



Mohr Siebeck Style Sheet for Manuscripts (History)

1. Form

- Authors may use either American or British spelling.
- For articles in edited volumes, a simple internal division of the article (using headings *in italics*) is possible.
- All additions to the running text, such as small print (“Petit”) and footnotes should, if possible, be used sparingly.
- Citations:
 - Direct quotes are to be put in normal typeface (not italics) and in double quotation marks “...”.
 - Quotations longer than three printed lines should be set off as an extract without quotation marks and put in Petit.
 - Quotations within quotations should be enclosed by single quotation marks.
 - Ellipses or additions to the quotation undertaken by the author are indicated by three dots in square brackets [...].
 - In the case of citations with incomplete sentences, the period is after the quotation marks, otherwise before the quotation marks.
 - If necessary a translation can be added in squarebrackets.
- References or footnote numbers should be placed *before* non-closing punctuation (comma, semicolon, colon, hyphen etc.) and *after* closing punctuation (period, exclamation point, question mark). If the reference applies to one part of the sentence only and the sentence contains several references, the reference number is placed *before* the closing punctuation mark.
- *Italics* only are to be used for highlighting and the terms not spaced out or in boldface. Lowercase technical terms in foreign languages (e.g. *deus absconditus*) are *italicized* without quotation marks.
- Titles of works in the running text are always *italicized*.
- There should be no space between any abbreviations, for example *ibid.* or *e.g.* Please use as few abbreviations as possible in the text, only those which are self-explanatory and only in contexts where they are clear to readers.
- Numbers of twelve and less are spelled out. Non-breaking spaces are used to mark off groups of three digits, both to the left and the right of the decimal point (Ctrl + Shift +

Space), e.g. 250_000. This also applies to terms which should not be divided at the end of a line, for example Section_12, Vol._3, No._2.

- Dates are spelled out in the main text, e.g. 31 January 2000. In the footnotes, the short form is sufficient: 31.1.2000.
- Hyphen/En-Dash:
 - For dashes – with a space before and after them – the en-dash (shortcut key: Ctrl+Num -) should be used.
 - En-dashes should also be applied for “up to and including”, e.g. for dates and times, 1978–2011 and page numbers “pages 13–45” (without space before and after).
 - Hyphens and ellipsis hyphens, on the other hand, are short and are used without a space, e.g. e-mail, one-fourth, cross-reference.

2. Charts, Diagrams and Illustrations

2.1 Formal Design

- Captions
 - Illustrations are to be numbered throughout (e.g. Table 1, Figure 1). Mentions of images in the main body of text are to be accompanied by the corresponding number in brackets.
 - Either the picture's title or a short description of its contents, as well as its source or copyright holder, should follow the caption's number.

Examples:

Figure 1: Layout of Max Müller's house, 1st August 1889 (Source: Berlin Humboldt University Archive, Jur. Fak. 253, B1. 45).

Figure 2: Aspekte moralische Urteile (Source: Andreas Suchanek, *Unternehmensethik*, Tübingen 2015, 165).

- Saving and scanning images:
 - Data should always be saved and numbered individually in either TIF or JPEG format (highest resolution).
 - Half-tone pictures (= black and white images with shades of grey e.g. black and white photographs): these should be scanned in grey tone modus with a resolution of at least 300 dpi.
 - Line images (= black and white images with only black as a full tone „colour“, for example pencil drawings, layouts, graphic representations) should be scanned as with the highest possible resolution (at least 600 dpi, optimal 1200 dpi or higher).
 - The size of the saved image (breadth and height) should be at least as big as what is to appear in print.

2.2 Picture Rights

- Current German intellectual property law (§ 51) allows illustrations to be reproduced in academic publications without picture rights being secured as long as they are used for purposes of quoting. This is provided that
 - a direct reference to the image is made in the main body of the text or a discussion of it makes its use clear.
 - an applicable source or copyright notice is given.
 - the image is reproduced unchanged (there are no changes made to colour, proportions or shape).
- Images which do not comply to these criteria (in particular pictures used for an illustrative purpose) may only be reprinted when the author of the respective essay owns or has acquired the rights.
- In the case of archive material (depending on range and previous arrangements), it is customary to inform the respective archive of the reproduction.

