UNIVERSITY OF MANNHEIM

FACULTY OF PHILOSOPHY
DEPARTMENT OF HISTORY

Guideline for Term Papers

4th edition

Autumn-/Winter Semester 2021/2022

Editors: Joshua Haberkern and Hans-Georg Ripken
Translators: Alex Spike Gibbs, Emma Miller

Content

1 Basics

In seminars term papers are small-scale academic papers or essays which need to meet the same criteria as the Bachelor, Master, or Licence Theses that you may write later in your career. There are rules for the structure, content, lists of sources, citation style and format of your paper. These rules apply to all divisions within the Department of History. They are compiled in this guideline, along with the most important conventions for the different epochs. As long as no alternative structure is discussed with your professor, this guideline is valid for all term papers of the Department of History, i.e. it is the foundation for formalities and for the grading of your term paper. The Proseminar and its Tutorial are there to help you with any questions and problems concerning your term paper.

About the use of this guideline

Since the guideline is a reference in the first place, it is made easier to use in this edition. If you are using the digital Version, you can use the search function (Strg+F) to look for specific keywords. If you activate the bookmark bar in your PDF-programme (e.g. in Adobe Reader it's on the left) you can see the list of contents on any page.

Since the rules for the different epochs are scattered throughout the guideline, they are highlighted in colour. The specific rules for ancient history are blue, the ones for medieval history are green and those of economic and social history are red.

2 Composition and Structure of the Paper

Through your paper, you are to show that you can work through a clearly outlined topic on your own. It is about working with primary sources and academic discourse, to identify and then demonstrate the problems of a topic. "Academic" does not mean to pepper your paper with difficult technical terms and loanwords. You should rather make sure that complex processes are depicted comprehensibly and the paper is easily readable. You will not get around using technical terms, but if it is necessary for understanding the content of your paper, you should explain the terms briefly. Historical representations are to be depicted in the simple past tense.

2.1 Content Structure of your Paper

All papers, reaching from the Proseminar to the Master Thesis, follow a similar pattern in their composition. The *title* should state the topic of your paper clearly. You can use a *subtitle* to indicate limitations, focuses or in which direction the proposed problem is going. You will find a template for the title page on page 7 in the guideline.

The *introduction* should outline your posed problem, the object of investigation and your central question. Furthermore, it should contain an overview of the current state of research and of the primary sources you will use. You should try to contextualize your paper within the existing research. Additionally, you explain your approach/procedure in the introduction. Make sure that your introduction is not too long and is appropriate in proportion to the rest of your paper.

The *main body* must be structured in differentiated sections, i.e. the structure and its headings must show your thought process and if needed the concentration of your paper clearly. On the basis of the given central questions in the introduction, you discuss your topic in the main body: you depict historical processes, interpret and assess the primary sources and deal with other research opinions critically, showing with which you agree or disagree. An academic paper should not simply be the result of meticulously gathering details and citations. You should also not waste most of your paper on recounting the history of events. Rather, it is more important to write a problem-oriented, structured, and analytical presentation and to use quotations where they can illustrate and support your argument (cf. chapter 3). You should not only present what was, but also why it was so/like that.

In the *conclusion*, you summarise the results of the individual chapters, taking into account the guiding questions you posed at the beginning. The introduction and conclusion remind of a call and response theme, i.e. that you should not raise questions at the beginning that will not be answered in your conclusion or that will not be dealt with in your paper at all.

The final chapter also serves to point out further questions or perspectives of your topic that you did not address.

Your work is rounded off by the so-called scientific apparatus. It includes the following, in that exact order:

- List of figures, if you are working with materials such as statistics or images
- List of abbreviations, if you are working with many and less common abbreviations (in this case, the respective abbreviation should be mentioned in brackets after the written word the first time it is used and then only used as such, e.g. North Atlantic Treaty Organization (NATO))
- List of primary sources
- Bibliography

Due to the outstanding importance of primary sources for the historian's work, the list of primary sources must be listed before the bibliography, although the two are not subdivided any further. In modern and contemporary history, however, it may be useful to distinguish between unprinted and printed sources.[1] The general rules for the lists of primary sources and bibliographies can be found in chapter 4 and chapter 5 of this guideline respectively.

The last part of your paper is the Declaration of Academic Honesty. In signing it, you affirm that you have worked alone and that you have stated all of your used sources. It should contain the following wording:

I hereby declare that I have written this thesis independently and without the use of any other materials than those indicated. All passages taken verbatim or in spirit from publications in written or electronic form have been marked as such and the source is indicated. I am aware that in the event of a false declaration, the work will be assessed as "insufficient". I also agree that my work may be sent and stored in electronic form for the purpose of a plagiarism check.

This is followed by the place and date as well as your signature!

2.2 Formalities of Text and Title Page Design

It has become standard practice to write term papers on a PC (font size 12 pt, footnotes 10 pt, spacing one and a half lines, approx. 30 lines per page), whereby the usual fonts (e.g. Times New Roman, Calibri, Helvetica) should be used. An appealing and uniform structural look can easily be achieved with common word processing programmes by setting it to justification. Please leave a sufficiently wide margin on the left and on the right (2.5 cm on

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[1]Unprinted sources primarily refer to archival sources. By making this distinction, your readers will know which sources can be found in the library and which only in the archive.

the left, approx. 3.5 cm on the right, 2 - 2.5 cm each at the top and bottom) and print the pages on one page only. The extent of your term paper varies depending on the type of course and must be arranged with the respective lecturer. When formulating your term paper, you are free to use a form of gender-appropriate language that seems appropriate to you. You should make your choice clear in a footnote the first time you use it.

