yearbook ● jahrbuch ●annales
by ISHD

notes for contributors

Submission

"All contributions are in English (since 2010), added by abstracts in English, French and German"

1. Articles, which will normally be 20,000-35,000 characters in length, may be submitted electronically as a Microsoft Word attachment .

2. The address for submission is:
"Joanna Wojdon" <joanna.wojdon@uni.wroc.pl>

3. The following details should be included: postal and e-mail addresses, telephone numbers and fax numbers.

4. Please notice:
- The maximal length of a paper is 35,000 characters
- All articles should be written in English.
- Please send images as separate files, not in the Word file (see 'Illustrations' below).
- Tables and graphics should be incorporated in the text, but send them also as separate files in order to make it possible to introduce some changes
- Please provide three abstracts (100-150 words maximum) – one in English, one in German, and one in French – in a separate file.
- And a very short biographical statement *for the author's index* (maximum 50 words), e.g.
  Jefferson Airplane, Dr. phil., professor of History Didactics at the Philosophical Faculty of the University of Nowhere, Nomansland; *Main research interests:* world history and national curricula, visual literacy in history teaching, readability of history textbooks; *e-mail: ....*
- Submissions are considered for publication on the understanding that the article is not under consideration by another printed or electronic journal. Authors agree not to submit articles for consideration by another printed or electronic journal without prior agreement with the editors of yearbook ● jahrbuch ●annales by the ISHD.

Presentation
- Use notes in the form of **endnotes** and not as footnotes.
- The title and sub headings should be clear and concise.
- Paragraphs should be indented except for the first paragraph in the article, the first paragraph after a sub heading and a paragraph following a quotation
- Use **single quotation marks** except for quotations within quotes when double marks are to be used.
- Dates should be presented in the English style as follows: 1 January 2003.
- Use the sample text ('Style sheet') for orientation in all questions of presentations. Please use the "ISHDYearbookEmptyFile" or "Yearbook.dotx" file to type the text of your article. Please notice the styles for different parts of the article – hopefully, their names are self-explanatory: Title, Author, Intro-Sum [both for abstract at the beginning of the text and for abstracts in three languages], notesref [for headers: Notes or References], Subt1, Subt2, Subt3 (for the subtitles on different levels), Notes [for endnotes], Text [for main text].
- Please have in mind that graphics, images and tables will be printed **black-and-white**! The editors therefore will not accept images, graphics and tables in colour.
- Please make sure that tables and graphics correspond to the format for printing and to the sample text.

References and Endnotes

In referring to other works avoid location references such as *ibid* and *op cit*.

References which are cited in the text should be in conformity with the Harvard system so that the author's surname, the year of publication and the page reference appear immediately after the material that has been cited or quoted e.g. "Thus, Smith (2001: 32-3)…". Within a sentences please use e.g. "The new results (Smith, 2001:32-3)…"

- A lower case lettering system should be used to distinguish between different works by the same author or authors which have been published in the same year: e.g. Smith, A (1967a, 1967b).
- Pagination should be given as concisely as possible (3-8, 9-14, 33-6, 174-9, 183-96).
- Punctuate references with commas and not with full stops. In the case of journals give the volume number first, followed by the issue number in brackets.
- Different articles and books in one endnote should be separated by semicolons

The list of references should appear in alphabetical order after endnotes. The following style of referencing should be used:

Articles in journals: Negrin, L. (1993) 'On the Museum's Ruins', *Theory, Culture and Society*, 10 (1), 97-125.

Chapters in books: Wright, P. (1989) 'The Quality of Visitors' Experiences in History Museums', in Peter Vergo (ed) *The New Museology*, London: Reaktion Books, 119-48.

Books: Horne, D. (1984), *The Great Museum*, London: Pluto Press.
     Home, E. (ed) (1984), *Schools and Museums, Amsterdam: Dumont.*
Please don't forget to mention the publishing houses by "chapters in books" and "books".

Web-sites: http://www.sagepub.co.uk/frame.html?http://www.sagepub.co.uk/journals/details/j0101. html (Date)
Please don't forget to remove the hyperlink.

Illustrations
Authors are responsible for obtaining permissions from copyright holders for the reproduction of pictures, tables, quotations etc. Illustrations should be submitted as .jpg files, resolution 72 dpi. Sizes may vary, but should preferably not be smaller than 125 pixels.

The editors work on a voluntary basis and therefore ask to be excused for sending articles that do not follow the formalities stated in this style sheet back to the author for adjustment.

The contact address is:
     "Joanna Wojdon" <joanna.wojdon@uni.wroc.pl>

Peer-review process
All the articles are subject to a double-blind peer-review process. Upon preliminary acceptance of the text to be considered for publishing, the managing editor presents it anonymously to two peer-reviewers, specialists in the field. The editor will transmit the reviewers' comments approx. 2 months after the submission deadline. Contributors will have 3 weeks to submit the revised versions of their articles if required (so please consider this time in your plans).

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Susanne Popp & Jutta Schumann & Joanna Wojdon