Ideologies in National Socialism (INS)

CONTRIBUTOR GUIDELINES

(July 2024)

Guidelines for Proposal and Contributions

1. Proposal (Contribution)

Your proposal should state your particular research interests, the historiographical approach and source base. It should not exceed 800 words.

2. Contributions

Content

- Please divide your paper into different sections, which should be preceded by an introduction and followed by a conclusion.
- In the introduction, please describe your research interest, your historiographical approach, the material or source base and paraphrase your contribution in a few words. Embed your contribution in the current research discourse on the topic.
- If possible, name research connections in a broader context. Please try to refer to possible cross-connections with other topics concerning "Ideologies in National Socialism".

Form

- In the anthology various lengths of contributions are planned. Their length may vary depending on the centrality of the proposed topic for the project "Ideologies in National Socialism". You will be informed by the area editor as to the length of your contribution at an early stage.

  The following lengths are envisaged for the anthology:
  20 pages (9000 words)
  12 pages (6000 words)
  6 pages (3000 words)
  3 pages (1500 words)

- Proper names and special terms should be written in italics.
- Please strictly follow the Style Guide.

Style Sheet

1. General

All manuscripts will be entered and stored as XML data in De Gruyters Content Management System. Accordingly, there is no need for extensive formatting on the part of the author or editor. In particular, there is no need to define or adjust any of the following features:

- type area, fonts, and type sizes
- page numbering and running heads
- headings, paragraphing, and line spacing
- indentation of quotations, tables, figures, etc.

2. Obtaining Permissions

It is the author's responsibility to request any permission required for the use of material owned by others.

The author should send all further information on any special provisions regarding credit lines and required print copies to the publisher.

3. Technical Issues

Only use Latin fonts. For non-Latin words (Hebrew, Greek, Coptic, etc.) please use Latin transcriptions in a Unicode font (e.g. Arial or Times New Roman) if you write your text in another editing program before pasting it into the "Xeditor" on the editorial platform (see "Submitting Your Entry").

Contributors wishing to include images or full-color plates are requested to discuss the matter with the editorial office as soon as possible. Contributors must either (i) assure the editorial office that they hold the rights to the images, (ii) certify that they are in the public domain, or (iii) inform the office as to where the rights might be obtained. Contributors should, if possible, also provide a reproducible copy of the material.

Graphics must be submitted in as a JPG or PNG. Please contact the publisher if you are in doubt as to whether a particular format will be acceptable. Occasionally, graphic files will have to be reprocessed; it is therefore preferable if all graphic files are submitted in a format amenable to further editing. Graphics must be provided with a minimal resolution of 300 dpi.

4. Standardization

Please follow the guidelines of Chicago Manual of Style, which you can find under the following link: https://www.chicagomanualofstyle.org/tools_citationguide.html. Authors must

make sure that every part of the manuscript is prepared identically as to format. Please use standard American English spelling.

5. Quotations

Please avoid quotations in your entry. If you nevertheless include a short quotation (fewer than 60 words), it should be run on (i.e., included within the text) and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations. All quotations should exactly follow the original text in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points within brackets. Every quotation is to be followed by an exact reference of the source.

Sample: "When [Hitler] talked of National-Socialism what he really meant was military-Socialism, Socialism within a framework of military discipline or […] police-Socialism."[1]

———————

[1] Hanfstaengl, *Hitler*, 70–71.

6. Typeface, Emphasis, and Punctuation

Orthography and punctuation should comply with the Chicago Manual of Style (Chicago 2003).

Italics should be used for:

> ➢ *foreign-language expressions;*
> ➢ *titles of books, published documents, newspapers, and periodicals*.

Italics may be used to:

> ➢ *draw attention to significant terms at first mention only*.

Please do not use any other kind of emphasis; boldface type, underlining or capital letters used for emphasis are undesirable.

Double quotation marks should be used in all cases unless otherwise noted.

Do not use double round brackets: brackets within parentheses should be square brackets.

Full stops should be placed within quotation marks.

For emphasizing aspects by a parenthesis, please see point '9. Dashes'.

Please note that some characters and formatting can get lost during coping/pasting text into the editor on the platform (see also "Submitting Your Entry"). In these cases, please use the toolbar to do formatting if necessary.

7. Headlines: Headline-Style Capitalization

Capitalize the first and last words in titles and subtitles, and capitalize all other major words (such as nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions): e.g., "The Capitalization of Titles in English" = headline style (and not "The capitalization of titles in English" = sentence style). For the principles of headline capitalization according to Chicago see here: https://www.chicagomanualofstyle.org/book/ed17/part2/ch08/psec159.html.

If you are not sure, which word needs to be capitalized due to Chicago, please use the 'Title Case Converter' under the following link: https://titlecaseconverter.com.

8. Dates and Numbers

Dates

We prefer dates in the European date system, e.g. 3 September 2001 or 3rd October 2001, but we will accept other consistent styles.

When expressing a decade, use, for example, "1950s" (no apostrophe), except in colloquial usage, e.g. "Roaring Twenties".

Numbers

Numbers up to ten and including ten should always be spelled out in full unless paired or grouped, or with a unit of measurement (including percentages). Numbers between 11 and 99 should be written as numerals.

Ordinal numbers should always be spelled out. Note: "12 year old" but "a 12-year-old girl", and "in her twenties", and "in his fortieth year".

