

Layout and Quotation Procedure

Please write your articles for the Economic History Yearbook either in “Word for Windows” or “Word for DOS”. To make the job for the printing editor easier do not use any special formatting.

Manuscripts can either be sent to the editorial team as email attachments at:

redaktion-jwg@ruhr-uni-bochum.de

or on CD-ROM to the following address:

Jahrbuch für Wirtschaftsgeschichte / Economic History Yearbook
Redaktion
Ruhr-Universität Bochum
Historisches Institut
Lehrstuhl für Wirtschafts- und Unternehmensgeschichte
D-44780 Bochum

Please pay attention to the following notes:

1. General

Sections of the Economic Yearbook originally written in German adhere to the new rules of German spelling (Neue Deutsche Rechtschreibung).

The titles of contributions to the Economic History Yearbook not written in English have been translated into English, and keywords have been given in English. A short introductory ‘Abstract’ written in English prefixes each text.

As well as the manuscript the following should also be submitted:

- an English translation of the title
- an ‘Abstract’ of the contribution in English (5-10 lines)
- a short biography (5-10 lines)
- JEL-Classification and keywords in English if applicable
(<https://www.aeaweb.org/jel/guide/jel.php>)
- author’s postal and e-mail address
- Keywords

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2. **Manuscript Layout**

The text should be constructed as follows:

- hyphenless justification
- 1.5 line spacing
- footnotes at the bottom of each respective page
- no headers or footers

3. **Unterlining and Italics**

Please do not use underlining, bold print or quotation marks etc but only *italics* to emphasize certain text passages.

4. **Quotations and other Insertions**

Quotations and other insertions should correspond with the article text concerning type and type size.

5. **Indentation**

Please do not use indentation, as all articles will be indented in the same way according to the print format.

6. **Quotation Procedure**

Quotations should be put in double quotation marks (“ ”).

Omissions within a quotation are marked with suspension points: [...]. These points are also used when the quotation doesn't start with the beginning of the quoted sentence.

Please put original text emphasis in *italics* and text additions to the text in brackets.

7. **Numbers**

Numbers from one to twelve inclusive should be written out in full.

Four or seven digit (etc) numbers should be annotated with a comma: 1,000.

If dates are given, the months should be written out in full: January 24th 1890.

If percentages are given, the amount should be written in numbers, and the word percent should be written out in full: 3 percent, 40 percent etc.

8. Tables and Charts

All tables, charts/diagrams and illustrations should have a heading or title and be numbered consecutively, e.g. *Table 1: Haushaltsrechnungen 1928/29*. This facilitates cross reference throughout the text. All tables should generally be laid out clearly and be composed in a logical manner. Headers, columns and lines should be clearly separated.

Charts/Diagrams should be of a resolution of at least: 300 dpi

Page format: 131 mm × 190 mm max.

The reference can either be put directly beneath the chart or be cited in a footnote.

All tables, charts and images should also be sent additionally to the manuscript as separate data files.

9. Footnotes

Please refer to footnotes within the text by a superscript number without brackets and dot. The footnote number should be inserted directly after the punctuation mark of the sentence concerned.

In the footnote itself use a not-superscript number, also without brackets and dot. Please number the footnotes throughout the whole text, not separately for each page.

Please end each footnote with a full stop and do not leave empty lines between the footnotes.

10. Biographical Details

The first time it is mentioned the full title of the reference should be cited:

W.G. Hoffmann, *Stadien und Typen der Industrialisierung. Ein Beitrag zur quantitativen Analyse historischer Wirtschaftsprozesse*, Jena 1931.

The first names of authors should be abbreviated to the first letter.

Please use *italics* for first names, last names and editors; Editors are identified by the abbreviation (*Ed.*) directly after the name.

A comma should be placed between the name of the author and the title, a full stop between the main and sub-title, and a comma between the title and place of publication. No further punctuation mark is needed in front of the year of publication.

If there are several authors or editors please use a forward slash to separate them:

P. Kriedte/H.Medick/J. Schlumbohm, *Industrialisierung vor der Industrialisierung ...*

For articles in period, the relevant volume or book should directly succeed the title of the periodical, with the year following in commas.

R. Fremdling, Modernisierung und Wachstum der Schwerindustrie in Deutschland 1830-1860, in: Geschichte und Gesellschaft 5, 1979, pp. 201-227.

Half-binding etc. should be separated with an oblique from the volume number.

If there are several places of publication please cite the first one.

If place and year of publication are not known, please use the abbreviations “pbl. unknown” and “n.d.” respectively.

In case of a directly following quotation by the same author as the one before, you can write “ibid.”

Dissertations etc. are cited with place and year of publication.

If several separate works are mentioned in the same footnote, a semicolon should follow each cited title and a full stop should follow the last one.

After the first full quotation of a title please use a short form (1-3 words) to refer to subsequent references to the same source:

Hoffmann, Industrialisierung, p. 24.

References to working papers should contain the following information: author/s, title, working paper (no.), institution, year; for example:

D. Crayen/J. Baten, Global Trends in Numeracy: A First Galnce at the Age Heaping Evidence from 1820-1950 (Working Paper University of Tuebingen, 2007), p. 3.

Internet sources should be referred to with the full internet address as well as the date that the information war retrieved from the site.

http://www.brockhaus-encyklopaedie.de/be21_article.php, 12.12.2006.

If you have any questions please feel free to contact the Editorial staff:

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