



Argentinierstraße 13, TOP 103+104

1040 Vienna



## **GUIDELINES FOR PUBLICATIONS OF KZ-GEDENKSTÄTTE MAUTHAUSEN | MAUTHAUSEN MEMORIAL**

**AS OF: 31 MAY 2022**

### **Drafting of manuscripts**

- Please do not use your own formatting preferences when writing articles. Authors are requested to choose a commonly used font (e.g. Times New Roman, Arial, Calibri, etc.)
- In body text, proper names and titles of institutions should be written out, at least when first mentioned. Abbreviations may be placed in round brackets after the first mention. Use the abbreviation from the second mention and include a list of abbreviations. Special characters that stand in for words (e.g. %, \$) should be written out in full in body text. You must deactivate any automatic hyphenation function of your word processing program.
- Please consistently use gender-neutral formulations throughout your manuscripts. When writing in German, use the *Genderstern* for nouns such as 'Autor\*innen' (not 'Autoren'). In English, use 'chairperson' rather than 'chairman', etc.
- Tables and graphics should be numbered continuously and labelled with headings. Use references to these in the text, because we cannot guarantee that figures will appear in the same places after typesetting. Graphics and large tables should be sent with the manuscript in a reproducible form; the raw data of the graphics should also be attached.
- Quotations should be placed within clearly distinguishable single quotation marks ( ' '); quotes within quotes should be placed in double quotation marks ( " "). Omissions in quotations should be shown by means of square brackets and ellipsis: 'The sky is [...] blue.' Any semantic interventions in quotations should also be shown by square

brackets: '[t]he sky [was] blue'. In general, direct quotes should be in italics (only the text, not the quotation marks) and where longer than three lines should have a separate paragraph to themselves.

- Emphasis in the text, titles of works (e.g. *Das Konzentrationslager Mauthausen 1938–1945*) and other kinds of titles, such as laws, should also be italics. Other emphases, e.g. use of text colour or small caps, must be avoided.
- Please note the distinction between hyphens (-) and en dashes (–). En dashes are used for parenthetical clauses. There must be a space before and after each en dash, except where there are punctuation marks like commas. Where en dashes are used to express ranges (such as with dates or page numbers), there should be no space (e.g. 'pp. 27–31').
- Numbers from one to twelve should be written out; numerals should be used from 13. Thousands should have commas: 1,000.
- Please only use the commonest abbreviations such as 'e.g.' and 'etc.'.
- Write decades in full and without apostrophes: 'the 1930s', not 'the 30s' or 'the 1930's'. Write dates in the format '12 March 1938' (not '12/03/1938' or 'March 12, 1938') and in footnotes in the format 12.3.1938 (not 12.03.1938).
- German manuscripts should use the 'reformed' German spelling conventions. English ones should be in British English. Quotations should stay in their original form, however (de-activate spellcheck).
- Individuals should always be referred to with first and second names when first mentioned.
- Euphemistic Nazi terms such as 'Anschluss' and 'Umvolkung' should always be in quotation marks.
- Remove any double spaces.
- Historic placenames: first use the name in use at the time, then add the contemporary official local name in round brackets after 'today:' e.g. 'Brünn (today: Brno)'.

## For book publications

- A bibliography, in alphabetical order of authors' surnames, must be provided (internet, primary and secondary sources should be listed separately). The citation method requires first citation in the footnotes excluding the page number of a quotation or a paraphrase.
- Lists of illustrations and abbreviations should be provided.

## Citation method

Basic rules:

In general, there should be no in-text citations but only citations in footnotes. Quotations within a footnote are an exception: in this case, put the reference in round brackets after the

quotation or paraphrase. Footnotes should always conclude with a full stop. When citing paraphrases, always precede them with 'see' or 'cf.'. The following notes refer to first citations of publications. In subsequent mentions, use a shortened citation (surname[s]: shortened title). Where consecutive footnotes refer to the same work, use 'ibid.' with different page numbers, 'ibid., p. 12'. Only use 'ibid.' where there is no ambiguity about which work is being referred to. If the previous footnote refers to two or more works, do not use 'ibid.'.

If a page reference is two pages, cite it as follows: 'p. 12f.' (no space before the 'f'). If the reference is at least three pages: 'pp. 12–14' (no 'ff.').

- **Monographs** Walter Adam: Nacht über Deutschland. Erinnerungen an Dachau. Vienna 1947, p. 31.  
Shortened citation: Adam: Nacht über Deutschland, p. 31.
- When citing two or more authors, editors or places, use a slash without spaces. Please write out placenames like 'Frankfurt am Main' (not 'Frankfurt/Main' or 'Frankfurt a.M.'). Where there are three or more places of publication, 'et al.'  
Christian Gerlach/Götz Aly: Das letzte Kapitel. Der Mord an den ungarischen Juden 1944–1945. Frankfurt am Main 2004.  
Shortened citation: Gerlach/Aly: Das letzte Kapitel
- Ulrich Herbert/Karin Orth/Christoph Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager. Entwicklung und Struktur, vol. 1. Göttingen 1998.  
Shortened citation: Herbert/Orth/Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager, vol. 1. **Works with authors' and editors' names:** Arthur Alexander Becker: Mauthausen! Schauspiel in drei Aufzügen (vier Bildern), ed. Christian Angerer and Andreas Kranebitter (Mauthausen Erinnerungen, vol. 5). Vienna 2021.
- **Series titles:** Stanisław Dobosiewicz: Vernichtungslager Gusen (Mauthausen-Studien, vol. 5). Vienna 2005.
- **Editions:** If it is simply an unchanged new edition, the edition number precedes the year of publication in superscript: '³1995'. If it is a revised, expanded etc. edition, this is noted after the full title. Example: '3rd revised and expanded ed., Vienna 1995, p. 17.'
- **Dissertation:** Doris Fath-Gottinger: Die ungarischen Juden auf ihrem Todesmarsch in das KZ Gunskirchen. Dissertation, University of Linz 2004, pp. 18–21.
- **No author, only publishing institution:** Bundesministerium für Inneres (ed.): das sichtbare unfassbare. Fotografien vom Konzentrationslager Mauthausen. Katalog zur gleichnamigen Ausstellung. Vienna 2005.
- **Unpublished manuscript:** Renaud Clin: Depouillement du registre des deces du camp de concentration de Gusen, 1er Juin 1940—30 Avril 1943. unpublished manuscript, n.p. 1998, pp. 54–56.
- **Collected editions/multi-volume works:** Wolfgang Benz/Barbara Distel (eds.): Der Ort des Terrors. Geschichte der nationalsozialistischen Konzentrationslager, vol. 1: Die Organisation des Terrors. Munich 2005.
- **Essays in collected editions:** Michel Fabréguet: Entwicklung und Veränderung der Funktionen des Konzentrationslagers Mauthausen 1938–1945. In: Ulrich

