WIENER WIESENTHAL INSTITUT
FÜR HOLOCAUST-STUDIEN (VWI)

Stylesheet for Publications of the VWI

General Information

Contact Details of Editors

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VWI's Academic Publications

With the help of the Editorial Board of the institute's International Academic Advisory Board, VWI publishes two printed series and one e-journal:
- VWI Study Series [VWI-Studienreihe]
- VWI Articles & Contributions [VWI-Beiträge]
- S: I.M.O.N. – Shoah: Intervention. Methods. DocumentatiON.

Peer Review

The "VWI Study Series", the "VWI Articles & Contributions", and the "Articles" of S:I.M.O.N. are peer-reviewed. Information on the exact procedure are to be found on the institute's homepage. The editors reserve the right to the final decision on publication of manuscripts.

Publication Languages

The languages of the publications of the VWI are both German and English. Since the academic citation cultures of these linguistic areas differ fundamentally, the VWI opted for a compromise which maintains the journal's visual and formal consistency.

Copyright

Once a manuscript is accepted for publication, all rights – copyright and the right of reproduction – are transferred to the VWI.

Manuscripts

→ Length: Maximum 60,000 characters, including spaces. In the case of articles for S:I.M.O.N., maximum 30,000 characters, unless agreed upon differently.
→ File Formats: Established formats such as .doc, .docx, or .odt. After the first reviews and corrections, for technical reasons, it is kindly requested that authors use only .docx.
→ Images, Diagrams, and Tables: These must be submitted separately from the text file. Copyrights for reproductions of images have to be obtained or clarified by the authors. After consultation, the VWI can offer support and bear the expenses for rights and/or reproduction.

Addenda

→ Abstract: Approximately 100 words, only in English. Please bear in mind that, in the case of S:I.M.O.N., only the "Articles" require an abstract.
→ CV (for articles in a book): Maximum 400 characters.
→ Contact Information (for contributions in S:I.M.O.N.): Name, profession, institution, e-mail address.

Text Formatting/Notation/Spelling

Spelling

Please use only UK spelling of English.

Text Formatting

→ Typeface of body: Times Roman 12 pt. Typeface of footnotes: Times Roman 10 pt.
→ Line spacing: 1.5 lines.
→ Please avoid all unnecessary formatting (no justification, no automatic word hyphenation, no indentation, no discretionary hyphens).
→ Insert one blank line after each paragraph.

Title Hierarchy

Captions/sub-headings level 1 or level 2 are possible for organising the text. Captions on the first level must be **bold,** captions on the second level (to be used only when absolutely necessary and very thriftily) *italicised.* No numbering.

Quotes

→ Quotes appear between quotation marks ("…") – named Double Quotes (Curly).

→ Quotes in the body text longer than three lines must be separated from the body text and be single-spaced. They must appear between curly double quotes ("…") as in any other quote.

→ Omissions are to be annotated by three dots in square brackets [...].

> For typographical reasons, with Apple or Linux-Sytems please use the Alt-Key/Alt-Gr-Key and "." with Windows keep the Alt-Key pressed while entering "0133" with the number pad to produce the three dots.

→ When quoting a full sentence, all punctuation marks must remain inside the quotation marks. If quoting only parts of a sentence, punctuation marks come outside.

> "London is the capital of the United Kingdom."[12]
> The capital of the United Kingdom is London, "the only real global city of Europe".[12]

Footnotes

→ Annotations must appear as footnotes, not as endnotes.

→ Please use the footnote feature of your word processor.

→ Titles are always capitalised.

> [28] Keith Lowe, The Savage Continent. Europe in the Aftermath of World War II, London 2012, 34.

→ If two or more citations follow each other in one footnote, they are to be separated by semi-colon(s).

> [56] Keith Lowe, The Savage Continent. Europe in the Aftermath of World War II, London 2012, 34; Adam Tooze, The Wages of Destruction. The Making and Breaking of the Nazi Economy, London 2007; Jan T. Gross, Fear. Anti-Semitism in Poland after Auschwitz. An Essay in Historical Interpretation, New York 2007.

→ For editorial annotations (ed., place of publication etc.,) the language of the body text is to be used, independently of the language the source is published in – in this case therefore in English.

> Emmerich Tálos/Ernst Hanisch/Wolfgang Neugebauer/Ernst Hanisch (ed.), NS-Herrschaft in Österreich. Ein Handbuch, Vienna 2000, 376.
>
> Rafał Żebrowski (ed.), Dzieje Żydów w Polsce. Wwybór tekstów źródłowych. 1918-1939 [The History of Jews in Poland. A Selection of Source Texts. 1918-1939], Warsaw 1993.