The title page and table of content are to appear first in your term paper. The title page contains the following information:

- University, Faculty, Department
- Title and possibly subtitle of your paper
- Name of the course with instructor and topic
- Current semester and due date (the latter is to be arranged with your instructor)
- Your name and address, course of studies and number of semester

The table of contents corresponds to your outline with page numbers. Possible outline schemes are I., 1., a) or 1., 1.1, 1.1.1, whereby only your actual chapters (i.e. neither introduction, conclusion nor scientific apparatus) are counted here and accordingly given a chapter number. The first chapter of your main part is therefore chapter 1, I. or a) of your entire paper. When counting the pages, the title page and the table of are included, but the first page number appears on the first page of your text (i.e. if you have a title page and a two-page table of contents, the first page number appears on page 4).

If an electronic submission of the term paper is required, you should combine the entire paper - including the signed and scanned Declaration of Academic Honesty - into one PDF document.

In summary, your work contains the following elements:

Title page
Table of contents
Introduction
Main Body (Start of numbering chapters)
Conclusion
(Possibly appendix)
Scientific apparatus (List of abbreviations and illustrations, list of primary sources (separated into printed and unprinted sources) and bibliography)
Declaration of Academic Honesty

After the title page, you will also find an example of table of contents with numbering.

University of Mannheim
Department of History
Proseminar Paper for Modern and Contemporary History

Manno! Myth and reception of Mannheim's historical founder figure in the 19th and 20th century

Proseminar: Mannheim's History in the 19th and 20th century
Course Instructor: Prof. Dr. Erna Emerita
Semester: Autumn/Winter Semester 2020/2021
Date of Submission: 31. January 2021

Author: Barbara Bakuwi
Student-ID: 0123456789
Address: L1, 23
                         68123 Mannheim
E-Mail: barbara.bakuwi@students.uni-mannheim.de
Course of Studies: History: Culture and Economics
Semester: 3

Table of Content (exemplary)

3 Notes on Citations and Footnotes

The most important features of scientific work are the comprehensibility and verifiability of theses, arguments, and results by other people. Therefore, you cannot avoid referring to other research literature and sources in your work. It is irrelevant whether these are footnotes, the scientific apparatus for your term paper or the references on your thesis paper. You must cite other publications in such a way that they can be found by readers other than yourself and your lecturer.

3.1 Citations

All sentences or parts of sentences that you have taken verbatim from the sources or from other authors in your work must be enclosed in quotation marks in your text for clarification purposes and they must be supported with a footnote. Changes to the wording of the original are not permitted. You must and should (for reasons of readability) adjust your text to quote fragments. Misprints or spellings that appear strange are marked with [sic] or [!], however deviations due to the so-called "old spelling" (e.g. the change from 'ß' to 'ss') are excluded from this rule. At most you can shorten the quotation, but the original meaning of the sentence and the paragraph must not be distorted! Such omissions (but not at the beginning and end of the quotation) are to be marked with three dots in square brackets: [. . .].

If explanatory additions to the quotation are necessary (e.g. if you want to explain who is meant by "they"), those are also to be marked with square brackets. You should also indicate if you have added your own emphasis (e.g. underlining, italics) in the citation (e.g. by adding "my emphasis"; if the emphasis is already part of the quoted text, by adding "emphasis in the original").

Quotations are usually integrated into the text. Longer citations over at least

> three lines can be indented and be set with single line spacing, but they should exceed five lines only in exceptions. As a result, it is no longer necessary to mark the quotation with inverted commas, as it is recognizable as a quotation by the indentation. The footnote at the end of the quotation is, of course, still obligatory.

Reference summaries, further references, supporting or opposing evaluations of other works without verbatim transcriptions must also be documented. Finding the right amount of citations is a matter of experience to a large extent. Furthermore, it should be noted that

the implementation of a quotation is not complete without a corresponding analysis or interpretation. The quotation must be integrated into your work like so.

In any case, the utmost care is required, because the following applies from the proseminar paper to the habilitation: any form of plagiarism, i.e. the adoption of another's intellectual property without the appropriate labelling, is severely punished. It can - in the cases of publication - have penal consequences.

3.2 Footnotes

After the end of the passage which is to be referenced, the number of the corresponding footnote follows, in which the reference can be read. The footnote is superscript and appears after the punctuation mark if it refers to the entire preceding sentence. Footnotes form complete sentences in that they begin with a capital letter and end with a full stop. The rule is that the footnotes are counted consecutively throughout the work, i.e. they are not restarted at footnote 1 after each chapter, as is done in very long books with many footnotes. If a title is mentioned in the footnote for the first time, it must be included in full. It differs from the title record for the bibliography only in that the first name comes before the surname (alphabetization would be nonsensical for the footnotes, after all) and that the passage to be referenced has page number(s) attached. The rules for the title record of sources and research literature can be found in chapter 4 and chapter 5 respectively.

