

Book Review Guidelines for H-Soz-Kult

1. Preliminary remarks

Among H-Soz-Kult's most important aspects is the publication of online book reviews. We additionally circulate them among our subscribers via our mailing-lists H-Soz-Kult, *geschichte.transnational* and *Zeitgeschichte-online*. H-Soz-Kult reviews, like all H-Net reviews, are stored in an internet database where they are readily retrievable anytime and available worldwide. All reviews are being archived on two servers. They are published on the H-Soz-Kult website hosted at Humboldt University, Berlin and through our partnership with H-Net (Humanities and Social Sciences Online) at Michigan State University, USA as part of H-Net Reviews.

The preparation and publication of a review on H-Soz-Kult can be compared to a contract between the reviewer, the editors of H-Soz-Kult and the publishing house of the book that is to be reviewed. Each involved party benefits from the review, but also accepts certain responsibilities. We would like to explicitly name some of the rules of the game in order to better facilitate all further communication.

If you have close personal or professional ties with the author(s) or editor(s) of the book to be reviewed, we must insist that you refrain from reviewing the publication in question because your professional distance is or might be impaired. Even less acceptable to established academic ethical standards would be a review of a work where you are involved in the publication process in any way. The H-Soz-Kult editorial board relies on your open and honest evaluation of your own objectivity. Nevertheless, the editorial board reserves the right to withhold reviews in critical cases.

2. Criteria as regards content

a) With its reviews, H-Soz-Kult informs its readership about new releases in the scholarly field of history. The most effective review will place the work within a broader context and will explain what important issues are worth the attention of scholars and wherein its significance in the literature on the subject lies. Reviews should include a brief, concise summary of the scope, purpose, and content of the work and give an overview of the book's structure. Reviews should go beyond description to evaluate the strengths and weaknesses of the work, paying attention to the use of sources,

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methodology, organization, and presentation. When writing your review, please keep in mind the broad audience and that not all of your readers will be specialists in the field.

b) Reviewers should develop their own, independent and critical stance toward the book. Extract both strengths and weaknesses of the publication in question. Reference your points of criticism clearly and refrain from polemical interjections. Conclude your review with a summarizing, critical acclaim of the book.

c) When reviewing edited volumes, please concentrate on the main issues and focal points. Please do not simply list summaries of all essays contained in the volume under consideration, but focus on those contributions that in your opinion are the most important ones, accentuate new findings or pioneering theses. The table of contents can be added by the editorial board in a separate pdf document.

d) H-Soz-Kult does not lend itself to personal attacks on authors or editors. Please deal as fairly with them as you would like them to deal with you. Whether the evaluation of a work is favorable or unfavorable, reviewers should express criticism in courteous, temperate, and constructive terms. Reviewers are responsible for presenting a fair and balanced review and for treating authors with respect.

3. Remarks on procedure and editorial practices

H-Soz-Kult's board of editors chooses the books that are to be reviewed and orders them from the publishing houses. The editors gladly accept notifications on new publications that might be chosen for review. H-Soz-Kult does not assume liability for unsolicited reviewer's copies. The editors select the reviewers. Suggestions for reviews are accepted.

H-Soz-Kult usually only publishes original reviews. Reprints or second publications of our reviews require explicit permission of the review author as well as the editorial board and need to contain a reference to H-Soz-Kult. Online second publications should rather give the link to the H-Soz-Kult website than display the full text.

Please meet the agreed deadline (for single reviews usually two months after the book has been sent to you) and let the supervising editor know if there is going to be a delay. If you realize that you will not be able to deliver a review, please return the reviewer's copy to us so that it can be allotted to somebody else.

Usually, your part in the process is not finished after sending the review to the responsible editor. He or she may have questions or remarks regarding content and style of your text. In critical cases, the review will be submitted to the editorial board. The H-Soz-Kult editors exercise due care with all reviews.

The E-Mail version of your review will be sent to you before publication for last scrutiny of the text and check of your personal data (name, institutional affiliation, place of residence, E-Mail address).

We try to publish all reviews within four to six weeks upon receipt. We will let you know the prospective date of publication in advance.

In general, H-Soz-Kult readers may comment on published reviews. These replies are sent to the reviewer before publication in order to give him or her the possibility to respond to the comment. Personal attacks and polemics will not be published. H-Soz-Kult reserves the right to publish comments on reviews and advises to discuss matters of dispute in person, if possible. Once published, contributions on principle can be neither altered nor removed afterwards. Only tiny mistakes in facts or the like (wrong spellings, wrong numbers or dates) can be corrected afterwards.

