



MEMO – Medieval and Early Modern Material Culture Online

Notes for authors

1. Scope and structure

The submitted texts should not exceed 45,000 characters including spaces (corresponds to 30 pages; one VG WORT standard page contains 1,500 characters). Bibliography, footnotes, texts pertaining to images or illustrations, and other ancillary texts are not included in this limit.

Please send us your text as a Word file (.doc or .docx) or in another common, Word-compatible file format (e.g. .odt) and as unformatted as possible (i.e. without format templates, automatic hyphenation, tabs, indents, justification, etc.). Paragraphs and offset original quotations (i.e. all quotations that would exceed three lines of continuous text) are to be uniformly designated as such by inserting a blank line.

Include an abstract of approx. 800 characters in German and English. We also ask you to include some information about yourself (about the author): contact information, academic affiliation, link to webpage if applicable, short description of your research interests; max. 3 lines.

To make your submission easier to query, please make sure it includes 5–10 keywords (tags).

To make it easier to navigate through the text later on, insert subtitles or divide your submitted text into chapters and subchapters. The different levels of headings should be clearly identifiable.

Footnotes should be consecutively numbered using Arabic numerals. Whenever possible, avoid excessively long text annotations (research summaries and the like) in the footnotes.

Please do not include any typographical accents in your body text.

The following typographical accents are allowed:

- Italics: literal quotations from historical sources and titles of historical sources as well as foreign-language technical terms.
- Double quotation marks: literal quotations from research literature and titles of works of research literature.
- Single quotation marks (please use very sparingly!): terms that are to be treated as such.

2. References and citations

An alphabetical bibliography is to be included at the end of each submission: This should ONLY contain the literature actually used in the text (i.e. the literature also found in the footnotes). For all works that are usually only quoted in abbreviated form within the field, a list of sigla must also be provided – for the sake of comprehension by readers specialising in other disciplines.

2.1 Footnotes

In the footnotes, reference is to be made to sources and research literature only by means of short-form citations: Meier 2009, p. 18; Huber (pub.) 2004, p.14.

In the case of several quoted works by Meier from the same year: Meier 2009a, Meier 2009b, etc. – In these cases, please make sure to also include the short-form citations in the bibliography to clarify which full citation is being referred to (e.g. Meier 2009a = Meier Johann: Holz und Stein. Berlin 2009 || Meier 2009b = Meier Johann: Holz als Ressource im Mittelalter. In: Müller, Herbert (pub.): Holz in der Menschheitsgeschichte. Stuttgart 2009.)

For multiple authors with the same surname: Meier J. 2009, Meier A. 2012.

One book, two authors: Huber/Fischer 2000, p.7.

One book, more than two authors: Huber et al. 2000, p.7.

Please make sure that it is always clear which part(s) of the text is/are being referred to: page (p.), column (col.), chapter (chap.), section (sec.), line (line), paragraph (§), etc.

Please always make sure that you provide precise information concerning the pages (or columns, etc.) cited: Meier 2009, pp. 18-25 and not p. 18ff. (but: p. 18f. and not pp. 18–19).

2.2 Bibliography

Monographs:

Meier, Johann: Holz und Stein. Berlin 2009.

Meier, Alfred (pub.): Holzbauten im Alpenraum. Formen, Funktionen und Bewertungen. Vienna 2012.

Articles in anthologies and journals:

Bauer, Susanne: Hölzerne Tischplatten. In: Huber, Franz (pub.): Holz und Mensch. Stuttgart 1999, pp. 15–36.

Eder, Maria: Holz als Handelsware im Donaauraum. In: Der Holzweg. Zeitschrift für Forstwirtschaft 2001 (3), pp. 120–135.

Internet sources:

Citations are quoted as with printed works; in addition, the Internet address must be noted for online resources. If available, please use persistent addresses (URN, DOI, or PURL); otherwise include the complete link (URL) and date of access. In addition, please observe any citation requirements individually specified by the website.

3. Images and other file formats

In principle, the format of the online journal offers the possibility of linking to image, sound, and film elements that are already present on the Internet. However, care should be taken to ensure that this material is permanently available. Specify – if applicable – URN, DOI, or PURL (i.e. persistent links/persistent identifiers) to the source.

Authors using their own image, sound, or film material are responsible for obtaining the relevant rights – please contact the editors in individual cases and if you have any questions.

Please number your images (as well as sound and film recordings) consecutively and supply a clearly corresponding short description (caption) – either within the text document of the submission or in a separate document – that contains all necessary information about the title of the piece, artist/author, location, and copyright holder or owner.

Image files should be in .jpg, .tif or .png format and have a resolution of 300 dpi. Please do not embed your image files directly into your Word document; instead, send them to us as separate files (via e-mail or via download platforms such as WeTransfer, Dropbox, or similar file hosts).