In footnotes, always give the exact page number(s) you are referring to. The only abbreviation permitted is an "f.", which is used to show when you want to cite a page and the page immediately following. Meaning:

P. 34f means P. 34 and P. 35. Do not work with vague descriptions, e.g. "passim" (meaning: "can be found scattered throughout the work") or "." (e.g. 45.) for (an indefinite number of) following pages. No one can know then whether you are referring to three or three hundred pages.

If you have already cited a work in your paper, use the so-called 'short title' when mentioning it again in a footnote. It consists of the author's surname and the beginning of the title, or one (or possibly two) meaningful nouns.

Example:
[1] Iggers, Geschichtswissenschaft, P.45f.

If the same title is mentioned in successive footnotes, it is sufficient to use the abbreviation Ibid. (for ibidem) from the second onwards. Only the information that differs from the preceding footnote is added.

Example:

[5] Iggers, Geschichtswissenschaft, P.65.

[6] Ibid., P.33.

[7] Ibid.

However, if the sequence is interrupted by another title, you must in any case always mention the short title again.

Example:

[12] Iggers, Geschichtswissenschaft, P.45f.

[13] Jürgen Osterhammel, Kolonialismus. Geschichte – Formen – Folgen, 5., aktual. Au., München 2006, S.15; Doris Bachmann-Medick, Cultural Turns. Neuorientierungen in den Kulturwissenschaften, Reinbek 2006, P.184–187.

[14] Iggers, Geschichtswissenschaft, P.89f.

[15] Bachmann-Medick, Cultural Turns, P.12.

Guidelines for Ancient History:

When citing ancient literary sources in the footnotes, you must use a special short title from the first mention onwards. Also, do not give the page number, but always the book, paragraph and possibly sentence. This is because there are many different editions of ancient literature. Citing a page number would therefore not be comprehensible for users of other editions. The abbreviated form to be used has the following format:

Shortened Name of Author [full stop] Shortened Title [full stop] Book [full stop or comma] Paragraph [full stop or comma] Sentence [full stop]

If an author has written only one work, if the work is not divided into books, or if the sentences in your edition are not numbered consecutively, leave the corresponding information out. A source citation therefore looks like this, for example:

[19] Plut. Pomp. 10.

[20] Hdt. 7, 220,4.

Guidance to how to abbreviate author and work can be found in the Neue Pauly (DNP). In the list of primary sources, however, you should give the complete bibliography according to the guidelines in the next chapter.

4 Guidelines for the List of Primary Sources

Due to the different primary sources available, slightly different citation methods have become established in the various epochs of historical academia. Besides some differences, however, there are also many similarities.

4.1 General Information

The list of sources is always sorted alphabetically according to the authors of the sources. In the case of primary source collections with primary sources by different authors, first state the title of the primary source collection and arrange them alphabetically according to the first noun in the title. Sources by a specific but unknown author can additionally be marked with [-] or [Anonymous] instead of the name but are then also sorted alphabetically by title. Possible grammatical and orthographical deviations in the title of the original are to be adopted. Only the sources actually used in your work appear in your list of sources. i.e. they should be mentioned at least once in a footnote. In addition, you must list the persons involved in the edition, such as editor and translator ("trans.") involved in the edition. If the cited work has appeared as a volume in a series, the series title and the corresponding volume number are given in brackets. Editors of such series are not listed.

The standard form for all forms of source output is as follows:

Format:
Contemporary Author and/or Work Title [comma] Ed. by Name Surname (= series title and volume number) [comma] Place(s) of Publication Year [full stop]

Example:
Adomnan's Life of Columba, ed. and trans. Alan O. Anderson and Marjorie O. Anderson Oxford 1991.

Guidelines for Ancient History:
In principle, you should only use editions of works. Even if you have become aware of a source through a source collection, a study book or similar, do not quote from these works, but work with the edition of the relevant work. The exact information can be found in the front matter. There are special collections for inscriptions, including those in translation. Here, first mention the title of the collection and also arrange them alphabetically according to the title.

Some examples for Ancient History:

Historic Inscriptions in Translation, Vol. 1, The archaic and classical Period, ed. and trans. Kai Brodersen, Wolfgang Günther and Hatto H. Schmidt, Darmstadt 1992.
Isocrates, All Works, Vol. 1, Speeches I–VIII, trans. Christine Jey-Hutton, introd. and expl. by Kai Brodersen, Stuttgart 1993.
Titus Livius, Röman History, Vol. 1, Book I–III, Latin and German, ed. and trans. Hans Jürgen Rillen, Darmstadt 1991.

Guidelines for Medieval History:

One of the most important and most useful primary source collections for studying the medieval history of Germany is the *Freiherr-vom-Stein-Gedächtnisausgabe* (FSGA), a series named after the founder of the Monumenta Germaniae Historica. A work published in this series is cited as follows:

Thietmar von Merseburg, Chronik, trans. by Werner Trillmich (=FSGA 9), 8., across from 7. extended by an addendum edition, Darmstadt 2002.

If works by different authors have appeared collected in one volume:
Jonas' First Book of Columbans Life, trans. Herbert Haupt, in: Sourced on the History of the 7th and the 8th Centuries, under supervision of Wolfram Herwig, newly trans. Andreas Kusterning (= FSGA 4a), Darmstadt 1982, pp. 395–497.

