

Guidelines for Publications in Deutsches Archiv (DA)

valid from issue 81,1 (2025)

General information

We are looking for contributions that fall within the MGH's established compass, i.e. within the timeframe from ca. 500 to ca. 1500 and preferably with a source-critical or editorial focus. Before submitting your contribution, please ensure that it is formally correct, e.g. by using uniform formatting, citing references in full (with sub- and series titles etc.), and checking quotations for typing errors etc. Formal reliability is a criterion in the editors' assessment of whether an article may be accepted for publication and is randomly checked by the editorial team.

After the editors have principally decided to accept a contribution, authors receive the following guidelines with the request to adapt their text accordingly. We also ask you to provide us with abstracts in German and English, which are to be appended at the end of each contribution. The text should be submitted as a Word file. Please do not use end-of-line hyphenation.

After submission, your contribution will be passed on to the editorial team for correction. After you declare your contribution ready for typesetting, there may be no further changes that affect the length of the text.

As soon as an issue is complete, your article goes to typesetting. The galley proofs will be submitted to you for correction.

Authors receive a copy of the DA issue in which their article is published, an electronic offprint of the contribution, and 20 paper offprints free of charge. You will be asked to provide your preferred postal address for delivery.

DA publishes two issues each year. The deadline for contributions for issue 1 is January 1 and July 1 for issue 2.

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Notes

- a) If your contribution contains a critical edition, please prepare (no more than) two apparatuses: the text-critical apparatus should be formatted as footnotes with numbering in superscript lower case letters without brackets; the commentary should be in endnotes with superscript numbers.

Bibliographical references

1. Monographs

Enno BÜNZ, *Stifterbild und Stiftungszweck. Bemerkungen zur „steinernen Stiftungsurkunde“ des Würzburger Juliusspitals von 1576/78* (2004) p. 12.

2. Monographs in a series

Martina HARTMANN, *Humanismus und Kirchenkritik. Matthias Flacius Illyricus als Erforscher des Mittelalters (Beiträge zur Geschichte und Quellenkunde des Mittelalters 19, 2001)* p. 30.

3. Articles in an anthology

Claudia MÄRTL, *Habsburger und Osmanen bis zum Ende der Zeit Maximilians I., in: König Rudolf I. und der Aufstieg des Hauses Habsburg im Mittelalter*, hg. von Bernd SCHNEIDMÜLLER (2019) p. 439–458, at p. 450.

4. Articles in a journal

Stefan PETERSEN, *Traditio Romana und Königsschutz. Die Anfänge des Stifts Speinshart im Kontext der Reichs- und Kirchenpolitik*, in: *DA 79* (2023) p. 101–133, at p. 113.

5. Editions

Otto of Freising, *Gesta Friderici 1,33*, ed. Georg WAITZ / Bernhard VON SIMSON (*MGH SS rer. Germ.* [46], 1912) p. 51.

The following citation rules should be applied:

- a) First names are always written out in full. Surnames are written in small capitals, as are IDEM / EADEM etc.
- b) The page number is always preceded by “p.”. There is no comma between the year of publication and “p.”. The same applies to page numbers in Roman numerals, which are always in capital letters.
- c) For non-monographic publications in a journal or an anthology, please indicate the full length of the publication at the first citation before specifying the reference, e.g. “p. 15–30, at p. 21”. For citations referring to a subsequent page, please use “f.” after the page number without a space (“p. 15f.”); for citations covering more than two pages, cite the exact page numbers, not “ff.”.
- d) Where publications are usually only cited with reference to the numbering, use “No.” instead of “p.”; in certain cases this is so self-evident that “No.” may be omitted, e.g. *D H II 96*.
- e) The place of publication must be specified only when citing works published before 1800, e.g. “(Basel 1740)”.
- f) The year of publication and if applicable, the series title and volume number should be written in round brackets, e.g. “(*MGH Hilfsmittel 18, 2002*) p. 24”.
- g) Use square brackets in round brackets where otherwise round brackets would be applicable, e.g. “(... [as in n. 34] ...)”, or for any additions not mentioned on the title page, e.g. “... *SS rer. Germ.* [46] ...”.

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- h) Use the “en dash” between page numbers, years, folio references, etc.
- i) The edition number should be written in superscript before the year, e.g. “²(1978)”. Simple reprints can be indicated, but it is important to first state the year of publication of the original edition, e.g. “(1911, repr. 2002)”.
- j) Volume numbers in series titles are always cited in Arabic numerals without the abbreviation “vol.”, even if the publication itself uses Roman numerals. In the case of multi-volume publications, first indicate the number of volumes (with the abbreviation “vols.”) and their publication dates, then the specific volume and its year of publication, e.g. “3 vols. (1987–1989), here 2 (1987) p. 958”.
- k) Where several authors are named, separate their names with a slash preceded by a fixed space.
- l) Foreign-language publications should be cited according to the title page, i.e. in the language of publication. For example, a German-language publication with the editor credit “herausgegeben von” should be cited in abbreviated form as “hg. von”. The same applies to other foreign-language information (“sous direction de”, “a cura di” etc.).
- m) Use a fixed space after “p.”, “col.” etc.
- n) Italics are only used in bibliographical references if they appear in the original.
- o) When referring to a previously cited title, use an abbreviated reference with the author’s surname, a word from the title, and a cross-reference to the first citation, e.g. “MÄRTL, Habsburger (as in n. 34) p. 440”.
- p) For references to online resources, please indicate a persistent link – if available – and the most recent date of access in round brackets, e.g. “(accessed on 10 May 2023)”.

Setup in Word

- 1) Font size: 12pt, notes 10pt, main heading 14pt
- 2) Line spacing 1,5 in the text and in the heading, 1,0 in the notes
- 3) Left-aligned or justified, but no end-of-line hyphenation
- 4) Please also check that the language setting is correct.

Abbreviations und formalities

Abbreviations: Abh., Bibl., c., can., col., Ed., ed., fig., fol., ibid., l., ms., mss., n., N. F. (Neue Folge), N. S. (Nova Series, Nuova Serie etc.), p., pl., SB, tab., Univ., v. (versus), V. (Verse), vol., vols. In addition, you may use common abbreviations such as e.g., i.e.

- a) Citing foliated manuscripts, recto and verso references are written directly after the folio number and not superscripted, e.g. “fol. 3r–5v”; columns are indicated with small-case letters after the folio reference, e.g. “fol. 3rb–5va”. For paginated manuscripts, simply use “p.”.
- b) Book and chapter references are usually self-explanatory, e.g. “Thietmar 2,2” etc.
- c) Please avoid abbreviations in the text of the article. Where necessary, they may be used occur in the notes, e.g. in bibliographical references.
- d) Quotation marks: Use English double quotation marks, i.e. “Word”, also when quoting texts in other languages. Use single quotes for quotations within quotations.
- e) Verbatim quotations from sources are written in italics without quotation marks. Please do not use italics to denote technical terms in sources or foreign languages.
- f) Numbers up to twelve should be written out. Dates with days should be in the form “4 July 1250”.

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g) Commas without spaces are used for volume specifications, i.e. “CSEL 34,2”.

Quotations

- a) In the text of the article, quotations from sources are in italics and without quotation marks. In editions, the edited text is written in Roman (or regular) font without quotation marks, the notes and all comments by the editor are in italics.
- b) In the text of the article, citations from secondary literature are written in Roman font with double quotation marks.
- c) Terms that are treated as problematic (including those in sources or foreign languages) should be written in double quotes.
- d) In source quotations, please normalise consonantal u to v, and similarly consonantal i to j.