

Style guidelines for contributions to the conference proceedings

"Digital Diplomats 2022"

1. General requirements

Manuscripts must be complete, ready to be laid out and transmitted in one of the usual file formats (doc, docx, rtf). The papers, for which the responsibility for the content lies with the authors, are to be submitted ready for printing and in compliance with the standards listed below. The texts may be written in German, English, French, Italian or Spanish.

We request that all manuscripts be sent by **January 31, 2023** via e-mail to: didip@uni-graz.at

Illustrations can be made only from high-quality originals. When providing digitized image information (digital photos or scanned pictures), please see that the images conform to the necessary resolution standards of 300 dpi for grayscale images and 1,100 dpi for line-only images – in the sizes in which they are to be reproduced. Images must be formatted as either tiffs (.tif), JPEGs (.jpg) or EPS images (.eps). The illustration numbering and any cropping or sizing (whole-page, half-page, quarter- page; lateral/vertical positioning) must be clearly indicated. Legends (including image documentation) are to be provided in a separate file. The editors assume no legal responsibility whatsoever for the violation of copyright laws on the part of the author. Note that special permission is required as the illustrations will appear online.

At the back of our volume is a list with the names and addresses of featured authors.

Please add an abstract in English (no longer than 1000 characters) at the end of your paper.

2. General style considerations

Files are to contain the text and the notes, without any additional formatting. The only exceptions are *Italics* for source citations and SMALL CAPITALS for the last names of authors, editors, and publishers.

The files should not feature justified style, word division, tabs or spaces before paragraphs, or empty lines between paragraphs. Only important breaks in the text should be marked – by using three asterisks. Subheadings may be used. Boldfacing is not possible, and underlining is only

permissible in exceptional, justified cases. Letter spacing is possible for the purpose of emphasizing individual words; use the appropriate format but no spaces between the letters.

Quotations from sources or parts thereof — as well as titles of sources — should be put in *italics*, without quotation marks. Quotations from secondary literature are enclosed by quotation marks. Multiple citations in the notes are separated by semicolons.

3. Styling of notes

Notes should be numbered consecutively. This numbering should be embedded in the text as superscripted **footnote numbers** which always come **before any punctuation**. Parentheses are to be used neither here nor in the consecutive numbering preceding the notes themselves.

Please use only abbreviations from the list of abbreviations and sigles.

Authors, editors and those to whom Festschriften are dedicated are referred to in the footnotes with their first names written out, and their surnames written in SMALL CAPITALS and separated by a comma from the title that follows.

Volume numbers are indicated in Arabic numbers without the term “volume” or “vol.”. In the case of subdivisions or sub-volumes, Roman numerals and Arabian numbers alternate, separated by a slash.

In the case of reprints, first indicate the place and year of publication of the original edition, then the reprint: “reprint” place year.

Page numbers follow without a comma. Abbreviations for page (p.) or column (col.) are used.

Abbreviated citations: If a title is cited often, the author’s surname (in small capitals) and a characteristic word from the title will suffice. Works cited very often might be listed in their own list of abbreviations in the very first footnote. When referring to the immediately preceding note, and when this note includes only one title, one uses “*ibid.*”; in the case of several titles, one uses the name of the author followed by “*ibid.*” In all other cases, the first note is referred to (as n. NN):

Citation examples

a) Monographs:

Bernhard BISCHOFF, *Mittelalterliche Studien. Ausgewählte Aufsätze zur Schriftkunde und Literaturgeschichte 1*, Stuttgart ²1966. – *Abbreviation*: BISCHOFF, *Mittelalterliche Studien 1* (as n. xy) p. 120.

Christine GLASSNER/Alois HAIDINGER, *Die Anfänge der Melker Klosterbibliothek*, Melk 1996. – *Abbreviation*: GLASSNER/HAIDINGER, *Anfänge* (as n. xy) p. 40.

Hartmut HOFFMANN, *Mönchskönig und rex idiota. Studien zur Kirchenpolitik Heinrichs II. und Konrads II.* (MGH Studien und Texte 8), Hannover 1993. – *Abbreviation*: HOFFMANN, *Mönchskönig* (as n. xy) p. 80.

Hermann CLAUS, *Untersuchungen zu den Wahlprivilegien der deutschen Könige und Kaiser für die Klöster von ihrer erstmaligen Verleihung bis zum Jahre 1024*, Phil. Diss. Greifswald 1911. – *Abbreviation*: CLAUS, *Untersuchungen* (as n. xy) p. 40.

b) Articles and essays:

Arthur MENTZ, *Die tironischen Noten. Eine Geschichte der römischen Kurzschrift*, in: AUF 16 (1939) p. 287–384. – *Abbreviation*: MENTZ, *Tironische Noten* (as n. xy) p. 290.

Frederick M. CAREY, *The Scriptorium of Reims during the Archbishopric of Hincmar (845–882 A. D.)*, in: *Classical and Mediaeval Studies in Honor of Edward Kennard Rand*, ed. Leslie Webber JONES, New York 1938, p. 41–60. – *Abbreviation*: CAREY, *Scriptorium* (as n. xy) p. 42.

c) Primary sources:

Chronicon Wirziburgense, ed. Georg WAITZ, MGH SS 6 (1844) p. 17–32.

Einhard, Vita Karoli c. 1, ed. Oswald HOLDER-EGGER, MGH SS rer. Germ. in us. schol. (⁶1911) p. 3
l. 20 f.

ChLA 13 No. 570.

MGH Conc. 2/1 p. 61 l. 23–26.

DD Kar. 1 No. 16 p. 24 l. 6–12.

D Merov. 85, D K.II. 42, D K.III. 20, D Lo.III. 90, DD F.I. 120–122

4. General English abbreviations

Art.	Article
c.	chapter
ca.	circa
col.	column(s)
ed.	edited, editor(s)
fig.	figure(s)
fol.	folio
l.	line(s)
lib.	liber
n.	note(s)
no.	number(s)
N. S.	new series / Nova Series
p.	page(s)
pl.	plate(s)
r	recto
rec.	recensio
s.	sequens / following
Ser.	series
Suppl.	supplement
trans.	translated
v	verso
vol.	Volume(s)