

## Notes and Guidelines for the Publication of Conference Reports

### Preliminary Remarks

As a participant or critical observer of a conference, you can submit a report on a conference for publication at H-Soz-Kult. The event must be related to historical scholarship, should have a minimum of five speakers and, if possible, should not have taken place more than four months ago.

Conference reports provide timely information and are ideally based on the author's critical reflection of the conference events and the individual lectures held there. They discuss important conference results and should also introduce non-specialist readers to the subject matter of a field of historical research. As documents, the reports contain compact references to experts, topics and competences in specific fields of historical scholarship. Therefore, they have a long-term value for the Humanities.

The editors of H-Soz-Kult prefer that conference reports are not written by the conference organisers themselves, but are instead written by independent reporters. However, this does not exclude occasional reports by the organisers.

### Target Audience

Authors of conference reports should bear in mind that their text will be sent to many thousands of scholars. This always includes a larger group of specialists in the respective topic of the event. However, the target group of a report should not only include the group of specialists, but also a broader scientific audience of Humanities scholars in history and related fields. Please note that the majority of readers will only read a report if its length, language, style and structure are inviting.

### Guidelines for Writing Conference Reports

Before submitting your conference report, please read carefully our content and editorial guidelines below and check that all content and formal criteria are met. Otherwise, the editors will have to send the report back to you with a request for corrections. After your text has been accepted, it will be edited by the H-Soz-Kult editorial team.

### Notes on the Procedure

If the text meets the editorial criteria in terms of content and form, please send it to us by e-mail. The report will then be proofread by the editorial team. If it is approved for publication, you will receive a preview of the report together with the future web address and the planned publication date for a final formal check. We will aim to publish your contribution as swiftly as possible. Due to limitations in the number of articles published per day and occasional staff shortages, there may be delays.

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#### Anschrift

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## Legal Information and Publication

As a rule, H-Soz-Kult publishes conference reports only as first publications.

The editors reserve the right to send individual conference reports by e-mail via H-Soz-Kult, Connections and Zeitgeschichte-online or only to subscribers of one of the specialist forums. Reports on events of minor historical relevance, on conferences that took place some time ago or on very narrowly defined topics will, if applicable, only be published on the website and not via the e-mail list.

H-Soz-Kult is a member of the Clio-online cooperation network and generally follows the "General Terms and Conditions of Clio-online" (AGB) <<http://www.clio-online.de/agb>> agreed upon by the partner institutions of the network, which also regulate any questions regarding liability and utilisation. By submitting your contribution, you expressly agree to the General Terms and Conditions as well as to the use and further dissemination of the text by the H-Soz-Kult editorial team, in particular the publication in electronic and non-electronic form within current and future Clio-online offerings in accordance with the H-Soz-Kult copyright regulations <https://www.hsozkult.de/copyright> .

## Content Criteria

### *Structure*

Please preface the actual report with a block containing the following information:

- Title of the conference
- Organiser(s)
- Location (city only, no further specification; for online or hybrid conferences please note this)
- Date(s)
- Author(s) (more details on author information below).

This information will be published as a paragraph above the report and should not be repeated in the text.

The report should begin with an introduction. The first sentences appear directly below the information block and can be read in the newsletter; they should arouse the readers' interest and encourage them to read on. Start with an interesting sentence and elaborate on the topic and the leading questions of the conference in the introduction. It may be necessary to elaborate on some familiar issues for the reader or to contextualise them in the research and explain technical terms and abbreviations.

Please refrain from repeating panel and lecture titles in your text; they are already listed in the conference overview at the end.

Please conclude the text with a short summary of the conference from your point of view. Add a concluding paragraph that summarises and evaluates the conference from a professional perspective and gives an outlook on further debates. Please do not refer to the planned publication of the conference proceedings (which we assume).

At the end of the report (not in a separate document!) please give a short overview of the conference proceedings, which allows for quickly browsing the text. It also relieves you as the author of the supposed obligation to mention every single lecture in your report for the sake of completeness. For more details, see below.

## *Style*

Please refrain from a protocol-like reproduction of the individual lectures, in which you merely list the individual speakers and topics one after the other. Experience has shown that our readers are less inclined to read reports in the form of minutes. Summarise the desiderata of the conference and particularly outstanding lectures and theses. The complete programme is given in the conference overview attached at the end.

Please do not report on the event in the first person. Use the past tense and clearly separate statements by participants, references to further secondary literature and your own reflections. As the author, you can clearly state your point of view, your special interests as a visitor, a speaker or an organiser.

Be sure to use the active voice more and the passive voice less. Instead of: "Tolerance in late medieval Rome was studied by Martin Meyer" better: "Martin Meyer studied tolerance in late medieval Rome", instead of "It was emphasised by the speaker that ..." "The speaker emphasised that ...".

Finally: Refrain from redundancy as far as possible! Nobody wants to read sentences like this: "The first panel of the morning of the second day of the conference opened with a presentation by Martin Meyer (or even: "In the first panel of the morning of the second day of the conference, Martin Meyer got the ball rolling."). His paper was about tolerance in late medieval Rome." It is not important, *when* Mr. Meyer said something, but *what* he said. Get to the point: "Martin Meyer spoke about tolerance in late medieval Rome." Please also use words and expressions such as "subsequently", "in the following contribution", „on this occasion“ etc. sparingly.

