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## Formatting requirements

Dear Authors,

Please find our formatting requirements for all manuscripts below. All manuscripts that are submitted to us must be formatted accordingly. We kindly ask you to read our 'For Authors' section in addition to ensure that you are fully aware of all of our requirements.

The Medaon editorial team  
March 2017

### General Requirements

- Language: German, English.
- Format: Word (.doc) or Rich Text Format (.rtf).
- Font: Times New Roman, Font size: 12, Spacing: 1.5.
- The following formatting requirements apply where in-text references are concerned:
  - Quotation marks (double) "Example ...." for direct quotes with reference;
  - Quotation marks (single) 'Exampe ... ' in all other cases;
  - Cursive for other forms of highlighting;
  - Please do not utilize in-text referencing in any other format. Thank you!
- **Title:** should be short and concise and capture the gist of the content (a maximum of 7 words), a sub-heading may be included
- **References:** Please utilize footnotes for the purposes of referencing your sources. These are merely for the purpose of marking the source of referenced material and not for further discussion.
- **Abbreviations** (e.g. name of an institution) need to be spelled out upon first reference in the text
- Please provide a **bilingual glossary** of 10 words maximum (significant terms, names, places)
- Please supply the following details: Full name, date of birth, profession / academic field, research interests / specialism, relevant past publications and current research projects

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- The editorial team reserves the right to decide if pictures submitted by the author are to be included. Please supply original images in the following format: .jpg , .tif.

- *Tables, graphs and figures should be submitted in a separate file.*

### **Formal requirements for different kinds of manuscripts**

Please be aware that all Medaon publications are first publications and parallel publication in other formats is not permitted.

#### *Introductions to a research focus (series)*

These manuscripts should be discussed with the editorial team prior to their submission to determine their length. A maximum of 10.000 characters should not be exceeded.

#### *Articles*

Articles should not exceed a maximum of 40.000 characters (including footnotes and spaces). A bilingual abstract should be submitted in order to summarize the research question and the author's thesis in no more than 600 characters (including spaces).

#### *Miscellaneous*

Manuscripts intended for this section should not exceed 10.000 characters (including footnotes and spaces). For manuscripts intended for the series 'Biographies of Jewish women' or 'Relektüre' the word count is to be discussed with the editorial team.

#### *Sources*

Manuscripts should not exceed 10.000 characters (including footnotes and spaces).

#### *Education*

These contributions may introduce current or past projects of an educational nature. A piece of this kind should not exceed 10.000 characters (including footnotes and spaces). Should you wish to exceed the given word count, please contact the editorial team about this in due course.

Additionally, manuscripts concerned with aspects relating to education in primary and secondary schools or in the realm of museum education may be presented in this section. Such a piece should not exceed 40.000 characters (including footnote and spacing). A bilingual abstract, summarizing the research question and thesis, should be submitted.

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Reviews

Please submit your peer review six months following the submission of the piece that you have been asked to review. When in doubt, please contact the editorial team. Peer reviews are by invitation only. A peer review should not exceed 10.000 characters (including footnotes and spaces). Multiple reviews for any given manuscript need to be discussed with the editorial team.

Please supply your references (in the header of your manuscript) in the following manner:

Author / Publisher (Name, Surname): Title (Series, volume). Place of publication: Publishing house Year of publication, page numbers, ISBN, price. (Reviewed by).

Example: Irmela von der Lühe/Axel Schildt/Stefanie Schüler-Springorum (Hg.): „Auch in Deutschland waren wir nicht wirklich zu Hause“. Jüdische Remigration nach 1945 (= Hamburger Beiträge zur Geschichte der deutschen Juden, Bd. 34), Göttingen: Wallstein Verlag 2008, 508 S., ISBN: 978-3-8353-0312-6, EUR 42,00.

Multiple reviews for a single manuscript have to be submitted via a single title. Sub-headings can be used.