One often has the problem that medieval authors are spelled differently in English, German and French literature and even in the Middle Ages already. One then has to agree on a spelling. In order to guarantee the retrievability of the primary source texts you cite in the scientific apparatus, place the author's name in the spelling you use before the title of the cited work, e.g. in a square bracket open at the front in order to maintain alphabetical order. The medieval author Gerald of Wales, for example, is known by the following names: Giraldus Cambrensis (Latin), Gerald of Wales (English), Gerald de Barri (Anglonorm.) and Gerallt Cymro (Welsh). Here one must agree on a spelling. This could look like this:

Giraldus Cambrensis] Gerald of Wales, The History and the Topography of Ireland, trans. with an introduction by John Joseph O'Meara, Harmondsworth 1982.

4.2 Citing Archive Material

In many cases, sources are available as documents from archives. Since these usually have their own, archive-specific designation (reference), a special form of citation and indication is required for the correct citation of these sources. There is no fixed rule for this, but the

method given here is intended as a guideline. Central to this information is always the uniformity of the citation, the clear naming, and the traceability of all the used files.

Within the footnotes

In addition to the archive-specific reference, the correspondence partners should be included in the respective footnote. An equivalent procedure is followed for file notes and the like. In addition to the reference, the name of the archive must be indicated as well. The following applies: when the archive is mentioned for the first time, the name is to be given in full. After that an abbreviation (of your own choice, if not given) is to be used as for further mentions of the same archive. Additionally, the respective date of the files is to be indicated, if no page numbers are available.

Format:

Name of the Archive (Abbreviation) Inventory Number File Number [comma] Mention of the Correspondents [from] Date (or page/sheet number if stated) [full stop]

Examples:

University Archive Mannheim (UA MA) 17 Nr. 456, Letter of the AStA to the senate of the University of Mannheim from 15.02.1969.

UA MA 1 Nr. 546, file note of Roland Meier from 13.02.1967.

UA MA 12 Nr. 24, press release of the Mannheimer Morgen from 13.12.1956.

UA MA 16 Nr. 13, course catalogue winter semester 1932/33.

UA MA P Nr. 5, personnel file Walter Georg Waffenschmidt (1946-1980).

List of primary sources

Files and archival finds always belong in the separate list of primary sources in the scientific apparatus. Analogous to the citation of footnotes, the complete reference of the file must be given first. This is divided into the archive name (abbreviation), the inventory number and the file number. If available, the title and duration of the file as well as the page number should be given. When files from different archives are used, it is advisable to sort the files by the respective archives (whereby the archive name is used as a heading and is then omitted from the reference).

Examples:

UA MA 1 Nr. 548, academic celebrations/ceremonies (1965-1970).

If more archives are in the list of primary sources (e.g. Federal Archives)

Federal Archives (BArch):

N 1773/1, P. 77.

RW 19/234, sheet 4.

4.3 Internet Sources

Today, the Internet offers a multitude of possibilities for the unproblematic utilisation of primary sources without having to hold the actual original - if it is still physically available at all - in one's hand. Generally speaking, sources that are viewed online and which also exist "offline" in some form or another can be cited in the same way as their real-world counterparts, regardless of whether the original is available printed (e.g. newspaper and magazine articles) or unprinted (e.g. digitised archive material). However, it can sometimes be tedious to allocate an online newspaper article to its offline original - together with all the necessary information such as volume number and page numbers. Especially since now a large number of articles and portals are published exclusively on the internet. Therefore, in many cases it is advisable to cite the sources used as internet sources.

In most cases, citations are made in accordance with the rules for quoting from the Internet (see chapter 5.1.5): The author and title of the article are followed by the publishing portal/website, the date of publication and the URL together with the last date access.

If the exact author of the article is unknown, the publishing portal (usually the website) is listed as the author and is thus omitted when the publisher is to be named. Digitised archival material follows the normal citation of archival sources (see chapter 4.2) and only the URL and the last date of access are to be added.

Format:
Surname [comma] Name [comma] Full Title of the Primary Source [comma] in [colon] Title of the Publishing Body (Date) [full stop] URL [colon] Link (Last Date of Access) [full stop]

Examples:
Bargon, Sebastian, Reste in der Mensa. Ich esse das, was du nicht isst, in: Der Spiegel (13.04.2016). URL: https://www.spiegel.de/lebenundlernen/uni/freiburg-studentenessen-die-mensa-reste-der-kommilitonen-a-1086593.html (01.10.2021).

Der Spiegel, 1,555 Euro pro Liter. Dieselpreis steigt auf Rekordhoch in Deutschland (18.10.2021). URL: https://www.spiegel.de/wirtschaft/service/dieselpreis-steigt-auf-rekordhoch-in-deutschland-a-bd95d396-62f7-4612-8878-468bb0ca40fd (18.10.2021).

5 Guidelines for the Bibliography

As in the list of primary sources, in your bibliography list only the literature actually used, i.e. the relevant work must be cited at least once or referred to in a footnote.