## **Formal Criteria**

### *Length*

The **length of the report should not exceed 2,000 words** (incl. notes, excl. conference overview). For longer texts, the editors will request cuts.

### *Information on the authors*

Please give the full name of all authors (without academic titles), the institution where he/she is studying or employed (or the place of residence in the case of freelancers), and the e-mail address. Please ensure that all authors of the report are registered at <https://meinclio.clio-online.de/user/register>

### *Examples (fictitious):*

Ulrich Meyer, Department of History, Albert Ludwigs University, Freiburg

### *Highlighting of speakers in the text*

The first name and surname of all speakers are capitalised (only) the first time they are mentioned in relation to their lecture (not in small capitals!). This helps to read the text quickly, especially during reception on the screen. Please indicate the location of the institution (not the full institution name!) of the respective speaker in brackets after the name. This rule does not apply to persons or organisers who are merely mentioned.

### *Example (fictitious):*

SUSANNE SCHMIDT (Frankfurt am Main) underlined the importance ...

### *Conference overview*

Include a summary of the conference programme (conference overview) in your report. It should only contain section titles, moderators (if applicable), speakers (incl. venue or institution and venue) and lecture titles. Time and date information are explicitly not desired.

Please follow this template:

First-name Last-name (place): lecture title

or

First-name Last-name (institution, place): lecture title

Please refrain from formatting (italics, bold, indentation, inverted commas, full stop after the lecture title, etc.). This makes our work much easier.

In the case of English lecture titles, please ensure that the use of upper and lower case is consistent for all lectures at a conference: either all nouns, adjectives, verbs, etc. are capitalised or all are lower case.

### *Paragraphs*

You can increase the readability of your text on screen by using shorter sentences and structuring paragraphs. Please separate paragraphs with an additional paragraph mark (blank line).

### *Academic titles*

Please refrain from using academic titles throughout the report (including info block and conference overview).

### *Language*

Reports can be written in German, English or French. In English reports, please use either BE or AE.

### *Spelling*

Please take the following rules into account:

- Dates are written out in full: 21 July 1910 instead of 21.7.1910.
- Special characters such as %, \$, € are not used in the text; please write: percent, dollars, euros.
- Please distinguish between a long dash (-) and a short hyphen (-).
- Please use abbreviations in the text sparingly.
- Institutions are written out in full the first time they are mentioned. Institutional abbreviations that you wish to use in the text should be added in brackets to the first full name.
- For better readability, a full stop should be added to numbers with more than three digits (example: 105,000). Numbers up to twelve should generally be written out in full.

### *No automatic hyphenation*

Do not use the "hyphenation"/"hyphenation aid" function.

### *Spelling of scientific institutions/places*

In the text, institutions and universities are always written out in full: Massachusetts Institute of Technology instead of MIT. APlaces are also written iout in full, in the text and in the footnotes: Frankfurt am Main, Frankfurt an der Oder, Freiburg im Breisgau.

### *Quotes*

Quotations from participants in the event should be indicated by inverted commas. Page references of references and quotations referring to other literature and sources are noted in the footnotes.

Citations are always taken over in the original spelling. Omissions are marked with square brackets and three dots. Example: Schneider says that "the Reichstag [...] is in Berlin".

### *Highlighting and formatting*

Work with as little formatting as possible.

- Words and expressions in foreign languages are italicised by underscores: *\_imperium romanum\_*,
- Words are set in bold with asterisks: **\*Conference overview\***.

These formattings are displayed in the web presentation; plaintext mails do not represent formattings.

### *Footnotes/Annotations*

For further or comparative references as well as annotations, we ask you not to use the footnote/annotation mode of your word processing programme, but to number the footnotes in the text consecutively in square brackets: [1], [2] etc.

The footnote numbers in the text are to be inserted (without spaces) as follows:

- Insert the number before a comma[1], but after a full stop.[2].
- For quotations, insert the number directly after the marked "citation"[3].
- The annotation apparatus including the numbering [1], [2] etc. follows after a blank line under the heading "Notes:" after the conference overview. No blank line is inserted between the individual annotations.
- When a title is mentioned for the first time, all bibliographical information is given in a footnote.
- For back references, only author and short title are given.
- Several title references in a footnote are separated by semicolons.
- Only one place of publication is given in the footnotes and in the bibliographical references, in case of more places please use „et al.“.
- All footnotes end with a full stop.
- Links appear only in footnotes, not in the text.

### **Please note the following citation style:**

#### *Multiple references:*

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.

In case of more than two authors or editors, please only mention the first and add „et al.“

### *Journal Articles:*

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

### *Papers in edited volumes:*

Elke Horn, *Group Phenomena in Working Through the Past*, in: Pumla Gobodo-Madikizela (ed.), *History, Trauma and Shame: Engaging the Past through Second Generation Dialogue*, London 2020, p. 149–186, esp. p. 181.

### *Encyclopaedia articles:*

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

### *Newspapers:*

Tony Judt, *French War Stories*, in: *The New York Times*, 19.7.1995, 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.huberlin.de/index.asp?pn=rezensionen&id=16455> (21.6.2012).

## **Submission**

Please submit your text in a widely used text format (e.g. as a Word document) via email. We will acknowledge its reception.

## **Contact and your questions**

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.redaktion@geschichte.hu-berlin.de](mailto:hsk.redaktion@geschichte.hu-berlin.de)

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