

# General Citation Guidelines at the Chair of Military History/Cultural History of Violence

Title details and citation style in the list of sources and literature and in the notes.

*Last updated: 12 January 2016*

## 1 Table of contents

<b>1</b>	<b>Table of contents.....</b>	<b>1</b>
<b>2</b>	<b>Rules for title details in the list of sources and literature.....</b>	<b>1</b>
2.1	Basic rules .....	1
2.2	Title details for monographs.....	2
2.3	Title details for articles in periodicals and chapters in edited collections .....	4
2.3.1	Articles in periodicals.....	4
2.3.2	Collections of essays, commemorative volumes, other edited collections.....	4
2.4	Title details for online sources (Internet sources).....	5
<b>3</b>	<b>Rules of citation in the notes.....</b>	<b>5</b>

## 2 Rules for title details in the list of sources and literature

### 2.1 Basic rules

1. For the sake of expediency, the list of sources and literature should be divided into I. Sources and II. Literature. It contains all works cited in the text of the paper and in the notes.
2. The titles are listed in alphabetical order according to the surname of the author. If a work is issued anonymously, the first word (though not the definite or indefinite article) is used for the alphabetical categorisation.
3. The title details in the list of sources and literature must comprise the complete title information of the work in question.
4. If several works by the same author are listed, the first word (definite and indefinite articles are not taken into account) of the title is used for the alphabetical categorisation.
5. Titles in the notes can be cited in short form already at the first mention.
6. Common abbreviations may be used. In the event of an extensive list of sources and literature, it is advisable to provide a list of abbreviations.
7. Bibliographical references in the list of sources and literature should be ended with a full point.
8. Citing Internet sources: if at all possible, provide the author's name and the title of the Internet source. It is vital to provide the URL. The date the web page was last accessed should always be added. You can forego citing page numbers whenever they arise from your printout, as page breaks for printouts can vary from one computer to another; the page numbers must be cited for Internet documents with fixed page breaks and page numbers.

## 2.2 Title details for monographs

1. The complete title details should adhere strictly to the main title page inside and relay this information verbatim. Titles on dust jacket, book cover or book spine are not authoritative.
2. The basic model for sequence and punctuation is as follows:  
*Name of author(s): Title of work. Name of publisher or place of publication Year (Series).*
3. The following variations and particulars are to be taken into account:

a) Name of author(s) and editor(s)	Examples
<p><i>This should be cited in the following order:</i></p> <p>surname, given name(s) (separated by a comma)</p> <p>If the given name is abridged on the title page, the abbreviation is either cited in the same way or supplemented using biographical aids, though the supplemented part should be placed in square brackets.</p> <p>Academic titles such as ‘Dr’ or ‘Prof.’ should not be cited, even when they appear on the title page.</p> <p>Even if the author’s name is cited on the title page as editor, her/his name should be taken as the basis for the alphabetical categorisation but supplemented in parentheses: (ed.)/(eds.).</p> <p>If more than two authors are listed for the same work, it is sufficient to list the name of the first along with the supplement ‘et al.’.</p>	<p>Meier, Hans</p> <p>Meier, Hans W. or: Meier, Hans W[ilhelm]</p> <p>Meier, Hans W. (ed.) or: Meier, Hans W[ilhelm] (ed.)</p> <p>Meier, Hans W. et al.</p>
b) Title of work	Examples
<p>The title of the work should be cited unchanged and, as a rule, unabridged. Any subtitle should be separated from the main title by a full point. In the case of very lengthy titles – above all in older works – unessential parts of the title can be omitted. Omissions are indicated by three full points in square brackets.</p> <p>In the case of a multi-volume work that was used in its entirety, the number of volumes is given after the title of the work.</p> <p>If only individual volumes of a multi-volume work were used, the relevant volume/s is/are given after the title of the work.</p> <p>Information on the title page regarding illustrations, tables, maps, notes, etc. should not be included in the title details in the list of literature.</p>	<p>Minder, Robert: Dichter in der Gesellschaft. Erfahrungen mit deutscher und französischer Literatur.</p> <p><i>Title of work.</i> 3 vols. or: <i>Title of work.</i> Vols. 1–3.</p> <p><i>Title of work.</i> Vol. 1. or: <i>Title of work.</i> Vols. 3, 5.</p>

