



Guidelines for authors

Jahrbuch für Geschichte des ländlichen Raumes/ Rural History Yearbook (JGLR/RHY)

1. General Information

The *Jahrbuch für Geschichte des ländlichen Raumes/Rural History Yearbook* (JGLR/RHY) is a peer-reviewed journal. Authors are invited to submit articles for a thematic issue, but RHY also invites unsolicited contributions (please send as email attachments). The editors will check if the paper is appropriate for the journal and is of sufficient originality and scholarly interest. Assuming the editors give initial approval to the article, it will move onto peer review. RHY uses a system of double-blind review (i.e. the author's identity is concealed from the reviewer, and vice versa). After the peer review process, the article is sent back to the author for either major or minor revision. Please do not hesitate to contact the editorial office if you have any further questions concerning your submission.

For articles, the size of the manuscript should not exceed 80,000 characters (including spaces, notes and illustrations; for each full-page illustration, 3,500 characters should be taken into account).

RHY also publishes contributions in the sections “Forum” (project and conference reports, essays on current debates) and “Review Essays” both of which should not exceed 40,000 to 50,000 characters.

Authors should secure all rights before submitting illustrations. However, the editors and the publisher reserve the right to make the final selection of any illustrations provided.

All submissions should include:

- title (not exceeding one line)
- subtitle (optional)
- abstract (approx. 1,000–1,300 characters incl. spaces)
- 3–6 key words
- author name and institutional address, including email address (please state the affiliation where the research for this article was conducted)
- images, illustrations, figures, and tables (as separate files) (optional)

Accepted articles are subject to an assignment of rights between the author and the publishing house.

2. Style Guide: Text

Stylesheet (.docx)

See separate file

Language editing

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is not a mandatory step, but it may help to ensure that the academic content of the paper is fully understood by the editors and any reviewers. Please note that the use of any of these services is voluntary, and at the author's own expense.

Spelling should follow the *Oxford English Dictionary* or the *Concise Oxford Dictionary*.

Footnote style

In the text, footnote indicators should come after – and not before – punctuation. Please use the footnote function of your text-processing software. Semi-colons should be used to separate several references in one note. If a footnote contains not only the source for a fact or a quotation in the text, but relevant substantive material as well, then the source should be cited first. A full stop usually separates the reference from the commentary. Comments such as “my emphasis” are usually placed in square brackets.

Quotation

Always follow the punctuation, capitalization, and spelling in the original text or source. Use double quotation marks, with single quotation marks only being used for quotations within quotations; mark missing parts or ellipses using [...]. If a sentence ends in a quotation, always place the full stop inside the quotation marks, rather than outside (“[...]”).

Quotations exceeding three lines should be broken off from the text and indented from the left-hand margin as a separate block of text (use double quotation marks).

‘Single inverted commas’

Single inverted commas should be used for words or phrases used in a special or ironic sense, and for quotations within quotations.

Italics

Use italic type for titles of books, articles, periodicals, poems, plays, films and artworks. Foreign words not commonly found in English usage as well as neologisms are set in italic type.

Names of institutions or organisations not commonly found in English usage are also set in italic type.

Italics can also be used to emphasize a particular word.

Numbers & dates

In narrative passages, numbers up to twelve should be expressed in words, except where they are attached to percentages, units or sums of money; use Arabic numerals thereafter.

The order in dates should run “20 July 1940” (Australian date format).

Date sequences should be compressed as follows (with the figures separated by an en dash): 1858–1859, 1854–1864; page sequences are expressed as 12–15, 121–129, 121–135, 213–219, etc.

Give eras in small capitals. BC follows dates (70 BC, between the eighth and the fourth centuries BC); AD precedes dates (AD 600–1700); there is no year 0; abbreviate circa as c. (c. 1650).

Decades: the 1950s (not ‘the 1950’s’ or ‘the fifties’); except for decades which have become metaphoric: the Roaring Twenties or the Hungry Thirties.

Percentages and monetary sums, etc., are usually expressed in figures. Percentages should be expressed in the following format: “10 per cent”, except when used very frequently within the article, in which case use of the percentage symbol (%) is acceptable.

When using numbers greater than 100, format them as follows: 1,000; 100,000; 1,000,000.

Decimal places are divided from the whole number with full stop.
Use a period after a genealogical number (Emperor Joseph II.).

Abbreviations

Spell out the term in full on first usage, unless it is universally known (such as DNA or GPS). Avoid general non-scientific abbreviations (for example: e.g., i.e., etc) in running text; such abbreviations are acceptable in footnotes in figures (but not figure legends), and in tables.

3. Style Guide: References

Note that references should supply enough bibliographical information to allow easy identification of works, even by persons unfamiliar with the subject. Notes should be kept brief. They are primarily for the citation of sources and should only be used in a limited manner to provide additional commentary or information.

If a reference comprises more than one author, editor or place of publication, they should be separated by a slash (/) without spaces in between. For titles with multiple authors, give in full the names of up to three authors or editors, as on the publication.

Give first author/editor followed by et al. if the authors/editors number more than three.

Provide precise page numbers (for page ranges use en dash).

Anglicise foreign places of publication (Cologne, Vienna, Prague etc.).