In your term paper, you should only work with specialist literature on your specific topic. In the proseminars, most term paper topics have already been extensively researched and there will therefore hardly be a lack of relevant literature. You will find out how to search for the relevant literature in the tutorial. Don't forget to also search for foreign language research literature on your topic. The incorporation of international research results is indispensable for a good historical term paper.

In the following, you will find the bibliographical references presented by genre of literature. In doing so, we recommend a basic form in each case. Deviations according to the general rules in section 5.2 are possible. Please note, however, that you should apply them consistently within your work.

5.1 Guidelines by Genre of Literature

5.1.1 Monographs

A monograph is a coherent work by one or more authors. The monograph must be so detailed that it has appeared as an independent publication. A monograph may also comprise several volumes. The following format applies to the inclusion of monographs:

Format:
Surname, Name [comma] Full Title with Subtitle [comma] Place of Publication Year [full stop]

Examples:
Duffy, Séan, Ireland in the Middle Ages, Dublin 1997.

Iliffre, John, Africa's History, Munich 1997.

In the case of dissertations that have not been published, the abbreviation Diss. faculty (phil., med., jur. etc.) and the university are to be used instead of the publishing place. In the case of dissertations in foreign languages, it is usually best to retain the foreign-language terms to avoid misunderstandings.

Example:

Stoiber, Edmund, Der Hausfriedensbruch im Lichte aktueller Probleme, Jur. Diss. Munich 1971.

Munson, Robert, The Landscape of German Colonialism. Mounts Kilimanjaro and Meru, c. 1890–1916, unpubl. PhD Thesis, Department of History, Boston University 2005.

5.1.2 Edited Volumes/Compilations/Collections

As the name suggests, edited volumes are collections of essays by several authors. In terms of content, there is often - but not always - an overarching theme on which all the essays were written. The difference to monographs is that the individual articles can be clearly assigned to specific authors. Similarly, edited volumes have one or more editors who bear overall responsibility for the work. Since edited volumes can also contain articles on very different topics, you should always indicate the specific article that you want to use for your work. This is done in the following format:

Format:

Surname, Name [comma] Title of the Essay [comma] in [colon] Name Surname of the Publisher (ed.) [comma] Title and Subtitle of the Edited Volume [comma] Place of Publication Year [comma] Page numbers of the Essay [full stop]

Example:

Hettling, Manfred/Paul Nolte, Bürgerliche Feste als symbolische Politik im 19. Jahrhundert, in: Manfred Hettling/Paul Nolte (eds.), Bürgerliche Feste. Symbolische Formen politischen Handelns im 19. Jahrhundert, Göttingen 1993, pp. 7–36.

Smith, Richard M, "Modenization" and the corporate village community in England: some sceptical reflections, in: A.R.H. Baker and D. Gregory (eds.), Explorations in Historical Geography: Interpretive Essays, Cambridge 1984, pp. 140-79.

Should you, for whatever reason, wish to indicate an entire edited volume, then this is done in the same way as for monographs, but instead of the authors, the editors are named (with the corresponding designation in brackets).

5.1.3 Journal Articles

Another useful genre of literature is essays in scientific journals. Since this form of academic literature is the most unfamiliar to most students, there are often certain reservations about its use. However, please note that journal articles have numerous

advantages: they often best reflect the current state of research, are very concise, and may be highly relevant to your topic. Likewise, they can be used with the University Library's journal databases, and they can also be consulted from the comfort of your own home.

Journals are included in the bibliography as follows:

Format:

Surname, Name [comma] Title of the Article [comma] in [colon] Title of the Journal Volume Number (Year) [comma] Page Numbers of the Article [full stop]

Examples:

Henry, Patrik L., The Land of Cokaygne. Cultures in Contact in Medieval Ireland, in: Studia Hibernica 7 (1972), pp. 120–141.

Baltrusch, Ernst, Mythos oder Wirklichkeit? Die Helotengefahr und der Peloponnesische Bund, in: HZ 272 (2001), pp. 1–24.

Note that the volume number is given without the suffix "Vol.". The issue number and the place of publication, which are given for many journals, are also omitted.

The most common journal titles should be abbreviated. For Ancient History, the overview of the "Année Philologique"[2] and for the Middle Ages the lists in Dahlmann/Waitz or the "Lexikon des Mittelalters" are authoritative. You should have learned how to use these reference works in the tutorial.

5.1.4 Encyclopedia Articles

Encyclopedias are reference works, some of which have different aims. Some, such as "Paulys Realencyclopädie der klassischen Altertumswissenschaft" (Pauly's Encyclopedia of Classical Ancient History), claim to cover the complete state of research on a particular subject. Most, however, serve primarily to give a brief overview of a particular aspect of history. They are therefore very suitable as an introduction to your topic.

It is essential to distinguish between general encyclopedias such as Brockhaus or Wikipedia and scientific encyclopedias. You may not cite the former in your work under any circumstances. For scientific encyclopedias, on the other hand, the following format applies:

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[2] Available on the internet at https://www.adwmainz.de/fileadmin/adwmainz/projekte/as/HASAbkuerz.pdf (01.02.2023).

Format:

Surname, Name [comma] Art. "Keyword" [comma] in [colon] Title of the Lexicon Volume
Number [comma] if necessary Publisher [comma] Place of Publication Year [comma]
Page or Column Number [full stop]

Example:

Pitz, Erich, Art. "Stadt", in: LexMA 7, Munich 1999, Col. 2169–2207.

