Guidelines for Contributors to
Administory. Journal for the History of Public Administration

Manuscript Guidelines

The manuscript (including endnotes) should not exceed **10.000 words**.

The **file**, in which the manuscript is submitted, should be in a format compatible with Microsoft Word. The file should not contain any special formatting of paragraphs (aside from the formatting outlined below). That includes: no indents, no tab stops, no blank lines between paragraphs, no header or footer, no underlining or special style sheets.

The submission process will be handled via Sciendo's **Editorial Management System**. You will receive the required log-in data and support (if necessary) from the editors.

To ensure **the authors' anonymity in the peer-review-process** please do not include references to yourself in the manuscript (including acknowledgements, excluding cited works) until after the peer-review-process.

Images & Graphs

You may indicate the positions of images in the manuscript (e.g. »Fig. 1«)

Please submit images in **high-resolution** (at least 300 dpi, for drawings at least 1200 dpi; **formats**: TIF, JPEG, JPG). Photocopies and images downloaded from search engines are often unsuitable.

Please send us the **captions** in a separate file. Captions should start with the image number (e.g. »Fig. 1«), give a short description of what is shown on the image and the reference for the image. Detailed descriptions or explanations regarding the image (where appropriate) should not be given in the caption, but in the manuscript text. A separate list of figures is not necessary.

Example: Fig. 2: Colonel Robert Langley (left) with a brigade of mounted police. Uganda, ca. 1950 (Source: Photograph by Noel Redman; provided from private collection by M. R. B. Williams).

The contributors are responsible for clarifying and where necessary for acquiring the **copyright** for the images submitted by them.

General guidelines for formatting the text

When using a **colon**, capitalize the first word after the colon, only if several sentences follow. If the clause after the colon illustrates the one before do not capitalize the first word after the colon.

Tables should be created using tab stops not spaces.

Please avoid using **abbreviations** in the continuous text of the manuscript. In the endnotes common abbreviations are allowed, the abbreviation full stop is followed by a space character.

Dates should be given in the following way with the month written out in full:

    Example: 12 November 1886

In the endnotes dates are given as follows:

    Example: 12. 11. 1886

A non-breaking space (Ctrl.+Shift+space) separates day and month in both cases.

Manuscript structure

A manuscript can contain up to two structuring levels, which are indicated typographically and not numerically.

Please format your manuscript's title, headlines and sub-headlines accordingly:

Example:	Title:	Recht, Staat und Krieg
	Headline:	Der Fall Kubitschek: Recht statt Gnade
	Sub-Headline:	Der diskrete Charme der Dienstpragmatik

Headlines are separated from the preceding and subsequent text with a blank line. Please do not use blank lines to separate paragraphs.

Indications

Accentuations in the text should be used sparingly; to **highlight** words, they can be put in *italics*. Titles in the text are **not** put in *italics*, but are marked by guillemets pointing inwards (»…«),

    Example: »The Communist Manifesto« by Karl Marx

        the essay »Über den Tod« by Ernst Tugendhat

Quotes

Direct quotes are marked by guillemets pointing inwards (»…«), for quotes within quotes and to distance oneself from the word used or to highlight terminology, single guillemets pointing inwards (›…‹) are used.

    Example: »I screamed at him, ›You, if you continue with this, I don't know what I'll do […]‹«;

Please do not use apostrophes, greater/smaller-than signs or angle brackets to mark quotes.

Omissions »[…]« and insertions are marked by squared brackets and separated by single spaces before and after from the text. Are single letters of a word being omitted, no spaces are required.

Omissions at the beginning and end of a quote do not necessarily have to be indicated.

Example: »Lorem ipsum dolor […] sadipscing elitr«

Longer direct quotes (longer than two lines) are formatted as separate paragraph without guillemets and put in italics.

The correct **apostrophe** (') is generated by pressing alt + 0146 (Windows, num block numbers) or shift + alt + # (Mac).

For page ranges and time periods in the format from–to please use the **en-dash** (–) **without spacing** (e.g. 1914–1918, pp. 3–7).

For parentheses please use the **en-dash with spacing**, e.g. On the other hand, the government determines the type and extent of administrative action and provides – although always contested – the ressources necessary.

Please use the **hyphen** for compound words, e.g. wide-ranging.

Reference Style Guide

References are listed in **endnotes**, not footnotes. Please refrain from using footnotes or references in the continuous text. The endnote numbers in the continuous text are given in superscript and Arabic numerals and are placed after punctuations. In the references at the end of the manuscript the endnote numbers are not given in superscript. Please put a tab stop (and not a space character) after the endnote number in the references.
Several references in one endnote are separated by semi-colons. If there is no reason for a different order, please give the references in inverse chronological order (the most recent publication first).

