

Yearbook's Style Sheet: Notes for Contributors

June 2021

General

- **Content** Articles submitted should be original and should not be submitted simultaneously for considerations elsewhere.
- **Length** The total length of a manuscript, including references, should be between 60,000 and 70,000 characters (including spaces!), that means 10,000 words or 20–25 pages.
- **Manuscript Form** Please send us your manuscript as a MS-Word-Document. Do not use automatic syllabification.
- **Abstract** Please add an abstract of five to seven sentences describing the content of your essay. These abstracts will appear at the end of the volume.
- **Biodata** Please add your biodata with publications (see the example at last page of this manual). Each volume contains a list of contributors with a short academic biography at the very end.

Main text

- **Main titles** We prefer titles of two lines, in other words, titles consisting of title and subtitle.

Simon Dubnow Recontextualized:

The Sociological Conception of Jewish History and the Russian Intellectual Legacy

Sephardic Ideas in Ashkenaz –

Visualizing the Temple in Medieval Regensburg

- **Structure** Please select a specific arrangement for your essay and create titles for the different subsections like introduction, main part, conclusion. Indicate the end of a paragraph by pressing “return,” and the new paragraph by a tab. There should be at least one new paragraph per page.
- **Formatting** Foreign, i. e. non-English, words and expressions in your text should be marked in italics. Attention: The names of associations, institutions, localities and proper names of such institutions, even if these are not English (e. g. Knesset) should not be emphasized in bold or italics.
- **Quotation style** We prefer American quotation style, i. e. “word,” or “word.” Periods and commas should be inside the quotation marks.
- **Quotations** Mark with quotation marks (“...”). Quoted material within a quotation is set off by simple quotations (‘...’). Omissions within a quotation are indicated by three

dots in parentheses [...]. Quotations of three lines or more (but never more than ten lines) should be separated from the main text by one empty line.

Please use only Latin letters. Text or titles in Hebrew and Cyrillic should always be transliterated in a standard form, accompanied by an English translation in round brackets.

- Furthermore: Please avoid personal formulations like “I,” “my,” etc.
- Books and periodicals named in your main text (not in the footnotes!) should be in italics.

“As Moses Hess argued in his book *Rom und Jerusalem* (1862)”

- Concerning dates, in any case give the month as a word rather than a number and stick to the convention mentioned below. Please spell out centuries.

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the fourteenth century, the mid-twentieth century

References (footnotes)

- Please differentiate between
 1. the first footnote reference to a source, containing full bibliographical data, and
 2. a subsequent reference to the same work in short form.
- Indicate **pages** without any preceding p. or pp.
- Connect continuing **page numbers** with an en dash, e. g. 32–36.
- For two consecutive pages, use **45 f.** instead of 45–46.
- Never use ff., but list the pages in full, i. e. **25–29** instead of 25 ff.

Books

1. The first footnote reference to a source

- Always give the full first name of the author, not just the initial.
- Give title and subtitle in full and separate both by a period.
Do not use dashes or colons.
- Any additions or comment of your own not in the title or the cited documents themselves should be in square brackets.
- Titles/subtitles in an infrequent and/or non-Latin language (Polish, Czechoslovakian, Russian, Hebrew etc.) should be always attended by an English translation in square brackets.
- Indicate editor(s) by adding (ed.) or (eds.).
- If there is more than one author/editor/place of a publication the different data should be separated by slash. If there are four or more, cite the first plus et al.
- Please never cite publishers. No series titles should be mentioned.

- Please always give the state/territory if citing books published in the United States. Use the traditional abbreviations and not the two-letter abbreviated codes, e. g. Calif. and not CA.
- Indicate the printing as a superscript number heading the year of publication.
- Note any additional information on the printing or edition, such as revised editions, reprints, date of first publication etc. in round brackets.
- Please indicate when citing transliterated titles which are originally only published in Hebrew (or Russian, Arabic) by putting Heb. (or Russ, Arab.) in round brackets at the very end.

Hannah Arendt, *Eichmann in Jerusalem. Ein Bericht von der Banalität des Bösen*, Munich⁹1995, 29–35 (1st edition 1964).

Stanisław Wielanek (ed.), *Szlagiery starej Warszawy. Śpiewnik andrusowski [Hits from Old Warsaw. A Prankish Song Book]*, Warsaw 1994, 14 f.

Isaiah M. Gafni/Aviezer Ravitzky (eds.), *Sanctity of Life and Martyrdom*, Jerusalem 1992, 99–130 (Heb.).

David Ruderman, *Jewish Thought and Scientific Discovery in Early Modern Europe*, New Haven, Conn., 1995.

- Please indicate specific volumes.
- Several bibliographical references in the same footnote should be separated by a semi-colon.

Thomas Hockey (ed.), *Biographical Encyclopedia of Astronomers*, vol. 1, New York 2007; Michael Schwartz (ed.), *Guide of the Perplexed*, 2 vols., Jerusalem 2003, here vol. 1, 163 (Heb.).

2. Subsequent footnote references

- Subsequent references to the same work should be referred to in a short form consisting of name(s) of the author(s)/editor(s), a concrete meaningful short title, and the pages.

Arendt, *Eichmann in Jerusalem*, 29–35.

Wielanek (ed.), *Szlagiery starej Warszawy [Hits from Old Warsaw]*, 14 f.

Gafni/Ravitzky (eds.), *Sanctity of Life and Martyrdom*, 99–130.

