SAECULUM. Jahrbuch für Universalgeschichte

Instructions for contributors and style guide

Manuscripts intended for submission should be prepared according to the following guidelines; submitted manuscripts that do not conform to these specifications will be returned to their authors for revision. English-language manuscripts should be checked by a native speaker or language editing service before submission. Please take care to follow either UK or American spelling and punctuational style.

Since conventions vary between disciplines, SAECULUM does not use one specific referencing style. However, references should follow this basic order: *Author, title, place of publication, year of publication.* Please use one referencing style consistently.

In addition, please note the following:

1) Manuscripts should not usually exceed 80.000 characters, including blanks and footnotes. Special issues can contain a maximum of eight contributions, including an optional introduction.
2) There are two options for bibliographic referencing:
   a) With a consolidated bibliography: Please give author names in the footnotes; abbreviated titles or years of publication should only be given in cases of doubt (i.e., when referencing several works by the same author).
   b) Without a consolidated bibliography: Please give references in full upon first mention, repeated mention to the same reference should be abbreviated and should include cross-reference to the full citation, for example: "Franke (see note 11)." Abbreviated titles or years of publication should only be given in cases of doubt (i.e., when referencing several works by the same author).
3) When repeating a reference from the preceding footnote, please use "Ibid. + page".
4) Please do not use italics, quotation marks, capitals, or small caps in references.
5) Please try to avoid acronyms or abbreviations. Any acronym or abbreviation should be given in full on its first appearance in the manuscript.
6) Foreign language quotations (except in German or French) should be translated or paraphrased. Book titles in all non-Roman scripts should be followed by translations in parentheses.
7) English language titles can be referenced in either upper or lower case – please be consistent.
8) All footnotes should begin with a capital letter and end with a full stop.
9) Footnotes should always follow, not precede punctuation.
10) Italics may be used to accentuate individual words or phrases.
11) Second level section headings should be used sparingly; if they are labelled numerically, Arabic numerals should be used.
12) Abstracts in both German and English should be provided. If the anticipated reading audience of your text mainly speaks another language (i.e., Italian or French), that language may be used instead of English.
13) Images may be included, provided they are integral to the argument; please do not use images as mere illustrations. Images should be of high resolution (minimum 300 dpi) and in greyscale. They should be submitted as separate files.

Manuscripts submitted for consideration should be e-mailed, as MS Word files, to the editor, Professor Peter Burschel (saeculum@uni-goettingen.de).