



Editorial Guidelines for the Hanseatic History Review

The Hanseatic History Review is a refereed journal. Submitted contributions undergo an anonymized review process (Double Blind Peer Review). The editorial board collectively decides on the acceptance of a text for review. The peer review process is double-blind and involves two reviews solicited by the editorial board. After review, the decision and reviewers' comments are returned to the author(s).

Submitted manuscripts are only processed further if they largely comply with these guidelines. Otherwise, they will be returned to the respective author(s) for revision. The editors explicitly reserve the right to make editorial changes to the texts. Minor, non-content-related changes will be made without consultation.

Submission of Manuscripts

- Manuscripts should be submitted as Microsoft Word files (.doc or .docx or a compatible format) to the editorial team of the Hanseatic History Review. The length of an article should not exceed **50,000 characters** including spaces and footnotes (bibliography not included). Additionally, a clean reviewer version of the contribution, with no author identification and free of elements (e.g., specific footnotes) that could reveal the author's identity, should be provided.
- Images must be submitted as separate files along with the manuscript. A corresponding image credit and a meaningful caption should also be included. Authors are responsible for obtaining publication rights for the images. Image files should have a print resolution of at least 300 dpi (scanned images 600 dpi).
- Tables should be submitted as Word or Excel documents with appropriate captions. They will be printed in the format 11.2 x 18.6 cm (layout of the Hanseatic History Review).
- An **abstract** of up to **1,000 characters** (including spaces) must accompany the manuscript. It will be printed in German. For English-language contributions, the editorial board requests an abstract in English that will be translated in German by the editors to ensure consistent quality. The translation will be sent to the author for review with the first draft. Native German speakers submitting in English may also provide an abstract in German.



Text Formatting

1. Text Format:

- Left-aligned without hyphenation or letter spacing
- Line spacing: 1.5 lines
- Font size: 11 pt.
- Distinguish between hyphen (-) and en-dash (-). For ranges, use the en-dash, e.g., 1456–1470 or p. 62–104
- We prefer a submission in BE

2. Quotations:

- Source quotations are italicized without quotation marks.
- Literature quotations are in quotation marks and standard type (recte).
- Quotation marks are double with opening marks at the bottom and closing marks at the top („...”).
- Omissions or author comments in quotations are marked with square brackets, e.g.: „Quote [...] Quote.”

3. Footnotes:

- References to quotations, literature citations, and comments are provided in footnotes (not endnotes) at the bottom of the text.
- Footnotes are numbered consecutively in Arabic numerals without brackets, and they are superscripted. The numeral appears after the punctuation mark: ...,¹⁵ or¹⁶
- Footnotes begin with a capital letter and end with a period.

4. Numbers:

- Numbers up to twelve are always written out unless accompanied by units (e.g., 10 cm) or ordinal numbers (e.g., first half of the 11th century).
- Whole numbers are grouped by thousands with commas (1,000, 10,000, etc.).

5. Abbreviations:

- Use common, consistent abbreviations and always include a space after the abbreviation.
- For common abbreviations in Hanse research, check also the abbreviations from the journal's abbreviation directory.



6. Tables:

- Tables should be numbered and include meaningful and informative captions.
- Footnotes are not included in tables. Notes and sources can be placed at the bottom of the table or in the caption.
- Tables can be positioned at the desired location in the text, but adjustments may be made during layout. Avoid embedding tables in the text flow.

7. Figures:

- The number of planned figures (distinguished by black-and-white and color) should be communicated to the editorial board upon submission.
- Captions for figures should be provided in a separate document and include information on content (title/motive/object/person depicted) and, if applicable, scale. Indicate data sources where applicable.
- Image credits must be included (photographer, archive/institution, signature, page/sheet number if applicable). Authors are responsible for image rights. Without image credits, the editorial board reserves the right to exclude images from publication.
- Graphs and charts should be submitted separately (in an Excel file).
- Indicate the intended placement of figures in the text with markers such as [Figure 1].

8. Numbering:

- Sections are numbered using Arabic numerals. Periods separate section numbers, except after the last number.

