

## GUIDELINES FOR THE APPEARANCE OF MANUSCRIPTS FOR THE JAHRBUCH DER ÖSTERREICHISCHEN BYZANTINISTIK

### I. GENERAL

Contributions can be written in German, English, French or Italian.

Manuscripts must be submitted in completely printable condition, by e-mail as an attachment or on CD-ROM. The word processing program has to be one of the more recent versions of WORD (2005 and later).

The font to be used for Latin letters is Times New Roman. For Greek text, a Unicode font should be used, for instance Aisa Unicode, which can be downloaded free of charge from the homepage [www.oeaw.ac.at/kal/multikey](http://www.oeaw.ac.at/kal/multikey). This is the Multikey macro which includes the Aisa Unicode font; the macro facilitates the setting of diacritics. To install the macro, see the instructions at [www.oeaw.ac.at/byzanz/joeb.htm](http://www.oeaw.ac.at/byzanz/joeb.htm).

For reasons of costs, we can no longer accept non-electronic manuscripts, i.e. typed text. You are requested only to give Internet references in exceptional cases.

The JÖB-list of library identifiers must be used for citations ([www.oeaw.ac.at/byzanz/sig.pdf](http://www.oeaw.ac.at/byzanz/sig.pdf)).

### II. FOOTNOTE FORM

As a basic principle, the footnotes should cite each modern author's named in SMALL CAPS, every title of a series or a journal in *italics*. The titles of papers and books are printed in ordinary letters (not italics, no quotation marks!). Nor should the names of antique, Byzantine or mediaeval authors be highlighted.

Abbreviations for "page" (S., p.) or volume (Bd., vol. etc) are as a matter of principle not used, the only exception being cases where this is necessary for purposes of clarity and to avoid ambiguity.

Notes must automatically be numbered consecutively and printed out as footnotes (not endnotes).

Please note in particular:

#### A. *Citation of independent publications:*

The title of the work is followed by a full stop (not a comma), then the place and year, with no punctuation in between! If appropriate, the title of the work is followed in brackets ( ) by the series title (*italics*) and the volume. The details of the edition are as a rule indicated by means of a number in superscript (<sup>2</sup> etc.). Notes in German contributions are indicated by Anm., in other languages by n.

## Examples

- St. RUNCIMAN, Geschichte der Kreuzzüge. München 1957, I 130.  
O. TREITINGER, Die oströmische Kaiser- und Reichsidee nach ihrer Gestaltung im höfischen Zeremoniell. Darmstadt <sup>3</sup>1969, 46, Anm. 11.  
D. M. NICOL, The Last Centuries of Byzantium, 1261–1453. New York 1961.  
H. HUNGER, Reich der neuen Mitte. Der christliche Geist der byzantinischen Kultur. Graz – Wien – Köln 1965, 39.  
J.-C. CHEYNET, Pouvoir et contestation à Byzance (963–1210) (*Byzantina Sorbonensia* 9). Paris 1990, 114.  
P. CORSI, La spedizione italiana di Costante II (*Il mondo medievale. Sezione di storia bizantina e slava* 5). Bologna 1983.

### B. Quotations from publications in journals:

The title of the paper is followed by a full stop (not a comma) and then the name of the journal (*italics*), then (without any punctuation!) the volume number, the year (in brackets) and page numbers (e.g. 142-146, never 142-6 or 142 ff.). Library identifiers are only to be used if they are to be found in the JÖB list of library identifiers. All other journals shall be cited in full or abbreviated such that the name is still immediately identifiable. Lexica and academy papers are to be treated like periodicals in this context.

## Examples

- M. POPOVIĆ, Zur Topographie des spätbyzantinischen Melnik. *JÖB* 58 (2008) 107–119.  
P. BÁDENAS DE LA PEÑA, La literatura popular en Bizancio. Consideraciones metodológicas. *Erytheia* 25 (2004) 67–84.

### C. Quotations from contributions in collective volumes, Festschriften, Congress reports:

In these cases, the word „in:“ is to be inserted between the title of the paper and the title of the collective work etc. (not in italics!). Editors of such volumes are cited in ordinary letters after the title, e.g. hrsg. von A. Mustermann, ed. A. Mustermann, a cura di A. Mustermann.