In some epochs, some lexicons (LexMA = Lexicon of the Middle Ages) are used so frequently, that they are also given in an abbreviated form. However, these are manageable in number. Which ones they are exactly and what special features they have when used, you will learn in the tutorial.

5.1.5 Citing from the Internet

Texts from the internet are usually cited in the same way as articles in journals or edited volumes. This means that the author and title are given as usual, followed by the title of the website. In addition, the URL address is given.

As URLs and files are constantly being revised, it is absolutely necessary to give two dates: on the one hand, the date of the last update of the page (if indicated; often at the bottom of the page), and the date on which you found the information on the page. The date of the last update should be added after the title, the date on which you saw the page, after the URL.

Of course, when selecting internet texts, you should pay particular attention to the fact that they meet scientific criteria. As mentioned in the previous section on encyclopedia articles you must not cite Wikipedia in your term paper.

Examples:

Behrends, Jan C., Amerika als Imperium. Ein Überblick zur neueren Literatur, in: Zeithistorische Forschungen/Studies in Contemporary History (January 2006). URL: http://www.zeithistorische-forschungen.de/16126041-Behrends-1-2006 (21. July 2013).

Landwehr, Achim, Kulturgeschichte, in: Docupedia-Zeitgeschichte (14.5.2013). URL: http://docupedia.de/zg/Kulturgeschichte (21. July 2013).

Butler, Sarah, Return train tickets expected to be scrapped in UK rail shake-up, in: The Guardian (05.02.2023). URL: https://www.theguardian.com/business/2023/feb/05/return-train-tickets-expected-to-be-scrapped-in-uk-rail-shake-up (06.02.2023).

5.1.6 Reviews

Reviews are short articles that discuss a recently published work. For your term paper, reviews have the advantage of providing you with a very concise overview of the content and a scientific classification in the existing research landscape. You will thus find out quite quickly whether and how you can use the reviewed work for your term paper. In addition, (good) reviews will critically examine the work being discussed. You can use this in turn if you want to contrast research opinions. Also note, that academic reviews follow certain guidelines in terms of content and form and are written by specialists for the respective epoch. They are therefore not comparable with book reviews in daily newspapers or online retailers.

Reviews are an integral part of academic journals, but there are also separate internet portals that specialise in reviews. Well-known German-language examples of this are *Sehepunkte*[3] or *H-Soz-u-Kult*[4]. The former is an online journal with a fixed publication date, while the latter publishes reviews at irregular intervals. Reviews are cited according to their publication format, i.e. a review in a journal according to the specifications for journals. The reviewer is named as the author, and the reviewed work, including its author, is named as the title or subtitle.

Examples:

Hanisch, Manfred, Review of: Gian Enrico Rusconi, Cavour and Bismarck. Zwei Staatsmänner im Spannungsfeld von Liberalismus und Cäsarismus, Munich 2013, in: Sehepunkte 13 (15.07.2013). URL: http://sehepunkte.de/2013/07/22086.html (18.08.2013)

Depakat, Volker, Review of: Bernd Stöver, United States of America. Geschichte und Kultur. Von der ersten Kolonie bis zur Gegenwart, Munich 2012, in: H-Soz-u-Kult (26.07.2013). URL: http://hsozkult.geschichte.hu-berlin.de/rezensionen/2013-3-063 (18.08.2013).

Money, Duncan, Review of: Jean P. Smith, Settlers at the End of Empire: Race and the Politics of Migration in South Africa, Rhodesia, and the United Kingdom, Manchester, 2022, in: Reviews in History (November, 2022). URL: https://reviews.history.ac.uk/review/2469 (06.02.2023).

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[3] http://sehepunkte.de/ (02.02.2023).

[4] http://hsozkult.geschichte.hu-berlin.de/rezensionen/ (02.02.2023)

5.2 General Rules

The following is a summary of a number of general rules that apply to both the list of primary sources and the bibliography:

- The bibliography, like the list of primary sources, is sorted alphabetically by the surname of the author. Neither primary sources nor secondary literature are listed with bullet points or hyphens.
- When recording titles, always use the title on the title page at the beginning of a book as a guide, not any short titles on the spine, cover or dust jacket. All details about a title should be given in a single line, without breaks, paragraphs or line breaks.
- Several authors are to be indicated and separated from each other by slashes. If there are more than three authors, only the first is named. The others are abbreviated with "et. al." ("and others").
- The surname is placed first in the lists of sources due to alphabetical sorting and is therefore omitted in places where sorting would be superfluous. For example, in the short title, from the second author onwards, or when the editor is named.

Examples:

Hobsbawn, Eric J./George Rudé, Captain Swing, New York 1968.

Hanson, Victor D., The Western Way of War. Infantry Battle in Classical Greece, London 1989.

Schneidermüller, Bernd/Stefan Weinfurter (eds.): Die deutschen Herrscher des Mittelalters. Historische Portraits von Heinrich I. bis Maximilian I. (919–1519), Munich 2003.