→ The footnote anchors always come after punctuation marks, except when a quotation has to be documented within the text.

→ All footnotes finish with a full stop.

Accentuations within the Continuous Text

→ **Bold** is generally prohibited.

→ *Italics*
  - to be used in the case of titles of books, magazines, films, music bands or exhibitions (but not for the names of institutions, parties or companies!). This is also true for text in footnotes, where – contrary to English-language practice – neither titles of books nor magazine articles are in italics.
  - to be used when expressions or formulations are to be stressed or emphasised.
  - to be used for expressions in a foreign language not listed in the Oxford Dictionary of English.

→ Double Quotation Marks
  - to be used for annotated quotations.
  - Double Quotes (Curly) "…" generally provided by your word processor to be used in English (as opposed to the German-language style with „…" or the Francophone style »…«).

→ Single Quotation marks
  - to be used for quotations within a quotation.
  - to be used for expressions used ironically or with the intention to distance oneself.

> 'Third Reich', 'Anschluß'

  - Single Quotes (Curly) '…' generally provided by your word processor to be used in English (as opposed to the German-language style with ‚…').

Hyphen [-] and/or Dash [–]

→ A hyphen is used with pages.

> 112-123

→ A hyphen is used with years.

> 1939–1945

→ A dash is used in titles and within the text. The dash is to be produced by pressing "Alt" or "Alt Gr" and "-" (Apple and Linux) or keeping "Alt" pressed while entering "0150" with the number pad (Windows).

> Vienna – a metropolis on the Danube – is the capital of Austria.

Figures

→ Numbers up to twelve must be spelled out, from 13 upwards expressed as figures.

→ Years must always be specified with four digits: 1988/1989.

→ Use "until" instead of a hyphen: 1980 until … .

→ Express decades as 1930s.

→ Express percentages as 12 per cent, not 12%.

→ Numbers must be written in the following form: 100; 1000; 10,000; 100,000; 1,000,000.

Abbreviations

→ Please use only very common abbreviations (e.g., etc., i.e.).

→ Introduce abbreviations which are not commonly known by writing out the term in full when first used, and following it with the abbreviated form in brackets.

> Work Progress Administration (WPA), Office of War Administration (OWI)

Gender-neutral Phrasing

The VWI requests that its authors use gender-neutral phrasing, although the institute has decided to refrain from a formalistic gendering in its copy-editing process, so as not to upset the formal and visual consistency of editions.

Spelling Variations

In cases of doubt, please refer to the Oxford Dictionary of English.

Citations

Monographs and Editions

Format:

First Name Surname, Main Title. Subtitle, Publishing Place Publishing Year.

First Name Surname (ed.), Main Title. Subtitle, Publishing Place Publishing Year.

First Name Surname (ed.), Main Title. Subtitle (=Series Number), Publishing Place Publishing Year

> Simon Wiesenthal, Justice not Vengeance. Recollections, New York 1989.
>
> Regina Fritz/Grzegorz Rossoliński-Liebe/Jana Starek (ed.), Alma Mater Antisemitica. Akademisches Milieu, Juden und Antisemitismus an den Universitäten Europas zwischen 1918 und 1939, Vienna 2016.
>
> Gillian Banner (ed.), Holocaust Literature. Schulz, Levi, Spiegelman and the Memory of the Offence (=Parkes-Wiener Series on Jewish studies 8), London/Portland 2008.

→ In the case of two or more authors/editors, they are to be separated by slashes (no blanks). All authors/editors must be named.

> Regina Fritz/Grzegorz Rossoliński-Liebe/Jana Starek (ed.), Alma Mater Antisemitica. Akademisches Milieu, Juden und Antisemitismus an den Universitäten Europas zwischen 1918 und 1939, Vienna 2016.

→ In the case of non-English titles a translation of it *must* be provided in square brackets. German titles do not have to be translated.

> Radu Florian Bruja, Extrema dreaptă în Bucovina [The Extreme Right in Bukowina], Târgoviște 2012, 46-47.

→ Editions are to be indicated by a superscript of the edition's number before the publishing year.

> Piotr S. Wandycz, The Price of Freedom. A History of East Central Europe from the Middle Ages to the Present, London ²2001.

→ Theses, MAdissertations, and unpublished manuscripts must be cited as monographs, except that after the title the text type should be indicated (PhD Thesis, MA Dissertation, Unpublished Project Report, etc.).

