

## Submission Guidelines

*Dear authors,*

*To facilitate a smooth editorial process, we kindly ask you to follow the instructions below. This will help us to avoid unnecessary delays in the publication of your article. If you have any questions, please do not hesitate to contact us at any time.*

*The Medaon editorial team*

### General

- Manuscripts submitted to Medaon must be **original material**. Articles that have been or will be published elsewhere or have been translated from other languages are not permissible. Please note that we cannot consider slightly modified versions of previously published articles that do not make a substantial new contribution.
- After careful professional review, the editorial team decides whether to publish or reject submitted manuscripts.
- Manuscript may be written in **German** (new spelling) or **English**.
- **File format:** Please submit your manuscript in .docx format.
- Please submit all parts of your submission (main text, abstracts, keywords, biographies) **in one file**; only images and tables should be added separately.
  
- You may use the following highlighting/formatting in the text:
  - “Double quotation marks” for direct quotes;
  - ‘Single quotation marks’ for indirect quotes;
  - Curly quotation marks (“...”; ...) only;
  - *Italics* for other elements you wish to highlight.

**Main title:** This should be short and concise and relate to the paper’s content (maximum seven words); it can be followed by a subtitle.

**References:** Please use footnotes only (Chicago Style). References should only contain bibliographical information and no academic debates or any parallel text.

**Abbreviations/Acronyms:** Please spell out abbreviations and acronyms when they first appear; they should be followed by the shortened form in parentheses, which should then be used in the rest of the text.

**Additional article components:**

- With each article, please enclose an **index of keywords** in German and in English (two separate sets please) of no more than ten words each (key terms, names, places).
- At the end of the article, please provide the following **bibliographical information**: Last name, first name; professional identity/institution; research areas; current research projects; main recent publications (please do not put these in italics; simply list them and separate with a semicolon). Maximum 700 characters.
- In the case of submissions in the 'Articles' and 'Education' categories with a limit of 40,000 characters, please also submit an **abstract** (in German **and** English). Up to 600 characters per language version.

If you wish to use **images**, please discuss this with the editorial team in advance and submit these separately as a printable file (.jpg; .tif) **with appropriate resolution** (min. 300, ideally 600, dpi). Please include a brief caption for each image. The author is responsible for obtaining the necessary copyrights for publication, and must provide evidence of those copyrights to the editorial team.

**Tables**, statistical charts and similar objects must also be submitted in a separate file.

**Word limit**

**Main texts:** Manuscripts must not exceed the limit of **40,000** (articles) or **10,000** (all other papers) characters including title, subheadings, footnotes, spaces and blanks. Abstracts, captions, personal information and appendices do not count toward the word limit. Lengthy contributions are only possible in exceptional cases and must be discussed with the editorial team in advance.

For contributions in the category 'Source', the word limit of 10,000 characters applies only to the editorial annotation/commentary. The edited source or more extensive lists of sources do not count.

**Abstracts:** Maximum 600 characters.

**Information about the author:** Maximum 700 characters.

**Bibliographical information and quotation guidelines**

The first time it is used, the full title of the monograph, essay etc. (including the series title) must be referenced. If referenced again, only the author's last name, a short title, the year and relevant page numbers need to be provided.

Page numbers must always be stated in full (for example: p. 4–10 or p. 4 f.; p. 2ff. is not permitted). For first-time quotes, the page numbers of an essay or article must initially be stated in full with additional reference to the cited pages (for example: p. 13–15, here p. 14).

Mentions such as ‘ibid.’/‘ibidem’, ‘loc. cit.’, ‘op. cit.’ etc. are not permitted in the cases where an article is re-quoted in consecutive footnotes. References to previous footnotes (e.g. ‘as per note 13’ or ‘as per footnote 12’) are not necessary.

→ *Concise examples of quotations for the respective publication formats can be found on the last page of this document.*

### Specific guidelines for reviews

Reviews of books and other publications are commissioned by the editorial team. Medaon does not accept unsolicited reviews. A single review has a limit of 10,000 characters (including blanks and footnotes). The focus and scope of multiple book reviews should be discussed with the editorial team in advance.

