

Kirchliche Zeitgeschichte/ Contemporary church history

I. The Manuscript	1
II. Abstract.....	2
III. Particular editorial conventions	2
IV. Quotations in the main text.....	2
V. References in the footnotes	3
VI. Bibliographical issues.....	4
VII. Book Reviews.....	6

I. The Manuscript

1. The Manuscript should not exceed about 20 pages. These are approximately ca. 6,000 words or ca. 40,000 letters.
2. The head of the manuscript adopt the following format:
 - Title
 - Subtitle (if appropriate)
 - Author's forename, Authors surname
 - Dedication, motto, etc.
3. The main text should be printed in 12-point and with a line spacing of 1 ½.
4. Reference are to be managed as footnotes (not as endnotes):
 - a. Footnotes should be presented in 10-point type.
 - b. Usually the footnotes should be placed after the stop.
 - Example: nnn.¹
 - c. Each reference begins with a capital letter and ends with a full stop.
5. Subheadings should be in italics. The organization and structure of the text must be as clear as possible. Paragraphs should be clearly marked.
6. The presentation of numbers should also be consistent throughout the text. In the case of higher number a Stop should be please after the third digit.

Examples: 500,000 inhabitants 1,234,567. 80 €

7. Dates given in the text should state the month in full while in the footnotes dates should be presented in the abbreviated form:

Example Text: 08. Mai 1945 Example footnotes: 08.05.1945

8. At the end of the article should be found the address of the Author/Author's (Forename and surname, street with house number, place with postcode and e-mail address). The forename and surname should be in italics.

II. Abstract

At the end there should be a short summary (of 10 to 15 lines) presenting the general argument of the article. The summary text is most important. Please note that it will be translated, in order to give readers who are unable to read in their native language the opportunity to read a quick overview of the text. If it is possible for an English translations of the summary to be submitted this would be greatly appreciated.

III. Particular editorial conventions

The only two ways to emphasize words or group of words is to italicize them or to Italic letters or to use the French quotation marks. Underlined or bold text is not to be used. Names in general should not be written in bold.

- a. Title of work (but only in the text), words or groups of words, which require emphasis, are to be italicized.
- b. Single inverted commas are to be used for ironic, unspecific terms which are used with reservations. Double inverted commas are only to be used in citations.

Example: >mmm< (emphasized) or »mmm« (quoted)

IV. Quotations in the main text

1. Quotations should be put in double quotation marks, while a quotation within a quotation should be placed in single quotation marks.

Example: »mmm >nnn< mmm«

2. Omissions within quotes should be marked with three stops. The stops used for omitted material within quotations are put in square brackets.

Example: »mmm [...] nnn«

3. In the case of quotations and citation it is particularly important to observe the following conventions concerning the point at which the reference number may be placed.

Example: nnn.«¹ shows that the full stop is a part of the quotation.

mmm«. ¹ shows that the full stop ends a sentence, but is not part of the quotation.

4. Longer quotations (of more than five lines) can be distinguished from the main text by indentation and/or lower-case letters. They should be in quotation marks.

V. References in the footnotes

1. References should, as a rule, be given in the footnotes. An exception is possible if the same work, edition or source is quoted many times. Then the reference can be given within the main text itself in inverted commas in order to keep the number of footnotes down. This must be made clear in the first reference.
2. When some work is being quoted repeatedly then the **full reference** is only given **at first reference**. In the case of later quotation from the same source it is sufficient to give the name of the author (without forename), short title, Loc. Cit. (reference to the full reference) and the page number.

Example: Scholder, Kirchen, Loc. Cit (Note 1), Vol. 1, 38.

3. If a quote is from an article that was not mentioned before, the page number of the quote should be separated from the page numbers of the article with colon and the word »here«.

Example: Cf. Heinz Eduard Tödt, Die Novemberverbrechen 1938 und der deutsche Protestantismus. Ideologische und theologische Voraussetzungen für die Hinnahme des Pogroms, in: KZG 2 (1989), 14–37; here: 22.

4. In each case the page number should be given without the use of SIGLE.

5. The abbreviations f. and ff. are to be distinguished from numbers by a space. In the case of referencing several individual pages of the same title the numbers are to be distinguished from each other by semicolon and spaces.

Example: See Wishnath, Kirche, Loc. Cit (Note 8), 180; 184 ff.

6. If the text that has been referenced has no quotation, then the footnote should begin with cf.
7. If consecutive footnotes refer to the same title, then the following should be observed:

ibid. – means the exactly same page

Loc. Cit., 177 – different page reference of the same publication

VI. Bibliographical issues

1. General issues

Bibliographical references should contain: First name and the name of the authors, resp. the editor – and in the case of the last with the addition (ed.), by more than one (eds.); complete title, if applicable subtitle; if applicable volume number, then place of publication and date of publication. (The number of published issues should be given before the date of publication).

- Names (both first- and surnames) should be written in full; initials are not accepted.
- In case of further author(s); the individual names should be separated by a forward slash (/).
- In case of more than one place of publication; the places are to be separated by a hyphen (-).
- Series are indicated by the standard way of abbreviation in accordance with the IATG (Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete, ed. by Siegfried Schwertner, Berlin ³2014).

Example: Joachim Köhler/Damian van Melis (eds.), Siegerin in Trümmern. Die Rolle der katholischen Kirche in der deutschen Nachkriegsgesellschaft (KoGe 15), Stuttgart-Berlin-Köln 1998.

2. Bibliographical examples

- a) Monographs:** First and last name of the author, full title, if applicable subtitle, city and year.

Example: Ferdinand Schlingensiepen, Dietrich Bonhoeffer 1906-1945: Martyr, Thinker, man of Resistance, London 2010.

- b) Article in multiauthored volumes:** First and last name of the author, full title of the article, in: First and last name of the publisher (ed.), full title of the volume (as in 1), page numbers.

Example: Peter Steinbach, Widerstandsdiskussionen im politischen Wandel der Bundesrepublik Deutschland, in: idem. (ed.), Widerstand. Ein Problem zwischen Theorie und Geschichte, Köln 1987, 311–334.

- c) Articles in journals:** First and last name of the author, full title of the article, in: Title of the Journal in the usual abbreviated form, volume number (year), page numbers.

Example: Robert P. Ericksen, Widerstand als ambivalenter Gegenstand historischer Forschung: Am Beispiel der evangelisch-theologischen Fakultät der Universität Göttingen, in: KZG 1 (1988), 68-79; here: 70

- d) Archive materials:** Please name the file (Letter from A to B, 19.02.1963) then the Archive abbreviation and the number of the document. When referring to the Archives standard abbreviations are permitted. Please write the years in full; this also applies to other dates.

Example: Letter A to B on 19.02.1963, BA Abt. Potsdam, ABC Nr. 111.

- e) Electronic media:** material from electronic media which are not online-journals, are quoted using the editor/organisation, the URL link, as well as the date on which you accessed the link.

Example: Evangelisches MedienServiceZentrum (EMSZ) der Evangelisch-lutherischen Landeskirche Hannovers, <https://kirche-marienhafe.wir-e.de/Kirche> [Zugriff: 09.06.2016].

VII. Book Reviews

The bibliographical information of the reviewed work always follows the above mentioned rules. In addition, the publisher, the page size, the ISBN or ISSN number as well as the price must be indicated.

Example: Manfred Gailus (ed.), Täter und Komplizen in Theologie und Kirchen 1933–1945, Wallstein Verlag: Göttingen, 2015, 260 pp., 11 fig., br., ISBN 978-3-8353-1649-2, €24,90.