→ Different publishing places are separated by a dash.

> Inge Weber-Newth/Johannes-Dieter Steinert, German Migrants in Post-war Britain. An Enemy Embrace, London/New York 2006.

→ Publishing Year/s: 1938, 1938–1945, n.a. [1940]
→ Editorial remarks (e.g. 'ed.' or the place of edition of the publication) must be in English, the language of the body text.

> Regina Fritz/Grzegorz Rossoliński-Liebe/Jana Starek (ed.), Alma Mater Antisemitica. Akademisches Milieu, Juden und Antisemitismus an den Universitäten Europas zwischen 1918 und 1939, Vienna 2016.

→ Pages must be annotated with the page number, no abbreviation – "p." – before.

> Keith Lowe, The Savage Continent. Europe in the Aftermath of World War II, London 2012, 34.

Articles in Anthologies

Format:
First Name Surname, Main Title. Subtitle, in: First Name Surname (ed.), Main Title. Subtitle, Publishing Place Publishing Year, Page(s).

> Saul Friedländer, An Integrated History of the Holocaust. Some Methodological Challenges, in: Dan Stone (ed.), The Holocaust and Historical Methodology, (=Making Sense of History. Studies in Historical Culture, 16), London/Oxford 2012, 181-189.

→ The same rules apply as for monographs and editions.
→ The exact annotated page number is to be given after quoting the article by "here" (no colon!) followed by the page number.

> Saul Friedländer, An Integrated History of the Holocaust. Some Methodological Challenges, in: Dan Stone (ed.), The Holocaust and Historical Methodology, (=Making Sense of History. Studies in Historical Culture, 16), London/Oxford 2012, 181-189, here 184.

Short Citations

Format:
Surname, Short Title, Page.

→ If a work is cited repeatedly, the short citation is used starting with the second citation, after the first full citation.

> Wiesenthal, Justice, 221.
>
> Greenspan/Horowitz/Kovács, Engaging Survivors, 190-226, here 201.
>
> Friedländer, An Integrated History, 181-189, here 186.

→ Abbreviations such as "ibid.", "idem" are allowed, if the second citation follows the first one immediately.

Articles in magazines

Format:
First Name Surname, Main Title. Subtitle, in: Magazine Title Volume (Publishing Year) Number of issue: Title of Issue (if applicable), Page.

> Henry Greenspan/Sara R. Horowitz/Éva Kovács/Berel Lang/Dori Laub/Kenneth Waltzer/Annette Wieviorka, Engaging Survivors. Assessing 'Testimony' and 'Trauma' as Foundational Concepts, in: Dapim. Studies on the Holocaust 28 (2014) 3, 190-226.

→ The same rules apply as for monographs and editions.

Articles in newspapers

Format:
Author [if applicable], Title of Article [if applicable], in: Newspaper Name, [if possible:] Edition No., Date, [if possible:] Page.

→ Names of newspapers and magazines must be written in full.
→ The months must also be written in full.

> Kelly Miller, Two Wrongs Can't Make a Right, in: Atlanta Daily World, 4 December 1941, 14.
>
> Negro Slavery Seen as Nazi Goal in New Decree, in: Chicago Defender, 27 February 1943, 6.
>
> Die Tschechoslowakei in keiner Weise betroffen, in: Reichspost, Nr. 74, 15 March 1938, 8.

Internet Sites

Format:
Web Address (Date of Last Access).

→ Web addresses must not be hyperlinked.

> http://www.vwi.ac.at/ (1 August 2014).

→ In general, archival material has to be cited according to the rules of the archive.

→ Citations must always start with the name of the archive.

→ When cited the first time, the name of the archive must be written in full, with an abbreviation added in brackets.

> Österreichisches Staatsarchiv/Archiv der Republik (AT-OeStA/AdR) ZNsZ Stiko Wien, Kt. 15, 2-3 Listen, Brief NS-Lehrerbund an Stillhaltekommissar Wien v. 16.1.1939.

> Wiener Stadt- und Landesarchiv (WStLA), 2.7.1.2.A1.4. Mappe1 – Ehrenkreuz der deutschen Mutter (1940-1943).

→ Names of archives in non-German or non-English-speaking countries are translated when introduced for the first time in square brackets.

> Magyar Nemzeti Levéltár [Hungarian National Archive] (MNL), XIX-A-21-C (Állami Egyházügyi Hivatal [State Office for Ecclesial Matters]), 86. Doboz [Box].