Full bibliographical information are given in the first time a publication is being referenced, afterwards a **shortened reference** (see examples below) is used. Please do not use abbreviations like ibid., id., etc.

When **listing authors or editors** up to three names are listed and separated by a slash with spaces » / «. If there are more than three names, only the first one is listed and the others are abbreviated using »et al.«.

Abbreviated or missing authors' names should be given in full/completed, if it can be achieved with reasonable effort.
Pseudonyms should be resolved, but can be indicated in brackets after the author's name.

> Example: Karl Renner (pseud. Rudolf Springer): Der Kampf der oesterreichischen Nationen um den Staat, Wien 1902.

If a publication spans several **volumes**, the volume should be indicated in the reference between the title and the place of publication. Year of publication might then contain a time range. If the full bibliographical information are listed at the first reference of a given publication or if only one volume is listed has to be decided on a case to case basis.

> Examples: Thomas Ellwein: Der Staat als Zufall und als Notwendigkeit. Die jüngere Verwaltungsentwicklung in Deutschland am Beispiel Ostwestfalen-Lippe, 2 vol., Opladen 1993–1997.
>
> Waltraud Heindl: Bürokratie und Beamte in Österreich, Vol. 2: Josephinische Mandarine. 1848 bis 1914, Wien 2013.

Place of publication: One place of publication is listed for monographs and edited volumes, for journals place of publication is not indicated. Places of publication have to be written in full. Where necessary, US-states can be listed after the place of publication in abbreviated form. **Publishers** are not listed nor are **series** titles.

> Examples: Uwe Schultz (ed.): Das Duell. Der tödliche Kampf um die Ehre, Frankfurt am Main 1996.
> Arlie Russell Hochschild: The Managed Heart. Commercialization of Human Feeling, Berkeley, CA 1983.

Number of edition is mentioned, only when necessary. If so please give the number of edition in superscript before the year of publication. The original year of publication can be added in squared brackets.

Example: Max Weber: Wirtschaft und Gesellschaft. Grundriss der verstehenden Soziologie, Tübingen ⁵1972 [1921].

Single pages are indicated with »p.«, **Page ranges** are indicated with »pp.« and not with »ff.«, »et seq.«, etc., »f.« is allowed if it indicates precisely the following page. Columns are indicated with »col.«, folios with »fol.«.

Example: Kwame Anthony Appiah: The Honor Code. How Moral Revolutions Happen, New York 2010, pp. 16–20.

Kwame Anthony Appiah: The Honor Code. How Moral Revolutions Happen, New York 2010, pp. 16f. [instead of pp. 16–17]

Subseq.:   Appiah: The Honor Code, pp. 16–20.

Appiah: The Honor Code, pp. 16f. [instead of pp. 16–17]

Monographies

First name Last name: Title. Subtitle, Place of Publication Year, [if applicable] page(s).

Example: Peter L. Berger / Thomas Luckmann: Die gesellschaftliche Konstruktion der Wirklichkeit. Eine Theorie der Wissenssoziologie, Frankfurt am Main ¹⁶1999 [1966].

Kwame Anthony Appiah: The Honor Code. How Moral Revolutions Happen, New York 2010, p. 16.

Short title: Berger / Luckmann: Konstruktion der Wirklichkeit, p. 60.

Appiah: The Honor Code, p. 16.

Articles in edited volumes

The full page range has to be indicated when the work is cited for the first time, a specific page is indicated by adding »at p.«.

First name Last name: Title. Subtitle, in: First name Last name (ed(s).): Title. Subtitle, Place of publication Year, pages.

Examples: Fredrik Lindström: Imperial Heimat. Biographies of the ›Austrian State Elite‹ in the Late Habsburg Empire, in: Tim Buchen / Malte Rolf (eds.): Eliten im Vielvölkerreich. Imperiale Biographien in Russland und Österreich-Ungarn (1850–1918), Berlin 2015, pp. 368–392, at p. 381.

Peter Becker / William Clark: Introduction, in: Peter Becker / William Clark (eds.): Little Tools of Knowledge. Historical Essays on Academic and Bureaucratic Practices, Ann Arbor 2005, pp. 1–34.

Subseq.:   Lindström: Imperial Heimat, p. 375.

Becker / Clark: Introduction, p. 22.

Corporate Bodies are not listed as editors.

Collective volumes, where no editors are given, but all the authors are listed on the title page are treated as monographs, but the specific texts are being quoted should be indicated.

> Example: Alain Corbin: Les aristocrates et la communauté villageoise. Les maires d'Essay (1791–1986), in: Maurice Agulhon et al.: Les maires en France du Consulat à nos jours, Paris 1986, pp. 347–365.

