

Stylesheet of the academic book series “Bibliothek im Kontext”

About the book series

Title:	Bibliothek im Kontext (BiK)
Series editors:	Stefan Alker-Windbichler, Murray G. Hall und Markus Stumpf
Publishing house:	Vienna University Press V&R unipress
Format:	peer reviewed and open access (incl. depository copies in print)

"Bibliothek im Kontext" (BiK) is an internationally refereed open access book series on research relating to libraries. It has been published by Vienna University Press since 2013.

The aim of the series is to create an appropriate forum for innovative reflections on the world of librarianship and information in the context of science, scholarship, research and development. Research relating to libraries is published in an excellent internationally visible (open access) academic book series with carefully selected content and consistent quality control.

About this edited volume

Title:

Volume editors:

No. of volume:

Estimated number of pages:

Date of publication:

Abstract & Table of content:

Author Information and Manuscript Formatting Guide

I. GENERAL INFORMATION

Submission deadline: to be determined by the volume editors

Text length: The maximum length of each contribution will be determined by the volume editors. One printed page corresponds to 2,600 characters (incl. spaces). A maximum of one additional page can be used for the title, abstracts (in German and in English) and keywords.

Abstracts/Keywords: In order to be indexed in subject databases and repositories all contributions should include titles, abstracts (max. 100 words / 600–800 characters incl. spaces) and keywords (max. six) in German and English. Please enter this data in the corresponding form.

Peer review: The contributions will be redacted by the volume editor and then submitted to external peers for review. **Authors are expected to follow reviewers' recommendations.**

Illustrations: Illustrations (preferably in b/w) must be discussed with the volume editors. Every illustration reduces the text volume (full page ill. minus 2,600 characters, half-page ill. minus 1,300 characters).

Authors are responsible for clarifying **copyright conditions** for any images used by them. **Please note** that special rights need to be granted for open access publications. If authors do not have the rights necessary for open access, images cannot be included.

Short biographies: max. 300–400 characters incl. spaces. Examples will be provided by the volume editors.

Author contract: You will be sent the author contract before the submission. The signed copy needs to be handed in with the contribution. Without a signed copy of the author contract your contribution cannot be published.

Author's copy: Depending on financial feasibility, a free print copy of the conference proceedings is provided to every author.

II. FORMAT AND STRUCTURE

File format: DOC format (Word) or RTF file

Text format:

- Quotes must be indicated by distinct (typographic) opening and closing double quotation marks, which can be searched and replaced separately (“for example”).
- Direct speech and quotes in quotes are indicated by single quotation marks. These must be typographically distinct, too.
- Quotes longer than three lines: clearly distinct in a new paragraph
- Text omissions are indicated by square brackets and three ellipsis points: “The sky is [...] blue.”
- Work titles named in the text proper are indicated by *italics* (do not add quotation marks).
- Emphasis in the text proper is indicated by *italics* (no bold letters, underlining or uppercase letters).
- Definitions and words/phrases individually discussed should be in single quotation marks. Names of persons, institutions, products, etc. only appear under single quotation marks if the naming is thematised, otherwise without any marking.
- Terms or phrases that are used in a distancing manner or have been taken over are in double quotation marks.
- Please follow the correct use of hyphens (-) and long dashes (–): Long dashes are used between years (1918–1938, not 1918-1938) and page numbers (p. 15–20, not p. 15-20). Long dashes are preceded and followed by a space except when they indicate length or duration (as in the case of years or page numbers), in which case no spaces are inserted before or after the long dash.
- Create manual heading numbers – do not use automatic numbering.
- Place figures in the text by naming the image file (e.g. »fig001.tif« – see below); underneath: image caption
- If you refer to a figure in the text (e.g. “see figure 1”) take into account that it will be either appear wrapped around by the text or in the top left corner of the next possible page (“as the following figure shows” is not an option since the figure may not be placed directly after the passage).

- Please update cross references to pages in the text in the printing proofs; they would disappear during the conversion. Please do insert page numbers for cross-referencing as »\$\$\$« in the original text file so that we can find text passages quickly when we insert the correct page numbers.

Figures and graphs

- Save figures and graphs as separate files and do not integrate them into the text.
- Colour & greyscale raster ill. (photos, paintings): 300 dpi, saved as TIF files
- Line documents: 1,200 dpi and saved as TIF or EPS files
- All figures should approximately have the size in which they are reproduced in the book (max. 11.3 cm wide)
- Files for illustrations should be named as follows:
“fig” plus 3 digits for numbering. E.g. “fig001.tif” or “fig001” for figure 1, “fig0011.tif” or “fig0011” for figure 11 etc.
- Refer to figures explicitly in the text to ensure that references and figures match. Every figure must have a caption.
- Please make sure that you prepare diagrams for black and white printing: Diagram fields must be distinguishable by different grey scales or by hatching.

Writing conventions and abbreviations

- Spell out numbers between zero and twelve, from 13 onwards use numerals. Use thousand separators: 1,000.
- Please only use common abbreviations such as esp., e.g., and etc. You should be consistent in using abbreviations without spaces. (“e.g.” not “e. g.”)
- Write dates out in full: “1930s” instead of “30s”.
- Unless otherwise agreed on, German texts in the series follow the new German orthography.
- When referred to for the first time in the text personal names should always consist of the first name and the surname incl. birth and death dates (e.g. 1913–1987).
- Gender-neutral language or gender-appropriate language should be used.

III. CITATION

[The following citation rules are suggestions and serve as standards for the book series. It is possible to agree on diverging citation rules following the conventions of specific subjects for individual volumes.]