9. Dashes

Spaced EN dashes (–) are used as parenthetical dashes. An EN dash is longer than a hyphen, e.g. "word – word". Do not use double hyphens. (Standard WORD shortcut on a PC: CTRL+- [hyphen key], on a Mac: Option+- [hyphen key].). Spans of dates, years and page numbers please link with an unspaced EN dash and repeat the full numerals: e.g. between 1938–1945.

Please use EN dashes (not bullets) for lists without numbering.

The EM dash (—), a longer hyphen without a space before and after the word, should be used in the text as an amplifying or explanatory element and in that sense can function as an alternative to parentheses, commas, or a colon—especially when an abrupt break in thought is called for.

10. Abbreviations

The subject of the article should not be abbreviated (i.e., "Sievers" should not be replaced with "S."), but should always be written out fully. Single words will not be abbreviated, except for common abbreviations.

11. Use of Nazi Language and Terminology

The language of National Socialism describes a vocabulary of the German language and a certain public rhetoric, which was often used during the time of National Socialism and became synonymous with the official party line. Terms such as "aryanisation" or "Final Solution" etc. should be marked separately. This is most appropriately done, as with the above examples, by placing them in quotation marks. Whenever such terms are translatable, please translate them. In cases where they are not, please italicize the German original, e.g *Großraum* or *Ahnenerbe*.

12. Indices

An index will be created for the print versions. Please prepare a list with terms, which should appear in the index. Possible indices are: Index of Persons or Places. The indices will be prepared later on in the CMS (the transfer of an Word index into the CMS is not possible).

Citations and References

All Citations should appear as footnotes formatted in the following style:

Books with Single Author

First citation: Gesine Gerhard, *Nazi Hunger Politics. A History of Food in the Third Reich* (Maryland, 2015), 123.

Subsequent citations: Gerhard, *Hunger Politics*, 456.

Books with Multiple Authors

First citation: Max Messerschmidt, Melanie Arendt and Jim Jeffries, *Hitler's Lawyers in the Third Reich. A New History* (London, 2015), 123.

Subsequent citations: Messerschmidt et al., *Hitler's Lawyers*, 123.

Edited Volume

First citation: Horst Möller, Joachim Bitterlich, Gustavo Corni, Friedrich Kießling, Daniela Münkel and Ulrich Schlie (eds.), *Agrarpolitik im 20. Jahrhundert. Das Bundesministerium für Ernährung und Landwirtschaft und seine Vorgänger* (Berlin, 2020), 123.

Subsequent citations: Möller et al., *Agrarpolitik*, 456.

Chapter in Edited Volume

First citation: Ulrich Schlie, "Das Reichsministerium für Ernährung und Landwirtschaft in der Zeit des Nationalsozialismus", in *Agrarpolitik im 20. Jahrhundert. Das Bundesministerium für Ernährung und Landwirtschaft und seine Vorgänger*, eds. Horst Möller, Joachim Bitterlich, Gustavo Corni, Friedrich Kießling, Daniela Münkel and Ulrich Schlie (Berlin, 2020), 126.

Subsequent Citations: Schlie, "Das Reichsministerium", 243.

Book in a Series

First citation: Michael H. Kater, *Das „Ahnenerbe" der SS 1935–1945: Ein Beitrag zur Kulturpolitik des Dritten Reiches*. Studien zur Zeitgeschichte 6. (Munich, 2006), 375.

Subsequent Citation: Kater, *Das Ahnenerbe*, 321.

Journal Article

First citation: Jane Caplan, "The Politics of Administration: The Reich Interior Ministry and the German Civil Service, 1933-1943", *Historical Journal* 20, no. 3 (1977): 231-232.

Subsequent Citations: Caplan, "The Politics of Administration", 234.

Article in Newspaper:

"The Time has Come for Change", *Frankfurter Allgemeiner Sonntagszeitung* (October 24, 2010) 38.

Primary Sources (as close as possible to the following)

First Citation: Minutes of Meeting between Hitler and Jim Johnson, 10 May 1938, available in the German Federal Archive in Berlin (from here BArch) B R 1501/5609.

Subsequent Citations: Minutes of Meeting between Hitler and Johnson, 10 May 1938, BArch B R 1501/5609.

Letter from Carl Diem to Hans von Tschammer und Osten, 01 January 1934, available in the Carl und Lisolet Diem Archive in the German Sports University, Cologne (from here CuLDA).

Subsequent Citations: Letter from Diem to Tschammer, 1 January 1934, CuLDA.

Online Sources

For entries of a website, please provide only the main stem of any internet address (i.e. the "homepage") and not the entire link. Access dates do not need to be provided. Example:

Arolsen Archives. 2020. „#StolenMemory." Online exhibition, https://arolsen-archives.org.

Nolzen, Armin. 2020. „Nationalsozialistische Macht, ad 1." *scripturire*, May 13, https://arminnolzen.wordpress.com.

Further information: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Please note:

> ➢ End each footnote with a full stop.
> ➢ Do *not* add "p." or "pp." for indicating page numbers.
> ➢ Give page numbers in full: do not use "f.", "ff.".
> ➢ Avoid referring to a whole book: give exact page numbers whenever possible.
> ➢ Always give the page number with quotations.
> ➢ Use "Ibid" and the Page Number when citing the same source that appears in the previous footnote.

We would kindly ask you to use footnotes sparingly and NOT to submit a bibliography