- Instead of a comma, you can also place a colon after the author's name. Furthermore, a full stop can be placed after the subtitle instead of a comma. Often you will also find the emphasis of author or editor names (e.g. with CAPITALS) or the title of the book (by using *italics*). Again, if you choose one of these versions, you must use it consistently in your work and maintain it.
- If possible, please do not abbreviate the first name of authors – researching for A. Müller can be very time-consuming under certain circumstances. Only in the case of older publications in which an abbreviated first name cannot be solved even via relevant biographical reference works, an abbreviation cannot be avoided. Further other first names should be cited in accordance with the publication - i.e. written out in full, abbreviated or completely without a middle name, depending on which version the author has chosen. Academic titles of the authors (doctor, professor etc.) are not mentioned.

- If there is no indication of the year or place of publication, write "w. p." for "without place" instead of place of publication and instead of the year of publication "n.d." for "no date".
- Series titles are given in brackets and after an equal sign (=), as you can see in the following example. Series editors are not indicated.

Example:

Gotter, Ulrich, The Castrated King, or: The Everyday Monstrosity of the Late Hellenistic Kingship, in: Nino Luraghi (ed.), The Splendors and Miseries of Ruling Alone. Encounters with Monarchy from Archaic Greece to the Hellenistic Mediterranean (= Studies in Ancient Monarchies 1), Stuttgart 2013, pp. 207–230.

- In contrast to the place of publication, the name of the publishing house is not mentioned for any genre of literature.
- For a better overview and to enhance the overall aesthetics of your work, in the footnotes you may choose to use the short title of the website instead of the full URL (e.g. www.spiegel.de) or the complete omission of URLs in the footnotes, provided that this is stated in an explanatory footnote at the beginning of the paper. Of course, the complete URL is still cited in full in the list of primary sources or bibliography, where it can also be consulted by the reader.
- In general, when citing internet sources and literature from the internet, hyperlinks should be removed. The exact time of the last consultation should be omitted.
- Scientific journal articles that you can find online, but which can also be found in the physical version of a journal (e.g. from Jstor, APuZ, SpringerLink or similar) are cited according to the guidelines for journals, but should also have the URL included.

Example:

Meuthen, Erich, Der Fall von Konstantinopel und der lateinische Westen, in: HZ 237 (1938), pp. 1–35. URL: https://www.digizeitschriften.de/dms/toc/?PID=PPN331411849_0237 (29.11.2021)

- Later editions of a book must be noted. This applies in particular to any changes from the first edition, e.g. for a corrected (corr.), revised (rev.), improved (impr.) or expanded (exp.) new edition. Especially in the latter cases, it is essential to refer to the latest edition. If nothing has changed in the new edition, it is sufficient to cite the edition used with a superscript number before the year. If a monograph or an edited volume has been published in several volumes, the respective volume number should, if possible, be given between the title and the subtitle.

Examples:

Dahlheim, Werner, Geschichte der römischen Kaiserzeit, 3., rev. and exp. Ed., Munich 2003.

Osterhammel, Jürgen, Die Verwandlung der Welt. Eine Geschichte des 19. Jahrhunderts, Munich 2010.

Hammond, Nicholas G.L., A History of Macedonia 1st ed.: Historical Geography and Prehistory, Oxford 1972.

Guidelines for economic and social history

The American citation method ("Harvard method"), which is more widely used in economics, can be used as an alternative to the conventional ("German") citation method presented above. In this case, footnotes are largely dispensed with and the respective reference is integrated into the continuous text in square brackets as follows:

[Iggers 1993: P. 45f]

If you use several publications by one author with the same year of publication, they are distinguished by the letters a, b, c, etc. after the respective year. This distinction must of course also be made in the bibliography. The bibliographical references for the various forms of literature are given here very briefly:

Monograph	Author (Year): Title. Place.
Edited Volume	Author (Year): Title. In: Ed. 1/Ed. 2/Ed. 3: Title. Place, Pages.
Journal Articles	Author (Year): Title. In: Journal Title, Year, Pages.

Eichengreen, Barry (2002): Averting a Global Crisis. In: James, Harold: The Interwar Depression in an International Context. Munich, pp. 171–192.

Eichengreen, Barry (2000a): Vom Goldstand zum Euro. Berlin.

Eichengreen, Barry (2000b): From Benign Neglect to Malignant Preoccupation: U.S. Balance-of-Payments Policy in the 1960s (=NBER Working Paper Series, 7630). Cambridge (Mass.).

Eichengreen, Barry/Temin, Peter (2000): The Gold Standard and the Great Depression. In: Contemporary European History, 9, pp. 183–207.

Several works by the same author are listed by year of publication in chronologically descending order. In any case, it is essential that you decide on a citation method and do not use both variants in addition to each other. For historical works, the conventional citation method is often recommended.

5.3 Additional Guidance: Special Forms of Primary Sources and Literature

5.3.1 The Bible

Citations from the Bible in the footnote are always made according to the following pattern:

Format:
Book Chapter [comma] Verse [comma] Bible Translation Year of Publication [full stop]

If the same book is used more than once (Genesis, Chronicles etc.), it can be abbreviated according to the usual forms, in which case the book number must also be mentioned. Bible translations should be given by the name of the respective Bible with reference to the common versions such as the *Einheitsübersetzung* or the Luther Bible. Caution: Never cite the Bible with page numbers!