Books

[First name] [Last name], [Title]. [Subtitle], [Number] edn., [Place]/[Place] [Year], [Page number if relevant].

Please use headline style capitalization for English titles, regardless of the original spelling.

Leslie E. Anderson, *The Political Economy of the Modern Peasant. Calculation and Community*, Baltimore/London 1994, 45.

Wilhelm Abel, *Agrarkrisen und Agrarkonjunktur. Eine Geschichte der Land- und Ernährungswirtschaft Mitteleuropas seit dem hohen Mittelalter*, 3rd edn., Hamburg 1978.

Jürgen Kuczynski, *Geschichte des Alltags des deutschen Volkes*, vol. 3: 1810–1870, Berlin 1981.

Edited volumes

[First name] [Last name] (ed.), [Title]. [Subtitle], [Place]/[Place] [Year].

[First name] [Last name]/[First name] [Last name] (eds.), [Title]. [Subtitle], [Place]/[Place] [Year].

Guido Alfani/Cormac Ó Gráda (eds.), *Famine in European History*, Cambridge 2017.

Maxine Berg (ed.), *Markets and Manufacture in Early Industrial Europe*, London/New York 1991.

Chapter within an edited volume

[First name] [Last name], [Title]. [Subtitle], in: [First name] [Last name]/[First name] [Last name] (eds.), [Title]. [Subtitle], [Place]/[Place] [Year], [Page range], [Page number if relevant].

Richard Hoyle, *Britain*, in: Guido Alfani/Cormac Ó Gráda (eds.), *Famine in European History*, Cambridge 2017, 141–165.

Journal article

[First name] [Last name], [Title]. [Subtitle], in: [Journal title] [Volume]/[Issue] ([Year]), [Page range], [Page number if relevant].

Eric Hobsbawm, Peasants and Politics, in: *Journal of Peasant Studies* 1/1 (1973), 3–22.

Michael Kearney, Transnational Migration from Oaxaca, the Agrarian Question and the Politics of Indigenous Peoples, in: *Österreichische Zeitschrift für Geschichtswissenschaften* 13/4 (2002), 7–21, 10.

Theses and unpublished manuscripts

Jennifer Leigh Mittelstadt, *The Dilemmas of the Liberal Welfare State, 1945–1964. Gender, Race, and Aid to Dependent Children*, PhD thesis, University of Michigan, Ann Arbor 2000.

Arno Fitz, *Die Frühindustrialisierung Vorarlbergs und ihre Auswirkungen auf die Familienstruktur*, diploma thesis, University of Vienna 1981.

Gernot Hutschenreiter/Hannes Leo, *Empirical Evidence on the Schumpeterian Hypothesis for Austria*, unpublished project report, Austrian Institute of Economic Research 1994.

Internet sources

[URL] [(d month yyyy)]

[URL] [(dd month yyyy)]

<http://www.esch.org/> (28 February 2020).

Sam Roberts, Barbara Lewalski, 87, Milton Scholar and Barrier Breaker, Is Dead, in: *The New York Times* online (29 March 2018), https://www.nytimes.com/2018/03/29/obituaries/barbara-lewalski-87-milton-scholar-and-barrier-breaker-is-dead.html?rref=collection%2Ftimestopic%2FResearch&action=click&contentCollection=science®ion=stream&module=stream_unit&version=latest&contentPlacement=17&pgtype=collection (23 May 2018).

Archival sources / Primary sources

The referencing style of archival sources depends on the citation method of the respective archive. Use abbreviations for archive repositories only if the abbreviation has been explained in the initial reference.

Newspaper and magazine articles

Time, 28 October 2013.

The New York Times, 4 December 2017, 3.

Jewish Telegraph Agency Bulletin, 4 April 1938, 2.

Das Deutsche Wunder, in: *Deutsche Zeitung (DZ)*, 9 March 1933, 1.

Subsequent references

If referring for a second time to a previously cited work, it is not necessary to repeat all details in full. Include enough information to identify the work and any other relevant information, such as page numbers.

[Last name], [first noun of the title], [page].

Hobsbawm, Peasants, 15.

Richard Hoyle, Britain, in: Alfani/Ó Gráda (eds.), *Famine*, 141–165, 143.

Ibid.

The abbreviation “ibid.” refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation.

Abbreviations commonly used in referencing

and others > et al.

Edition > edn.

Editor(s) > (ed.) or (eds.)

No date > n.d.

No place > n.p.

No pagination > n.pag.

Volume(s) > vol. or vols.

Number > no.

Supplement > suppl.

ibidem > ibid. (only to be used in citations to refer again to the last source previously referenced)

compare > cf. (Only use ‘cf.’ when it really does mean ‘compare’; otherwise use “see” or “see also”; do not use cf. for indirect quotations)

4. Illustrations, images, and tables

Tables, maps, figures and images should each be submitted as a separate file including short captions, source information and “public domain” labels or creative commons licences if needed.

Images: resolution is 600 dpi (dots per inch) at least; the format is eps, tiff, jpg.

Indicate table/image/illustration placement in the text as follows: “Insert table 1 / image 1 about here”.

Permission to reproduce copyright material must be obtained by the author and sent to the editors.