The editorial boards of H-Soz-Kult, *geschichte.transnational* and *Zeitgeschichte-online* reserve the right to circulate reviews via several of these three lists or only one of them. All reviews are accessible on the H-Soz-Kult website after publication. Additional ways of distributing your contribution to H-Soz-Kult include the integration of your review into thematic web portals, search engines and databases. We thus assure the permanent availability of your contribution.

H-Soz-Kult is part of the non-profit Clio-online e.V. Please take notice of our General Terms and Conditions: <http://www.clio-online.de/agb>. In submitting a review, you accept these Terms and Conditions.

4. Notes for authors of H-Soz-Kult reviews

Before handing in your review, please ensure it adheres to H-Soz-Kult's formal standards as listed below.

Length

Your review should not exceed 1,000-1,200 words or 8,000-10,000 characters (including footnotes). We reserve our right to shorten—or even refuse, if necessary—longer reviews. Collective reviews may warrant more space; we suggest a maximum of 1,800 to 2,000 word for two, 2,000 to 2,500 words for three reviewed titles.

Readability

You can enhance your review's online readability by writing short sentences and organizing the text in paragraphs; indicate paragraphs by a blank line.

Bibliographic Information

In each review, the full bibliographic information of the reviewed book must be specified, consisting of the following: author (or editor), title, subtitle, series with number of volume, publishing place, publisher, year, number of pages, ISBN, and price.

Information about the reviewer

Aside from your name (without academic titles) and E-Mail address, the author's line should contain the institution you are affiliated with or your place of residence.

Examples (fictitious):

Ulrich Meyer, Historisches Seminar, Albert-Ludwigs-Universität Freiburg

E-Mail: umeyer@uni-freiburg.de

or:

Dagmar Koch, Berlin

E-Mail: dagmar.koch@web.de

Language

Reviews may be submitted in German, English or French.

Spelling

Please do not use special characters, such as \$, %, or €

Differentiate between hyphens and dashes.

We kindly ask you to avoid abbreviations.

Please give an institution's full name when first mentioning it and add in parentheses the abbreviation that you will use throughout the following text.

Paragraphs

Paragraphs are indicated by a blank line.

Hyphenation

Please do not use in any case the hyphenation option in your word processor.

Quotations

Concise quotes from the reviewed publication should be marked with quotation marks and the page number in round parentheses, e.g., (p. 6) or (pp. 6-12, here: p. 8) or (p.6, note 4). Indicate omissions with square brackets: [...]. Quotes from and references to sources other than the reviewed publication are to be cited in footnotes.

Highlighting

Please avoid italicising and bold type. If you want to indicate words as italicised, mark them with *_Imperium Romanum_*. If you want to use bold type, mark the respective text with ***Introduction***. These types can only be indicated in the web version, not in the email version.

Footnotes

Please do not use your text-processing program's function for creating footnotes but number the notes in square brackets and add the references at the end of the text. Insert the numbers before commas[1], directly after "quotations"[2], and after full stops.[3] The references should be included under the headline "Notes:" at the end of the text. Leave one blank line between the text and notes, but no blank lines between the headline and first note or between the notes. When first referencing a title, include full bibliographic data; for further references, only use the author's name and a shortened title.

If you wish to include several references in one note, use semicolons to separate them.

All notes end with a full stop.

Only give one place of publication for each title.

Back reference:

Author, Short Title, p. 45

Monographs:

David Blackbourn, *The Conquest of Nature. Water, Landscape, and the Making of Modern Germany*, London 2006.

Edited Books:

Anthony King / Martin Henig (eds.), *The Roman West in the Third Century. Contributions from Archeology and History*, Oxford 1981.

Journal articles:

Alan Mayne, *Guardians at the gate: quarantine and racialism in two Pacific Rim port cities, 1870–1914*, in: *Urban History* 35 (2008), pp 255-274.

Encyclopaedia articles:

Günther J. Trittel, Art. „Bodenreform“, in: Wolfgang Benz (eds.), *Deutschland unter alliierter Besatzung 1945-1949/55*, Berlin 1999, pp. 105-108.

Newspapers:

Tony Judt, *French War Stories*, in: *The New York Times*, 19.07.1995, p. 31.

Websites:

Armin Nolzen, Review of: Mary Fulbrook, Dissonant Lives. Generations and Violence Through the German Dictatorships, Oxford 2011, in: H-Soz-Kult, < <http://hsozkult.geschichte.hu-berlin.de/index.asp?pn=rezensionen&id=16455>> (21.06.2012).

Saving

Please save your text in a usual text format (.doc; .txt; .rtf)

Submission

Please submit your text via email. We will acknowledge its reception.

If you have any problems or questions, please do not hesitate to contact the respective review editor or H-Soz-Kult's editorial team: hsk.rezensionen@geschichte.hu-berlin.de.

Contact addresses

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