Example:
Genesis 1:1–2, Luther Bible 2017.

In the literature or primary source list, on the other hand, the Bible is listed in the following form:

Format:
Name of the Bible [comma] Place of Publication Year of Publication [full stop]

Example:
Luther Bible, Stuttgart 2017.

Alternatively, the Bible can be cited as an online source in the bibliography:

Example:
Luther Bible, Deutsche Bibelgesellschaft 2017, URL: https://www.die-bibel.de/bibeln/online-biblen/lesen/LU17/EXO.2.10/2.-Mose2%3A10 (06.10.2021)

5.3.2 Film Sources

Especially as a primary source, films can have a high scientific value, so they are cited often. However, as with all other sources, it is important to provide precise information and traceability should be emphasised. Besides the title and the reference to the director or

producer of the work (in the case of YouTube, the respective youtuber), the year of publication and, in particular, the exact time of publication of the quote used is of great importance. The format in the footnote is therefore structured as follows:

Format:

Director-Name Surname ([comma] possibly producer) in [colon] Title [+ Format in brackets (Film, Series, YouTube Clip)] [comma] Country of Publication Year of Publication [comma] Exact Time Reference (hh:mm:ss – hh:mm:ss) [full stop]

Example:

W. Finerman, S.P. Starkey, S. Tisch, R. Zemeckies in: Forest Gump [Film], USA 1994, 01:12:20 – 01:12:50.

In the list of primary sources, on the other hand, the production company, if available, is given in addition to the country of publication. In the case of Internet clips, the URL is also given.

Format:

Producer-Surname [comma] Name ([comma] possibly Producer) [colon] Title [+ Format in brackets (Film, Series, YouTube Clip)] [comma] Place of Publication ([possibly [colon] Production Company) Year of Publication (possibly URL) [full stop]

Example:

Zemeckis, R. (Director), Finerman, W., Starkey, S.P., Tisch, S. (Producers): Forrest Gump [Film], Los Angeles: Paramount Pictures 1994.

Recorded interviews with eyewitnesses, for example, are to be treated analogously to film sources. Here, too, it is important to give the exact time in the footnote as well as information about a possible transcription in the appendix or access to the recording.

Example:

Elbe, Frank in: Eyewitness Interview Hans-Georg Ripken with Ambassador retired Frank Elbe [Interview], Bonn 2021, 00:04:06 – 00:04:38, see appendix 4.

5.3.3 Legal Texts

Legal texts are also often important sources referred to in scientific papers. However, it must be differentiated whether the current version is used or an older source. In the current version, an entry in the bibliography can be dispensed with; only the footnote is needed. However, this requires the use of the official version of the law:

Format:

Paragraph Number Subsection Number Sentence Number Short Title of the Law Book [full stop]

When using older versions, on the other hand, an entry in the bibliography is required, but in addition it must already be stated in the footnote which version was used. For this purpose, the abbreviation "version dated" and the date are added to the citation. This must then also be included in the list of primary sources. The same applies to laws that are no longer in force.

Examples:

§ 81 Subsection 1 Sentence 3 BGB (German Civil Code).

§ 46b Subsection 3 of the GKgfEG version dated 4. February 1987.

5.3.4 (Plenary) Records and Reichstag Files

Plenary records or Reichstag files play a major role in many historical works. The proper indication of these files is of great importance due to the large amount of material. The information in the footnote should therefore be detailed:

Format:

Name Spokesperson Surname Spokesperson in: Editor [comma] Title of the Protocol [full stop] Subtitle of the Protocol (incl. Date) [comma] Organiser (if deviant from Editor) Place of Event Year [comma] Page of Protocol [full stop]

Example:

Margot von Renesse in: German Bundestag, Plenary Record of the 25.06.1992. 12. Election Period – 99. Session, Berlin 1992, P. 8321.

Additional information such as the place and the year of publication is necessary in the list of primary sources, if they differ from the rest of the information:

Format:

Editor [comma] Title of Protocol [full stop] Subtitle of the Protocol [comma] Organiser (if deviant from Editor) Place of Event Year (possibly [comma] Place of Publication Date of Publication if deviant) [full stop]

Example:

German Bundestag, Plenary Record of the 25.05.1992. 12. Election Period – 99. Session, Berlin 1992.

5.3.5 Lectures

In various cases, lectures and study material of the lecturers can be cited. However, this should only be done in exceptional cases, as lectures are often not publicly accessible. In academic papers, they should therefore only be used if the primary sources referred to in the lecture are not indicated.

Format:

Name Surname [comma] Title of the Lecture in: Lecture Course [comma] Place Date [comma] Slide Number / Exact Time Reference (hh:mm:ss – hh:mm:ss) [full stop]

Example:

Philipp Gassert, Lecture 2: Herder on Cultures and Nations in: Introduction to International Cultural Studies (IDV 401), Mannheim 06.10.2020, P. 9.

In the bibliography, on the other hand, lectures are given as follows:

Format:

Surname [comma] Name [comma] Title of the Lecture in: Lecture Course [comma] Place Date (possibly [comma] URL to public access to the slides) [full stop]

Example:

Gassert, Philipp, Lecture 2: Herder on Cultures and Nations in: Introduction to International Cultural Studies (IDV 401), Mannheim 06.10.2020.