Essays

- Please give full range of pages if citing an essay for the first time. If reference is to a specific page, include that by the word here.
- Use the word in after the title of an essay before mentioning the periodical or the editor of a collective volume, preceded by a comma and followed by a colon:

Irene E. Zwiep, Imagined Speech-Communities. Western Ashkenazi Multilingualism as Reflected in Eighteenth-Century Grammars of Hebrew, in: Shlomo Berger et al. (eds.), *Speaking Jewish – Jewish Speak. Multilingualism in Eastern Ashkenazic Culture*, Louvain et al. 2003, 77–117, here 152.

Short Form

Zwiep, Imagined Speech-Communities, 152.

Periodicals

- Issue numbers are only given if pagination during a given year is not continuous, or begins anew with each issue.
- Do not use two- or three letter abbreviations for periodicals or series names.

Frederic Krome, Creating “Jewish History for Our Own Needs.” The Evolution of Cecil Roth’s Historical Vision, 1925–1935, in: *Modern Judaism* 21 (2001), 216–237, here 220.

Short Form

Krome, Creating “Jewish History for Our Own Needs,” 220.

Yuri Slezkine, The USSR as a Communal Apartment, or How a Socialist State Promoted Ethnic Particularism, in: *Slavic Reviews* 53 (1994), no. 2, 414–452.

Short Form

Slezkine, The USSR as a Communal Apartment, or How a Socialist State Promoted Ethnic Particularism, here 416 f.

Edited Volumes and Anthologies

Ephraim E. Urbach, Humanistic Aspects of Jewish Law, in: Robert Brody/Moshe D. Herr (eds.), *Ephraim E. Urbach. Collected Writings in Jewish Studies*, Jerusalem 1999, 24–38 (first publ. in: *Immanuel* 18 [1984], 28–42).

Short Form

Urbach, Humanistic Aspects of Jewish Law, 28–32.

Martin Buber, Zwiesprache, in: idem, *Das dialogische Prinzip*, Darmstadt 1994, 139 – 196 (first publ. 1929).

Short Form

Buber, Zwiesprache, 170.

Newspapers and Popular Magazines

- If possible, give the full name of the author, and indicate the exact pages.

Der neue badische Landtag, in: CV-Zeitung, 1 November 1929, 588.

Matt Rees, Remaking Sharon, in: Time, 5 February 2001, 12.

Online Publications

- Online/internet publications should be handled like published sources and be referenced with full citation data. Please provide 1. Name of author/editor, title of article, and date; and/or 2. Name of website/homepage; 3. Exact full URL <in sharp braces>; 5. Date retrieved (name of month written out in full).

George Liber, National Identity Formation, Nationalism and Nationalist Tides in the Soviet Union. A Review Article, 3 March 2003, <http://www.bu.edu/uni/iass/conf/George_Liber.pdf> (23 June 2009).

Example for internet citations in context

The tables are drawn up by Frederik Espenak and accessible online at <<http://eclipse.gsfc.nasa.gov/LEcat5/LEcatalog.html?>> (14 August 2009), click on the line for 1301–1400.

Archival references

- Please give the name of the archive and location data for the document first, followed by the title of document. In its first citation, write out the full name of the archive, with an abbreviation in round brackets if desired to be used in subsequent citations.
- Foreign archive names can be given in the transliterated original and translated in square brackets at their first mention; foreign archival abbreviations should be given in full at their first mention.

Centre Historique des Archives Nationales (henceforth CHAN), F7–13943, file Mouvements sionistes et Bound. Notes et presse (1915–1935).

National Library of Israel, Archives (henceforth NLI), Arc. A°1588, Adolf Jellinek Collection, 61 School and university reports of Adolph Jellinek, Collegien-Buch Universität Leipzig, n. d., 1 f.

Gosudarstvennyj Archiv Odesskoj Oblasti [State Archive of the Odessa Region] (henceforth GAOO), F. (= Fond) 1, O. (= Opis') [list] 2 (1837–1847).

Short form

GAOO, F. 1, O. 2.

Common citation forms and abbreviations in the footnotes

ca.	circa	idem	the same (replaces the name of a repeated author)
CE	common era		
chap.	chapter		
ed./eds.	editor/s	i. e.	id est
esp.	especially	MA	Master
et al.	et alii	n. d./n. p.	no date/no page (blank between n. and d./p.!)
f.	the following	no.	number
fig.	figure	PhD	Doctor of Philosophy
fol./fols.	folium/folia	see	use see instead of cf.
fn./fnn.	footnote/s	s. v.	see verbum
for example	use instead of e. g.	vol./vols.	volume/s
Heb.	Hebrew		
ibid.	use only if a fn. reference is the same as the last mentioned in a preceding fn.; if it is the same text but another page, use ibid. and give the different page number		

Biodata

Please provide biographical information in a concise note including especially the stations of your academic career. Make sure that you state your current profession/position. Give also a list with a selection of your publications, starting with the most recent. Order strictly after date, regardless whether monograph, essay etc. Please indicate editorships.

Max/Mara Musterman studied modern history, philosophy and German literature at the University of Manchester. He/She received her/his PhD from the University of Manchester in 2001. From 1998–2001 she/he taught at the Department of History at the University of Cologne. Between 2001 and 2006 she/he was Research Associate, and since 2006 she/he is head of the Project “Jewish Encyclopedias in the nineteenth century” at the Center for Advanced Studies in Bern. Her/his current research project focuses on the history of rabbinic culture in medieval Germany. *Publications:* [...]