

Guidelines for Authors

Reports

Length (characters including blanks):

The length of the report depends on the type of event:

- Reports on panel discussions or book presentations should be between 3,800 and 7,600 characters (1–2 pages // 480–960 words).
- Reports on events lasting an entire day should be between 7,000 and 15,000 characters (3–4 pages // 1,300–1,900 words), depending on the length of the event and the significance of its topic.
- Reports on events lasting several days should be between 21,000 and 30,000 characters (6–8 pages // 2,800–3,800 words).

Essential Information:

Please include the following information at the beginning of the report in the following order:

- Title of the event
- Organizer of the event
- Place and time of the event
- First and last name of the author as well as working place (e.g., Report by Frauke Mustermann, Kiel).

Structural Elements:

Please name participants and organizers in the report, either consistently with academic titles or without. Please keep information on professions and working places short: “N.N., historian at Freie Universität Berlin” or “N.N. (Freie Universität Berlin)”. Please summarize talks briefly. Avoid chronologically renarrating discussions and instead highlight the most important and contested topics and summarize the results. Please summarize key results of any event and mention potential further events.

Text Formatting:

- Font: Times New Roman, 12 pt, single-spacing
- No automatic or manual hyphenation
- Left-aligned, no justification
- No indents at the beginning of paragraphs or tab-stops at the beginning of a new line
- Use blank lines between paragraphs
- Please use special characters where necessary (e.g., Milošević) but transcribe Cyrillic or Greek characters.

Italics:

- Only use italics when first mentioning a conference speaker’s first and last name.
- Otherwise only use italics when emphasizing content, technical terms or fixed terms in a foreign language.
- Titles of books or lectures, names of authors, institutions or the like should not be put in italics – if necessary, use quotation marks.

Orthography and Gender-Neutral Language

Please be consistent in using either British or American English orthography. Please use gender-neutral language: Avoid generic masculine expressions such as “man” and “he” when referring to all genders and instead use expressions such as “people” and “they”.