1,000; 1,000,000**
- **Dates:** 12 May 1967 in the text; in the notes: 12.5.1967.
- **20s, 1930s:** usually, only write 20s, 30s etc.; only if the article covers several centuries, the century should be indicated by writing 1920s, 1820s etc., unless it is clear from the text which century is meant.
- **per cent or %: in the text:** 100 per cent, 50 per cent, 7.5 per cent, ½ per cent, one per cent; **in the notes,** 100%, 50 %, 7,5 %, ½%, 1%
- **mil** for million
- **bil** for billion
- names of **currencies** like Mark and Reichsmark, Euro, dollar etc. are spelled out in the text; however, if amounts are stated, write 100 DM or 3,500 RM or 50 EUR or \$450

7. Superscript

Superscript is always used behind the punctuation mark concluding the sentence.¹

8. Names in the text

- When **stated first, give the first name**, afterwards only the family name.
- **No academic degrees**, except when writing a biographical sketch, when quoting and wherever it may be necessary for understanding the argument.

9. Quotes in foreign languages

Please translate longer passages. Short expressions may be left in English.

10. Omissions

Omissions within quotations are indicated by square brackets [...].

11. Tables, Diagrams and Illustrations

Each of them is given a caption. If there are more than one, they are given a number in the caption, for instance: *Table 1: Yearly Average Income*. The counting makes it easier to make references in the text, because in the finished print it might not always be possible place the table, diagram or picture immediately with the text referring to it. Therefore, it is advisable to insert a referrer, such as *cf. table 1*.

12. Notes

Titles in the notes are always written in italics.

When **referred to for the first time**, the source has to be stated with the title italicized and page numbers coming after the comma without p. or pp.; the impression is indicated by a superior number immediately before the year of publication, e.g.:

Eberhard Kolb, *Die Weimarer Republik*, Munich ³1993, 123.

Lothar Gall et. al., *Die Deutsche Bank 1870-1995*, Munich 1995.

Lothar Gall/Manfred Pohl (eds.), *Unternehmen im Nationalsozialismus*, Munich 1997.

When quoting from **edited volumes**, only the title of the **article** is italicized:

Gerald D. Feldman, *Die deutsche Bank vom Ersten Weltkrieg bis zur Weltwirtschaftskrise 1914-1933*, in: Lothar Gall et.al., *Die Deutsche Bank 1870-1995*, Munich 1995, 138-314.

With each **subsequent reference**, a shortened title is given with reference to the first note in the article that stated the full bibliographical details, e.g.:

Kolb, *Die Weimarer Republik* (cf. n. 1), 214.

Gall et.al., *Die Deutsche Bank* (cf. n. 7).

Gall/Pohl (eds.), *Unternehmen im Nationalsozialismus* (cf. n. 14), 117.

If there are **more than two authors/editors**, only the first is named and the others indicated by et al., e.g.:

Jan-Otmar Hesse et al. (eds.)

If there is **more than one place of publication**, state only the first one without any reference to the others, e.g. Hamburg 2002.

Names of places of publication with an appendix are styled as follows: **Frankfurt a. M.**, and not Frankfurt am Main or Frankfurt/Main.

When **repeating a title immediately in the next note**, use *ibid.* for the title.

Articles from periodicals are cited as follows:

<Author>, <title of article>, in: <periodical title> <number> <(year of publication)>, <pages>[, <page number referred to>]

E.g.:

Hartmut Kiehling, *Die wirtschaftliche Situation des deutschen Einzelhandels*, in: *Zeitschrift für Unternehmensgeschichte* 1 (1996), 1-27.

Hartmut Kiehling, *Die wirtschaftliche Situation des deutschen Einzelhandels*, in: *Zeitschrift für Unternehmensgeschichte* 1 (1996), 1-27, here 12f.

- Each note is concluded by a full-stop.

- The word **editor** or **editors** is always abbreviated as **(ed.)** or **(eds)**

- **Page numbers** are written without preceding p. or pp., only the numbers are given, e.g. 14-37.

- Please write **page numbers** according to the German reference e.g. 15-19, 514-598, 690-730, etc.

- The **edition** is indicated by a superior number immediately before the year of publication, e.g.:
Munich³1998.

- **Number** and **volume** of periodicals: please identify only the number and omit the volume, e.g.:
Zeitschrift für Unternehmensgeschichte 1 (1996).

13. Data storage devices

Please send your manuscript, preferably in the MS Word Document format, to the email address:
ahschneider@unternehmensgeschichte.de

You may also send your manuscript to the editors on a floppy disk or CD-ROM together with the **identical text** printed out.

Tables, Diagrams and Pictures should be attached or saved as individual files, and the storage device should be labelled as to which software application was used.