c) Place of publication and year	Examples
<p>Only the place of publication, not the publisher, is cited.</p> <p>If more than two places of publication appear on the main title page, only the first should be listed.</p> <p>No punctuation marks should be inserted between the place and year of publication.</p> <p>If the place or year of publication on the main title page and the copyright page (on the reverse of the main title page) is missing and can only be inferred from another part of the work (e.g. the foreword or the last page of the book) or even have to be determined with the help of bibliographical aids, it should be placed in square brackets.</p> <p>In the event of uncertainty, a question mark should be added.</p> <p>If the place or year of publication cannot be determined, it should be replaced with [n.p.] and [n.d.], respectively.</p> <p>Reprints should be identified as such (with the corresponding term added in square brackets).</p> <p>In the case of multi-volume works whose individual volumes were published in different years, the year of publication of the first and the last volumes should be listed.</p> <p>If only individual volumes of a multi-volume work are cited, the years of publication of the corresponding volumes should be given.</p> <p>In the case of a multi-volume work whose volumes have their own specific titles, the title details should be supplemented by a list of the individual volumes with respective title and year of publication.</p>	<p>Hamburg, Berlin 1968</p> <p>Hamburg 1968</p> <p>Rome [1862]. or: [Rome] 1862.</p> <p>New Brunswick [1913?].</p> <p>[n.p.] 1960. Munich [n.d]. [n.p. n.d.].</p> <p>Leipzig 1883 [new edition Aalen 1965].</p> <p><i>Title of work.</i> Vols. 1–3. Munich 1904–1910.</p> <p><i>Title of work.</i> Vols. 3, 5. Munich 1906, 1910.</p> <p>Rüstow, A[lexander]: Ortsbestimmung der Gegenwart. Eine universalgeschichtliche Kulturkritik. Vols. 1–3. Erlenbach, Zurich. 1. Ursprung der Herrschaft. 1950. 2. Wege der Freiheit. 1952. 3. Herrschaft oder Freiheit? 1957.</p>
d) Series	Examples
<p>If a work appears in a series, the corresponding information on the collective title of the series should be added in parentheses. The editor/s of the series is/are omitted. The collective title of the series can generally be found on its own (series) title page preceding the main title page.</p> <p>In the parentheses, the volume number of the individual work in question is listed after the collective title of the series. If this individual work in turn comprises several volumes, the number of volumes should be given after the title of the work and before the place of publication.</p>	<p>... 1965 (= Historische Studien, vol. 6). <i>Example:</i> Binner, Rolf et al.: Massenmord und Lagerhaft. Die andere Geschichte des Großen Terrors. Berlin 2009 (Veröffentlichungen des Deutschen Historischen Instituts Moskau, vol. 1).</p> <p>Irmer, Georg: Die Verhandlungen Schwedens und seiner Verbündeten mit Wallenstein und dem Kaiser von 1631 bis 1634. 3 parts. Leipzig 1888–1891 (Publicationen aus den K. Preussischen Staatsarchiven, vols. 35, 39, 46).</p>

## 2.3 Title details for articles in periodicals and chapters in edited collections

	<i>Examples</i>
<ol style="list-style-type: none"> <li>1. With regard to author's name and title of work, the guidelines under 2.2 (Monographs) should be followed. It should be kept in mind that both pieces of information should be taken from the article itself, not the periodical's table of contents.</li> <li>2. In the case of articles, the publication itself – not the place and year of publication – should directly follow the title of the work. This should be preceded by: 'In:'.</li> </ol>	<p> Baberowski, Jörg: Stalinismus "von oben". Kulakendeportationen in der Sowjetunion 1929–1933. In: Jahrbücher für Geschichte Osteuropas 46 (1998), pp. 572–595.</p>

### 2.3.1 Articles in periodicals

The general order for the citation of the publication is:

*Title of periodical Volume number (year), page numbers.*

	<i>Examples</i>
<ol style="list-style-type: none"> <li>a) Common abbreviations may be used when citing the title details of the periodical. Publisher, editor(s) and place of publication should not be listed.</li> <li>b) If a periodical volume comprises several individual issues, it is sufficient to list the volume number if the issues are nonetheless sequentially paginated. If, however, the pagination is not sequential (this is only rarely the case), the number of the issue should be listed after the year of publication.</li> <li>c) Volumes are sometimes designated using the year. In such cases, too, the (possibly divergent) year of publication should still be cited in parentheses after the volume designation.</li> <li>d) When listing the page numbers, the first and last page of the article should be cited. Do not use 'f.' or 'ff.'.</li> </ol>	<p>Berschlin, Walter: Ergebnisse der Waltherius-Forschung seit 1951. In: DA 25 (1968), pp. 16–45.</p> <p>... Istorija SSSR (1962), no. 2, pp. 13–21.</p> <p>Annales de Démographie historique 1969 (1970)</p>

