



ZMS BW

Zentrum für Militärgeschichte und
Sozialwissenschaften der Bundeswehr
Bundeswehr Center of Military History
and Social Sciences

Guidelines for Authors

MGZ • Militärgeschichtliche Zeitschrift
(Military History Journal)



Office
Zeppelinstraße 127/128
14471 Potsdam
Germany

Postal Address
Postfach 60 11 22
14411 Potsdam
Germany

Phone:
Mail:
Internet:

+49 331 9714 599
mgzredaktion@bundeswehr.org
zms.bundeswehr.de

I General conditions and procedures

The MGZ publishes only original articles that have not been published before elsewhere. Manuscripts will be accepted on the condition that no third-party rights are violated. The language of publication is German. In some cases, essays in English will be accepted.

Texts can be submitted at MGZRedaktion@Bundeswehr.org.

Papers and documentations

Papers and documentations should be between 50,000 to 90,000 characters long, spaces and footnote text included. The latter should not exceed 25 percent of the total text. Abstracts in German and in English of approximately 1,000 characters each, including spaces, are to be enclosed and provided with three to five keywords that are central to the content of the text. Submitted manuscripts must be in line with the journal's conventions for text design (see Section II). The texts undergo an internal editorial review and, if applicable, a double-blind peer review. In the event of a positive vote, authors are usually requested to revise their work. If the reviewers are not in agreement, a third expert opinion may be requested. No reasons will be given if submissions are rejected. After this procedure has been successfully completed, the editorial staff will submit the texts to the editors for final acceptance. Afterwards, the in-house copy-editing takes place, which prepares the manuscript for printing.

Special Issues

Academic results of conferences and research groups may be offered to MGZ for publication within the framework of a special issue. Guest editors who submit the articles are responsible for the concept of the special issue and the quality of the articles. The editorial staff will decide on the acceptance of the issue or of individual articles therein. Special issues usually contain three to five articles as well as an introduction. Due to the editorial characteristics of a special issue we recommend to contact the editorial staff in advance.

For Discussion

The submissions "For discussion" should be between 18,000 to 42,000 characters, including spaces and footnote text. We request our authors to include a teaser of max. 400 characters, including spaces, in German or English. Submitted manuscripts must be in line with the MGZ conventions for text design (see Section II). They are to be written in the style of an academic essay.

The texts are subject to an internal editorial review which leads to either acceptance, a request for revision or rejection of the manuscript.

Reviews, literature surveys, research and conference reports

Reviews, literature surveys, research and conference reports are also subject to a multilevel acceptance process. However, they are not subject to peer review.

While the majority of reviewers are contacted by the editorial staff, potential reviewers can also approach the editorial staff on their own initiative, especially with regard to literature surveys. Book reviews should be submitted to the editorial staff no later than three months after delivery of the book to be reviewed. Reviews should be kept to 6,000 to 8,000 characters, including spaces. Reviews do **not** include footnotes.

Authors wishing to offer the MGZ literature surveys, research or conference reports should contact the editorial staff in advance for consultation.

II Information on text design

File Format

Please submit your manuscripts in Word format .doc or .docx.

Spelling

The spelling of German-language texts is based on the recommendations of the current edition of the Duden Dictionary (*Duden/Rechtschreibung*). For English texts we accept both British and US spelling. As a general rule, the spelling of the Oxford Advanced Learner's Dictionary (British edition) should be followed for British English and of the Merriam-Webster Dictionary for American English.

Gender-sensitive Language

Authors are requested to use gender-sensitive forms of language. These include – if historically and factually correct – double forms, participial constructions and gender-neutral generic terms. The MGZ editorial staff will make recommendations to the author in this regard on the basis of the current 28th edition of the *Duden/Rechtschreibung* dictionary. Slashes and underscores, colons or internal capital Is as well as asterisks (gender stars) are not permitted.

Text Layout

Authors are requested to structure larger papers with subheadings. Further subdivisions should be avoided. Since the file will be electronically converted for further processing we ask you not to do any text formatting such as hyphenation or breaks.

Footnotes are in number format at the end of the page (German quotation).

If possible, please indicate personal names with first and last names when mentioning them for the first time. If military personnel are mentioned, we ask you to indicate their ranks. Abbreviations of institutions etc. should be spelled out when mentioned for the first time, e.g. "While in the Reichsarbeitsdienst (RAD) ...". Dates in text are spelled out (in German: 3. Oktober 1990, in English: 3 October 1990), in footnotes the name of the month is abbreviated (in German numbers are used for the month 3.10.1990, in English please use the day-month-year format 3 Oct 1990).

Quotations and markups

Please use double quotation marks for quotations in the text. Long quotations of four lines and more should be indented. Quotations within a quotation are marked with single quotation marks, use square brackets for omissions or interpolations: "*The journey ended [...] in Potsdam [sic].*"

Highlighted terms or phrases in the original should *always be italicized*. Please do not use other types of markups.

Footnotes

Always use upper case to begin a footnote text. If there are several places of publication they should be separated by commas. Words like "and" (und), "from/of" (vom), "see" (siehe) are always spelled out. Ibidem (German: ebenda) is abbreviated as ibid. (Ebd.).

If the footnote refers to a complete sentence, the footnote indicator should come after the closing punctuation mark:

*The Chairman presented a memorandum to this effect.*⁸

If the footnote explicitly refers to the directly preceding word or word group, the number should be placed before the closing punctuation mark:

*The chairman presented a memorandum*⁹.

*What could be produced in the occupied territories*¹³ *had to be produced there.*

*The Minister spoke of "a great day for research"*¹¹.

If a work of an author is cited for the first time, complete bibliographical references should be provided.

For any further citation indicate a shortened title with clear reference (see note ...).

- ¹ Clark, Wesley. *Winning modern Wars: Iraq, Terrorism, and the American Empire* (New York: Public Affairs, 2003), 21.
- ³ Clark, *Winning* (see note 1), 65–97.

In case of edited volumes, the title of the volume precedes all other information:

- ² *In Peace and War: Interpretations of American Naval History, 1775–1984*, 2nd ed. by Kenneth J. Hagan (Westport, Conn.: Greenwood Press, 1984).
- ⁴ *In Peace and War* (see note 2).

Papers in edited volumes and periodicals are provided in full:

- ⁵ Love, Robert W. Jr. “Fighting a Global War, 1941–45,” in *In Peace and War* (see note 2), 263–289
- ⁷ Love, “Fighting” (see note 5), 277.

Always precisely indicate first and last page of the source or article. Do not use *ff.*

- ¹⁷ Krebs, *Gibraltar* (see note 11), 65–69.
- ²¹ Krebs, *Gibraltar* (see note 11), 65 f.

When referring to archive material, please consider the citation guidelines of the respective archives. As a general rule, name the archive, followed by the holding signature incl. pagination, if applicable, then the source incl. page number, if applicable. For online sources, provide the address in angle brackets and the date of last access:

- ²² BArch, N 136/4, Wilhelm von Hillern-Flinsch, diary of 26 Oct 1917.
- ²³ <www.bundestag.de/protokolle> (last retrieved on 24 Jan 2015).

Graphics and images

Please inform the editorial staff when submitting your manuscript whether you plan to include graphics (maps, tables, etc.) or images in your article. The authors inform the editorial staff about the rights of third parties to the proposed illustrations and, if applicable, establish contact with the rights holders. The rights will be obtained by ZMSBw exclusively. The cartography element of ZMSBw is able to draw new maps on the basis of printed map sketches or original maps that have not yet been published.