## Examples

- F. DÖLGER, Zur mittelalterlichen Privaturkunde, in: Byzantinische Diplomatie. Ettal 1956, 338–345.  
J. W. BARKER, Gennadios II Scholarios, in: Encyclopedia of Greece and the Hellenic Tradition, ed. G. Speake. London – Chicago 2000, I 650–652.  
Gy. MORAVCSIK, Hungary and Byzantium in the Middle Ages, in: The Cambridge Medieval History, ed. J. M. Hussey – D. M. Nicol – G. Cowan. Cambridge 1966, IV 1, 566–592.

- V. KRAVARI, L'habitat rural en Macédoine occidentale (XIII<sup>e</sup>–XV<sup>e</sup> siècles), in: *Byzanz als Raum. Zu Methoden und Inhalten der historischen Geographie des östlichen Mittelmeerraumes*, hrsg. von K. Belke – F. Hild – J. Koder – P. Soustal (*VTIB 7 = Österreichische Akademie der Wissenschaften, phil.-hist. Kl., Denkschriften 283*). Wien 2000, 83–94.
- S. ORIGONE, Guerra e società nel Mar Nero: il confronto tra Genovesi e Veneziani, in: *Proceedings of the 22<sup>nd</sup> international Congress of Byzantine Studies Sofia 2011. Volume I: Plenary Papers*. Sofia 2011, 431–439.

#### D. Brief quotations:

If the title is referred to frequently, a short citation is sufficient:

CHEYNET, Pouvoir 152.

Do not use the Harvard system (e.g. Meyer 1896, Dölger 1958b).

#### E. References to sources

Please indicate always book and chapter (if existant) of the source and the page(s) of the modern edition.

#### Examples

##### First Citation

Agathias I 17, 1 (ed. R. KEYDELL, *Agathiae Myrinaei Historiarum libri quinque* [*CFHB 2*]. Berlin 1967, 31, 23–27).

Niketas Choniates 312 (ed. J.-L. VAN DIETEN, *Nicetae Choniatae Historia* [*CFHB 11*]. Berlin 1975)

##### Following Citations

Agathias I 17, 1 (31, 23–27 KEYDELL)

Niketas Choniates 312 (VAN DIETEN)

### III. QUOTATIONS

Quotations in classical languages – in the text or in the notes – are as a rule entered without inverted commas. Texts in Latin are printed in *italics*, texts in Greek in normal types.

#### IV. TRANSCRIPTION

In German contributions, the generally applicable rules for libraries are to be used for transcribing names and titles. For contributions in other languages, the transcription should apply the system applicable in the relevant language, but you are asked to maintain a maximum of consistency within a contribution.

When quoting Greek works, journals, series titles and papers, the name of the author is transcribed, the title quoted in Greek; in the case of publications in Slav languages, both the author's name and the title are transcribed. The accentuation must reproduce the system of the original unchanged.

In any event, the original wording of the title must be maintained; if it appears appropriate to improve understanding, a translation can be provided in square brackets in addition.

#### V. GRAPHICS

If illustrations are to be printed with your contribution, we ask you to use colour illustrations only if absolutely necessary. *We point out that according to the contracts to be concluded with the Austrian Academy of Sciences Press you are responsible for obtaining the picture rights yourself and no costs will be covered by JÖB.*

The following conditions apply to graphics:

1.) Submission as **35 mm slides or (analogue) photographs** (preferred; **however, large slides and Ektachrome cannot be accepted**)

or

2.) Submission in **digital form**; we only accept digital images with a minimum resolution of 300 dpi (jpg or tif format; minimum width 17cm). **Never** convert images of a smaller resolution up to 300 bpi.

**We do not accept** extremely grainy images and scans or digital photographs of scanned publications. Nor can we accept out-of-focus images using digital cameras.

#### VI. HYPHENATION; INDENTATION; SPACES

JÖB distinguishes between dashes and hyphens, a distinction that must be complied with by the authors:

- Dashes are applied in the sense of “until” and for the insertion of parentheses: medium length line. The en dash can be obtained in Multikey by pressing the hyphen key twice.
- Hyphens for double-barrelled names (Euangelatu-Notara) and compound words (Palaiologen-Ideologie; Latros-Chartular‘)

For *indentations*, **never** use spaces or tabs; the paragraph indentations are handled automatically by the style sheets.

For *quotation marks*, please use them **consistently**; do not switch into typographically (i.e. nationally) different forms at the beginning or end of a word or a quotation.