### 2.3.2 Collections of essays, commemorative volumes, other edited collections

	<i>Examples</i>
<p>The approach taken here after 'In:' should correspond to the guidelines under 2.2 (Monographs). At the end, the page numbers should be added.</p>	<p>Nipperdey, Thomas, and Melcher, Peter: Bauernkrieg. In: Reformation oder frühbürgerliche Revolution? Edited by Rainer Wohlfeil. Munich 1972 (Nymphenburger Texte zur Wissenschaft: Modelluniversität, vol. 5), pp. 1–13.</p>

## 2.4 Title details for Online sources (Internet sources)

	<i>Examples</i>
<p>The title details should in essence follow the rules for citing monographs and articles. If possible, the author of the document and the title should be listed. If the publication is an online medium, this should also be cited. It is necessary, furthermore, to list the URL and the date the web page was last accessed. (If an identifiable author is lacking, this information must be omitted; this also applies to the title of the document.)</p> <p>In the case of Internet sources that are continually revised, it is necessary furthermore to list the date of the last revision. On Wikipedia, for example, one can also access older versions; it must therefore be clear which version is referred to. (On Wikipedia, special tools in the left-hand column are helpful here: 'Cite this page' and 'Permanent link'. Be aware when using Wikipedia, however, that it is not possible to assign a responsible author to this source, which considerably limits its usefulness.)</p>	<p>Keller, Katrin: Frauen und Politik in der höfischen Gesellschaft des Alten Reiches zwischen 1550 und 1750. In: zeitenblicke 8 (2009), no. 2. URL: <a href="http://www.zeitenblicke.de/2009/2/keller/index_html">http://www.zeitenblicke.de/2009/2/keller/index_html</a>, URN: urn:nbn:de:0009-9-19537 (last accessed on 8 March 2010).</p> <p>“Krönung der russischen Zaren und Kaiser”. In: Wikipedia, Die freie Enzyklopädie. Date of last revision: 17 July 2009, 09:02 UTC. URL: <a href="http://de.wikipedia.org/w/index.php?title=Kr%C3%B6nung_der_russischen_Zaren_und_Kaiser&amp;oldid=62297015">http://de.wikipedia.org/w/index.php?title=Kr%C3%B6nung_der_russischen_Zaren_und_Kaiser&amp;oldid=62297015</a> (last accessed on 8 March 2010, 10:34 UTC).</p>

## 3 Rules of citation in the notes

	<i>Examples</i>
<p>At the first mention of a title, the complete title information of the work (corresponding to the entry in the list of literature) is provided. If a specific passage is cited, it should be referenced with a page number.</p>	<p>Baberowski, Jörg: Stalinismus “von oben”. Kulakendeportationen in der Sowjetunion 1929–1933. In: Jahrbücher für Geschichte Osteuropas 46 (1998), pp. 572–595, here p. 580.</p>
<p>In some papers, depending on the tutor, a title can already at its first mention in the paper be cited in the relevant note in abbreviated form. In general, author and page number suffice.</p>	<p>Baberowski, p. 580.</p>
<p>If the list of literature contains several works by the same author, the work in question must be given in the notes in short form after the author's name. This short title is generally taken from the title of the work. This approach is recommended even when the list of literature contains only one work by the author.</p>	<p>Braubach, Wien-Versailles, p. 288.</p>
<p>In the case of multi-volume works, the number of the volume in question must also be added before the page number(s).</p>	<p>Braubach, Prinz Eugen I, pp. 12–18.</p>
<p>If a single note contains several titles, the titles should be separated by semicolons.</p>	<p>Schmitt, p. 12; Meier, p. 17.</p>
<p>If two or more consecutive pages are used, these page numbers should be cited exactly; the use of 'f.' and 'ff.' is to be avoided.</p>	<p>pp. 15–16. pp. 15–17.</p>
<p>Use of 'loc. cit.' (<i>loco citato</i>) = 'in the passage already cited' should also be avoided.</p>	