Journal articles:

First name Last name: Title. Subtitle, in: Journal Title. Subtitle Volume/number (year), pages.

> Example: Waltraud Heindl: Zur sozialen und kulturellen Rolle der Bürokratie im Habsburgerreich 1815–1914, in: Études danubiennes 12 (1996), pp. 197–207.

> Subseq.: Heindl: Zur sozialen und kulturellen Rolle, pp. 202–205.

> Example: Michel Espagne: Kulturtransfer und Fachgeschichte der Geisteswissenschaften, in: Comparativ. Leipziger Beiträge zur Universalgeschichte und vergleichenden Gesellschaftsforschung 10/1 (2000), pp. 42–61.

> Subseq.: Espagne: Kulturtransfer und Fachgeschichte, pp. 42–61.

When journal volumes include numbers from multiple years, the year of the cited number is being indicated.

> Example: Peter H. Amann: The Changing Outlines of 1848, in: The American Historical Review 68/4 (1963), pp. 938–953.

Titles and editors of special volumes are not indicated.

Theses

Unpublished academic theses, of which only few copies exist or that are stored on microfiche are to be indicated as such, but are otherwise treated like monographs. The university is given instead of a place of publication.

> Example: Gabriela Asmera: Der Reichstag 1848 in Wien und seine politischen Gruppierungen, 2 vol., unpublished PhD thesis, University of Vienna 1985.

Published theses are treated like monographs.

Articles in works of reference:

These are treated like articles in edited volumes if the authors are indicated.

> Example: Ilse Reiter: Repräsentation, in: Adalbert Erler / Ekkehard Kaufmann / Dieter Werkmüller (eds.): Handwörterbuch zur deutschen Rechtsgeschichte, Bd. 4, Berlin 1990, Sp. 904–911.

> Short title: Reiter: Repräsentation, Sp. 907.

Otherwise they are treated like monographs with the keyword being indicated at the end.

> Example: Constant von Wurzbach: Biographisches Lexikon des Kaiserthums Oesterreich, enthaltend die Lebensskizzen der denkwürdigen Personen, welche 1750 bis 1850 im Kaiserstaate und in seinen Kronländern gelebt haben, Bd. 18, Wien 1868, p. 418–425, s. v. Moering, Karl.

Critical Editions:

Critical editions are to be treated similar to edited volumes. In this case only the editors should be indicated between the title and place of publication.

Example: Friedrich Nietzsche: Zur Genealogie der Moral, in: Friedrich Nietzsche: Kritische Studienausgabe, vol. 5, ed. by Giorgio Colli / Mazzino Montinari, München 1988, pp. 245–412, at p. 250.

Short title: Nietzsche: Genealogie der Moral, p. 260.

Editions of texts without authors or multiple authors can be listed under the names oft he editor(s).

Example: Edmund Bernatzik: Die österreichischen Verfassungsgesetze, Leipzig 1906, p. 106–121.

Works published online

First Name Last name: Title of the text, in: Title or designation of the internet source, online: URL (date of last visit to page).

Example: Peter Becker: Bürokratie, in: Docupedia-Zeitgeschichte. Begriffe, Methoden und Debatten der zeithistorischen Forschung, online: https://www.docupedia.de/zg/Becker_buerokratie_v1_de_2016 (18. 10. 2016).

References to specific parts of works published online should be as precise as the format allows. If pages are numbered continuously and permanently, then these pages are to be indicated. Otherwise numbers or headlines of chapters or paragraphs can be indicated. If a text is published simultaneously, e.g. book and e-book, then the version that enables the more precise references, should be chosen.

Archival sources

References will have to follow the specific archive's way system of indexing. The following information should be included:

Name of the archive (location), archival fond, record, page or folio, [where applicable] »Title« or denomination of the single record, date.

Example: Oberösterreichisches Landesarchiv (Linz), Landesregierung Präsidium, Karton 122, fol. 510–554, »Protokoll über die wegen der Eintheilung der politischen Verwaltungsbezirke gepflogenen Comité-Berathungen«, 27. 2. 1849.

When archives are referenced multiple times, abbreviations can be used. These abbreviations should be indicated in the first reference after the full information. When one record is being cited multiple times, denomination and date can be omitted.

Example: Österreichisches Staatsarchiv – Abt. Haus-, Hof- und Staatsarchiv (Wien) [HHStA], Kabinettsarchiv [KA], Kabinettskanzlei Geheimakten [KK GA], Karton 14, Fasz. XI, fol. 4–23, »Nachweisende Zusammenstellung der Hauptergebnisse der Berathungen der zum Behufe der Verfassungs-Revision aufgestellten Commission«, 27. 12. 1851.

Subseq.:   HHStA, KA, KK GA, Karton 14, Fasz. XI, fol. 17.