Basic rules:

- Citations take the form of footnotes. As a rule citations are not part of the text itself and in-text or parenthetical citations should not be used.
- First citations follow the models listed below. Subsequent citations take a shorter form: Surname: Short Title and a reference to the footnote that contains the first and complete citation: “(Fn. x), p. xx”. [Example: Fried: Anfragen und Nachreden (Fn. 55), p. 12.]
- Page numbers of dependent titles (i.e. book or journal articles) must be given completely, even if only one page is cited (pp. xx–yy, here p. zz). Two subsequent pages are indicated by “f.”, more than two subsequent pages need to be given completely (not ff.) [Examples: p. 13, pp. 13f. or pp. 13–15.]
- German titles should follow German orthography. English title words should be capitalized, with the exception of no capitalization for articles, prepositions & conjunctions

unless they are the first word of a title or subtitle (e.g. Clyde Griffen: Natives and Newcomers. The Ordering of Opportunity in Mid-Nineteenth-Century Poughkeepsie. Cambridge, Mass: Harvard University Press 1978.)

Monographs: First Name Surname: Title of Book. Subtitle of Book. Edition. Place of publication: Publisher Year of publication.

Example: Wendelin Schmidt-Dengler: Der Übertreibungskünstler. Studien zu Thomas Bernhard. 2nd exp. ed. Vienna: Sonderzahl 1989.

Title in a Book Series: First Name Surname: Title of Book. Subtitle of Book. Edition. Place of publication: Publisher Year of publication (= Series Title Volume Number).

Example: Murray G. Hall, Gerhard Renner: Handbuch der Nachlässe und Sammlungen österreichischer Autoren. 2nd ed. Vienna, Cologne, Weimar: Böhlau 1995 (= Literatur in der Geschichte, Geschichte in der Literatur 23).

Edited Volumes: Title of Book. Subtitle of Book. Ed. by First Name Surname and First Name Surname. Edition. Place of publication: Publisher Year of publication (= Series Title Volume Number).

Example: Die Politiker. Karrieren und Wirken bedeutender Repräsentanten der Zweiten Republik. Ed. by Herbert Dachs, Peter Gerlich and Wolfgang Müller. Vienna: Manz 1995.

Contributions in Edited Volumes: First Name Surname: Title of Contribution. Subtitle of Contribution. In: Title of Book. Subtitle of Book. Ed. by First Name Surname. Edition. Place of publication: Publisher Year of publication (= Series Title Volume Number), pp. xx-yy.

Example: Franzobel: Okeanos, der Kronprinz von Humana. Zu Andreas Okopenkos „Akazienfresser“. In: Andreas Okopenko. Texte und Materialien. Ed. by Klaus Kastberger. Vienna: Sonderzahl 1998 (= Österreichisches Literaturarchiv – Forschung 2), pp. 47–57.

Contributions in Journals: First Name Surname: Title of Contribution. Subtitle of Contribution. In: Title of Journal Volume (Year of publication), I. or No., pp. xx-yy.

Example: Florian Weiß: Die schwierige Balance. Österreich und die Anfänge der westeuropäischen Integration 1947–1957. In: Vierteljahrshefte für Zeitgeschichte 42 (1994), I. 1, pp. 71–94.

Theses: First Name Surname: Title of Thesis. Subtitle of Thesis. Kind of Thesis, University with Place and year of publication.

Example: Thomas Angerer: Frankreich und die Österreichfrage. Historische Grundlagen und Leitlinien 1945–1955, phil. Diss., Vienna University 1996.

Newspaper Article: First Name Surname: Title of Article. In: Title of Newspaper, Place, Date, Page.

Example: Der Ständestaat in Diskussion. In: Wiener Zeitung, September 09, 1946, p. 2.

Internet Sources: Author (if available): Title of Contribution. Institution, if poss. Year or Date of publication, URL: (Date of access)

Example: Alles auf die Straße, alle schießen! Diepresse.com, January 14, 2011, URL: <http://diepresse.com/home/politik/zeitgeschichte/625490/Alles-auf-die-Strasse-alles-schiessen?from=suche.intern.portal> (accessed on February 28, 2011).

Or in case of electronic parallel editions/journal contributions: Reinhard Marxkors: Zur Formgebung künstlicher Kaufläichen. In: Deutsche Zahnärztliche Zeitschrift 29 (1974), I. 9,

pp. 850–853. Also online, URN: urn:nbn:de:hbz:6-46489496725, URL: <http://nbn-resolving.de/urn:nbn:de:hbz:6-46489496725> (accessed on December 15, 2010).

Archival Material: Archive with Sub-Archives, Archival Indexes and Holdings, followed by the Document with name and date given as exactly as possible. Give complete form in first citation together with shorter form in brackets; subsequent citations only shorter form.

Example: Österreichisches Staatsarchiv (ÖStA), Archiv der Republik (AdR), Bundeskanzleramt/Auswärtige Angelegenheiten (BKA/AA), II-pol, International 2 c, Zl. 217.301-pol/57 (GZl. 215.155-pol/57); Bericht der Österr. Delegation bei der Hohen Behörde der EGKS, Zl. 2/pol/57, Fritz Kolb an Leopold Figl, February 19, 1957.

Films: First Name Surname of Director: Complete Title of Film, Format [e.g. 8mm, VHS, DVD], length [Film without extra features in min.], Place/Country of production Year of release [Year of release as video, dvd, etc.], Time [exact minutes of cited section].

Beispiel: Luis Buñuel: Belle de jour, DVD, 96 min., Barcelona 2001, Min. 26:00–26:10.

Interviews: Interviewee, Date of Interview, Provenance of recording.

Example: Interview with Fritz Probst, carried out on September 04, 1992, tapes held by author.