Herbert/Karin Orth/Christoph Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager. Entwicklung und Struktur, vol. 1. Göttingen 1998, pp. 193–214, here p. 195.

- **Essays in journals:** Amos Goldberg: Trauma, Narrative, and the Two Forms of Death. In: *Literature and Medicine*, vol. 25 (2006), no. 1, p. 133.

In German: Tomasz Kranz: Die Erfassung der Todesfälle und die Häftlingssterblichkeit im KZ Lublin. In: *Zeitschrift für Geschichtswissenschaft*, vol. 55 (2007), no. 3, pp. 220–244.

Detlef Garbe: Der lila Winkel. Die “Bibelforscher” (Zeugen Jehovas) in den Konzentrationslagern. In: *Dachauer Hefte* (1994), no. 10, pp. 3–32.

Andreas Kranebitter/Gregor Holzinger: Class Matters. Zur Sozialstruktur des SS-Kommandanturstabs im KZ Mauthausen. In: *Jahrbuch der KZ-Gedenkstätte Mauthausen | Mauthausen Memorial 2016. NS-Täterinnen und -Täter in der Nachkriegszeit. Forschung, Dokumentation, Information* (Vienna 2017), pp. 17–40.

- **Newspaper articles:** Andreas Kranebitter: Die Grauzone des Lagers. In: *Die Zeit*, no. 51, 12 December 2013, p. 11f.

- **Archive materials:** First the document or source with as precise a designation as possible, then creation date (if not known, ‘n.d.’), then the archive with sub-archives, directories and holdings. If the archive is cited more than once in the footnotes of an essay, insert the archive abbreviation after the first mention with ‘(hereinafter)’.

Transcript of interview with Anton Cerny, Bundesministerium für Inneres, Department 18, Vienna, 8 July 1968, KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (hereinafter MM), B/39/03, p. 2f.

Metadatabase of prisoners of the Mauthausen concentration camp, query for Dutch Jews, excerpt dated 15 July 2020, KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (hereinafter MM).

- **Internet sources:** Please use the most precise details possible, as with literature citations. Use the right mouse button to remove the hyperlink, so that it no longer appears underlined in blue, except if the publication is for coMMents. In this case, keep the hyperlink. If a publication is also accessible as an internet source, add the link in round brackets with ‘online at’.

Raffaella Lindorfer: Es ist, als wohne man am Friedhof. In: *Kurier-Online*, 24 October 2012, <https://kurier.at/chronik/oberoesterreich/es-ist-als-wohne-man-am-friedhof/824.676> (accessed on 20 April 2019).

Rudolf A. Haunschmied: Zur Landnahme der Schutzstaffel im Raum St. Georgen–Gusen–Mauthausen. In: *Oberösterreichische Heimatblätter*, vol. 69 (2015), nos. 3–4, pp. 151–198, here p. 160f. (online at: [https://www.land-oberoesterreich.gv.at/files/publikationen/KD\\_Heimatblatt\\_3\\_4\\_2015.pdf](https://www.land-oberoesterreich.gv.at/files/publikationen/KD_Heimatblatt_3_4_2015.pdf)).

- **Interview:** Interview with Martinus Van der Willik; interviewer: Frank Aarts, Rejiwijk, Netherlands, 23 August 2002, MM, OH/ZP1/214.
- **Secondary citations:** Letter from the Reichkommissar to the Generalkommissar for Administration and Justice, 29 April 1942, quoted in: Joods Historisch Museum,

Amsterdam (ed.): Documenten van de Jodenvervolging in Nederland 1940–1945. Amsterdam 1979, p. 55.

- **Laws in German:** Gesetz zum Schutz des deutschen Blutes und der deutschen Ehre vom 15.9.1935, Reichsgesetzblatt Teil I, 1935, Nr. 100, S. 1146 (English translation: Law for the Protection of German Blood and German Honour, dated 15.9.1935, Reichsgesetzblatt Teil I, 1935, no. 100, p. 1146).

**Publications with DOI:** Heinrich Berger/Alexander Prenninger: Die Interviewten des MSDP. In: Gerhard Botz/Alexander Prenninger/Regina Fritz/Heinrich Berger (eds.): Mauthausen und die nationalsozialistische Expansions- und Verfolgungspolitik (Europa in Mauthausen, vol. 1). Vienna/Cologne/Weimar 2021, pp. 85–134, DOI: <https://www.doi.org/10.7767/9783205212171.85>