3. Bibliographic Data

3.1 Footnotes

When a book/essay/article is quoted for the first time, the complete bibliographic references are to be listed. A short title may be used for all further citations. Please indicate this short title in parentheses when you refer to the title for the first time and in the bibliography as well. The correct footnote reference order is:

- Author's first and surname in normal type, followed by the book's *title* and *subtitle* in *italics*, the place and year in normal.
- Titles of articles in quotation marks.
- The print run is indicated before the date of publication.
- If the publisher is to be named, please do so after the place of publication using a colon (Place: Publisher Year).
- For articles in journals, the title is followed by the name of the journal *in italics*, the volume number in normal typeface, and the year of publication in brackets. Page numbers are indicated without "p."
- Titles of articles in edited volumes are followed by "in:"
- Multiple places of publication and multiple editors are separated by a slash. Do not use spaces before or after the slash.
- The abbreviations "ed." and "eds." for editor and editors are to be set in brackets.

3.2 Bibliography

If multiple reference is made to the same author, the name should be replaced by a dash (-) after the first reference. The correct bibliographical order is:

- Author's last name, author's first name, *title*, place year.

Examples:

Books

Karl Barth, *Fides quaerens intellectum. Anselms Beweis der Existenz Gottes im Zusammenhang seines theologischen Programms*, ed. by Eberhard Jüngel/Ingolf U. Dalferth, Zurich, 2. ed. 1986 (= Fides quaerens intellectum).

Articles in Journals

Robert Spaemann, "Über die Unmöglichkeit einer universal-teleologischen Ethik", *Philosophisches Jahrbuch* 88 (1981), 102–134 (= Ethik).

Essays in Edited Volumes

Harry G. Frankfurt, "Willensfreiheit und der Begriff der Person", in: idem., *Freiheit und Selbstbestimmung*, Berlin 2001, 65–83 (= Person).

Martin Rechenauer, "Soziale Marktwirtschaft und Gerechtigkeit – eine Perspektive aus der Philosophie", in: Viktor J. Vanberg (Ed.), *Marktwirtschaft und soziale Gerechtigkeit*, Tübingen 2012, 25–42 (= Marktwirtschaft).

Vittorio Hösle, "Encephalius. Ein Gespräch über das Leib-Seele-Problem", in: Friedrich Hermanni/Thomas Buchheim (Eds.), *Das Leib-Seele-Problem. Antwortversuche aus medizinisch-naturwissenschaftlicher, philosophischer und theologischer Sicht*, Munich 2006, 107–136 (= Encephalius).

Foreign Language Texts

Thomas Nagel, *The View from Nowhere*, New York/Oxford 1986 (= Nowhere).

John L. Mackie, "Evil and Omnipotence", *Mind* 64 (1955), 200–212, reprinted in: Marilyn M. Adams/Robert M. Adams (Eds.), *The Problem of Evil*, Oxford 1990, 25–37 (= Evil).

Internet Addresses

Ronja Hildebrandt, review for: Flashar, Hellmut: Aristoteles. Lehrer des Abendlandes, Munich 2013, in: *H-Soz-u-Kult*, 6.1.2014, <http://hsozkult.geschichte.hu-berlin.de/rezensionen/2014-1-003> (date of last retrieval).

4. Indices

The volume should contain an index of names and subjects (a list of names/terms for tagging should be added to articles in edited volumes).

Indices can only be completed once the final page makeup has been confirmed by the publisher. It is however possible to prepare the indices of names and subjects during the work on the manuscript. You can for example keep a lemma list, but WITHOUT page numbers and most word processing programs do now offer an index compiling facility.

A good index makes for quick access to the book's information in accordance with alphabetical, numerical, chronological and systematic criteria and should be more than just a word concordance which lists a word indiscriminately every time it appears. More importantly, the index ought to indicate key terms, create subject headings and generic terms, as well as classify and assess text passages.

4.1 Index of Names

This should list all important names. If necessary, a differentiation can be made, e.g. for names appearing in the main body of text and not those in the footnotes. Definitions should also be taken into account (if there is, for example, talk in a prominent position of Max Weber's wife, "Marianne Weber" should be included in the index). Passing references or comparisons, such as "The book is not as far-reaching as Thomas Mann's *Buddenbrooks*", should not be included.

4.2 Index of Subjects

The index of subjects is indispensable for a book which aims to be quoted from at a later date. When compiling this, please bear in mind that readers from related research fields checking the book's relevance to other issues will want to do this with the minimum of effort. The subject index should therefore have on average up to three points of reference per page. Please consider using sub-keywords in order to avoid creating endless lists of references though. The main terms used in the book should not be included in the index unless they are appropriately differentiated – for example "ethics" in a work dealing with practical philosophy could be prefixed with "applied", "utilitarian" or "deontologic".