If you would like to supply a reference for an exhibition that you have reviewed please see the example below:

Exhibition: Title. Place. Dates. Catalogue. (Reviewed by).

Example: Ausstellung: Ausgerechnet Deutschland! Jüdisch-russische Einwanderung in die Bundesrepublik. Jüdisches Museum Frankfurt am Main, 12. März – 25. Juli 2010. Katalog hg. v. Dmitrij Belkin und Raphael Gross, Berlin: Nicolai-Verlag 2010, 192 S., zahlreiche Abb., ISBN 978-3-89479583-2, EUR 24,80.

If you are reviewing an online resource please reference this in line with the example provided below:

Publisher: Title , online via: URL [Date of last visit].

Beispiel: Salomon Ludwig Steinheim-Institut für deutsch-jüdische Geschichte: E-Bibliografie Deutsch-Jüdische Geschichte Nordrhein-Westfalen, online unter: <http://www.steinheim-institut.de:50680/dbs/ebib-djg-nrw/query.html> [22.06.2010].

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## Images

Images, graphs, etc. are to be submitted with full references and suggestions as to where they should appear in the text. The authors are responsible for ensuring that copyright laws are not being breached.

## Referencing guidelines

Any initial reference must include the full title of the given monograph or article etc. (including the title of the series where applicable). All succeeding references referring to the same source must include no more than the following: author, title, date and page number(s). Please refrain from using 'ibid' or any other abbreviations of this sort.

### *Monographs*

Goldenbogen, Nora: Die Dresdner Synagoge. Geschichten und Geschichte (= Jüdische Miniaturen, Bd. 20), Teetz 2004, S. 15.

Short: Goldenbogen, Synagoge, 2004, S. 15.

### *Essays in Anthologies*

Blaschke, Olaf: Bürgertum und Bürgerlichkeit im Spannungsfeld des neuen Konfessionalismus von den 1830er bis zu den 1930er Jahren, in: Gotzmann, Andreas/Liedtke, Rainer/van Rahden, Till (Hg.): Juden, Bürger, Deutsche. Zur Geschichte von Vielfalt und Differenz 1800–1933 (= Schriftenreihe wissenschaftlicher Abhandlungen des Leo-Baeck-Instituts, 63), Tübingen 2001, S. 33–66, hier S. 55.

Short: Blaschke, Bürgertum, 2001, S. 55.

### *Journal articles*

Plass, Hanno: Der IX. Zionistische Kongress in Hamburg 1909, in: Zeitschrift für Geschichtswissenschaft 58 (2010), 1, S. 5–27, hier S. 24.

Short: Plass, Kongress, 2010, S. 24.

### *Archival sources*

Archival sources need to be referenced in line with the guidelines provided by the archive in question.

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*Online resources*

Please provide the full URL and the date of your last visit for your initial reference.  
Examples for articles in online publications:

Kirchhoff, Markus: Jüdische Kultur als europäische Tradition. Die Enzyklopädie jüdischer Geschichte und Kultur im Kontext, in: Denkströme. Journal der Sächsischen Akademie der Wissenschaften 2 (2009), 2, S. 192–205, hier S. 195, online unter:  
[http://www.denkstroeme.de/pdf/denkstroeme-heft2\\_192-205\\_kirchhoff](http://www.denkstroeme.de/pdf/denkstroeme-heft2_192-205_kirchhoff) [09.03.2010].

Short: Kirchhoff, Kultur, 2009, S. 195.

*Examples for websites*

The initial reference must include the title of the website and its host as well as the date of your last visit. Any additional reference indicating the use of the given source requires the URL only.

Fritz Bauer-Institut: Cinematographie des Holocaust, online unter: <http://www.cine-holocaust.de/> [18.08.2006].

Short: <http://www.cine-holocaust.de/> [18.08.2006].

If you have questions or queries, please do not hesitate to contact the MEDAON editorial staff via the contact details below.

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