**Bibliographical information** in the header of the recension:

#### (1) Book reviews:

Authors/editors of the reviewed book/title (First name Last name): Title (series title, volume). Place of publication: Publishing house, year of publication, number of pages, ISBN, price. (Reviewer).

*Example: Irmela von der Lühe/Axel Schildt/Stefanie Schüler-Springorum (ed.): “Auch in Deutschland waren wir nicht wirklich zu Hause”. Jüdische Remigration nach 1945 (Hamburger Beiträge zur Geschichte der deutschen Juden, vol. 34), Göttingen: Wallstein Verlag 2008, 508 p., ISBN: 978-3-8353-0312-6, EUR 42.00.*

For single reviews, the title of the review is ‘*Authors/editors: Title*’ (in italics). For multiple book reviews a separate title is required. The individual titles must then be inserted as subtitles, as stated.

#### (2) Exhibition reviews:

Exhibition: Title, exhibition location, exhibition time frame (for temporary exhibitions). Catalogue information. (name of reviewer).

*Example: Exhibition: Ausgerechnet Deutschland! Jüdisch-russische Einwanderung in die Bundesrepublik. Jüdisches Museum Frankfurt am Main, 12 March – 25 July 2010. Catalogue ed. by Dmitrij Belkin and Raphael Gross, Berlin: Nicolai-Verlag 2010, 192 p., numerous fig., ISBN: 978-3-89479583-2, EUR 24.80.*

**(3) Reviews of online resources:**

Website publisher: Title, online at: URL [date of last visit].

Example: *Salomon-Ludwig-Steinheim-Institut für deutsch-jüdische Geschichte: E-Bibliografie Deutsch-Jüdische Geschichte Nordrhein-Westfalen*, online at: <http://www.steinheim-institut.de:50680/dbs/ebib-djg-nrw/query.html> [22/6/2010].

For any queries, please contact the Medaon editorial team or the editor(s) of a specific section at any time:

<i>Mail</i>	<i>Email</i>	<i>Fax</i>
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### Examples of bibliographical information

#### Monographs

Lorenz, Matthias N.: "Auschwitz drängt uns alle auf einen Fleck": Judendarstellung und Auschwitzdiskurs bei Martin Walser. Stuttgart, Weimar 2005, p. 15.

Short title: Lorenz, Judendarstellung, 2005, p. 15.

#### Articles in compilations

Lässig, Simone: Religiöse Modernisierung, Geschlechterdiskurs und kulturelle Verbürgerlichung. Das deutsche Judentum im 19. Jahrhundert, in: Heinsohn, Kirsten/Schüler-Springorum, Stefanie (ed.): Deutsch-jüdische Geschichte als Geschlechtergeschichte: Studien zum 19. und 20. Jahrhundert (= Hamburger Beiträge zur Geschichte der deutschen Juden, vol. XXVIII), Göttingen 2006, p. 46–84, here p. 50.

Short title: Lässig, Modernisierung, 2006, p. 50

#### Magazine articles

Blaicher, Ria: Die Debatten um die Judenemanzipation in England 1858, in: Zeitschrift für Geschichtswissenschaft 66 (2018), 6, p. 491–504, here p. 499.

Short title: Blaicher, Debatten, 2018, p. 499

#### Online publications and internet sources

When quoting for the first time, please provide the full link and date of last visit.

##### *... with author*

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, p. 192–205, here p. 195, online at:  
[http://repo.sawleipzig.de:80/pubman/item/escidoc:16085/component/escidoc:16083/denkstroeme-heft2\\_192-205\\_kirchhoff.pdf](http://repo.sawleipzig.de:80/pubman/item/escidoc:16085/component/escidoc:16083/denkstroeme-heft2_192-205_kirchhoff.pdf) [9/3/2019].

Short title: Kirchhoff, Kultur, 2009, p. 195.

##### *... without author*

Fritz Bauer-Institut: Cinematographie des Holocaust, online at: [www.cineholocaust.de/](http://www.cineholocaust.de/) [18/8/2006].

Short title: [www.cine-holocaust.de/](http://www.cine-holocaust.de/) [18/8/2019].

#### Archive sources

Archive sources must be quoted in accordance with the relevant archive's quotation rules.