1 Example Heading

1.1 Example Subheading

1.1.1 Example Sub-subheading



Bibliographic References

Bibliographical references are presented in a uniform short form in the footnotes. At the end of the contribution, these short forms are resolved and fully detailed in a bibliography organized by author, as outlined below. Unpublished (archival) sources are listed in a separate directory, organized by repository, followed by printed sources and secondary literature. Titles are sorted alphabetically by short title.

Bibliographie

Arnold 1811 – [Richard ARNOLD], *The Customs of London, otherwise called Arnold's Chronicle*, London 1811.

Barron 2004 – Caroline M. BARRON, *London in the Later Middle Ages. Government and People 1200-1500*, Oxford 2004.

Brooke 1973 – Christopher N. L. BROOKE/Gillian KEIR/Susan REYNOLDS, Henry I's Charter for the City of London, in: *Journal of the Society of Archivists* 4, 1973, pp. 558-78.

Short Form:

- The short form consists of the author's surname and the year of publication (for multiple publications by the same author in the same year, they are differentiated by lowercase letters, e.g., Mayer 1999a, Mayer 1999b).
- The page number is appended to the short form of the title, separated by a comma: e.g., Dollinger 1989, p. 61.
- Multiple titles or source references within a single note are separated by a semicolon: Stoob 1995, p. 145; Hammel-Kiesow 2008, p. 26.

Bibliography:

- First names of authors and editors are written out (if known).
- Surnames of authors and editors appear in small caps.
- Multiple authors or editors are connected by a slash without spaces: Otto HASELHOFF/Hans HOFFMANN... (English system keyboard shortcut: STR+SHIFT+K)
- Titles of monographs, anthologies, and journals are italicized. Titles of articles appear in standard type.
- For multiple publication locations, only the first is listed, e.g., Bonn/New York is abbreviated to Bonn et al.
- Series titles appear in parentheses after the monograph or anthology title. Volume numbers are not separated by commas: Wilhelm KOPPE, *Lübeck-Stockholmer Handelsgeschichte im 14. Jahrhundert* (Abhandlung zur Handels- und Seegeschichte. N. F. 2), Neumünster 1933.



- The series „Quellen und Darstellungen zur Hansischen Geschichte“ as a series of the Hansischer Geschichtsverein is abbreviated as QDHG. Other series are not abbreviated.
- If multiple series are cited, only the first one is indicated.
- For revised editions, the indication is made with a superscript number before the year of publication: ...Lübeck ²1975 (= 2nd ed. 1975); no notes on whether it was revised or supplemented.

Monographs:

Stuart JENKS, *England, die Hanse und Preußen: Handel und Diplomatie, 1377-1474* (QDHG N. F. 38), 3 vols., Cologne 1992.

Short form: Jenks 1992, p. 340.

Articles in Journals:

Christopher N. L. BROOKE/Gillian KEIR/Susan REYNOLDS, Henry I's Charter for the City of London, in: *Journal of the Society of Archivists* 4, 1973, pp. 558-78.

Short Form: Brooke/Keir/Reynolds 1973, pp. 561-8.

- Journal titles, with the exception of Hanseatic History Review (HGBll.), are generally not abbreviated.
- Issue numbers, if applicable, are added after the volume number using a colon.

Bart HOLTERMANN, Kredit im deutschen Handel mit den Shetlandinseln im Spätmittelalter und in der Frühen Neuzeit, in: *Das Mittelalter* 27:2, 2022, pp. 347-69.

Articles in Anthologies:

Stuart JENKS, Die Hansen in England: Die wirtschaftliche und politische Bedeutung ihres Handels (1380-1474) und ihre Versuche zur Bewältigung der Krise von 1468, in: Volker HENN/Arved NEDKVITNE (eds), *Norwegen und die Hanse* (Kieler Werkstücke A/11), Frankfurt 1994, pp. 109-59.

Short Form: Jenks 1994, p. 143.

Anthologies (Monographs, commemorative publications, and anthologies without an author are cited under the editor's name):

Wilfried EHBRECHT (ed), *Voraussetzungen und Methoden geschichtlicher Städteforschung* (Städteforschung A/7), Cologne 1979.

Short Form: Ehbrecht 1979, p. 15.

Sources

- Archival, unpublished sources are listed in a separate directory preceding the bibliography and organized by repository. Abbreviations may also be assigned for archives in this section.

AHL – Archiv der Hansestadt Lübeck

ASA Externa, Hanseatica, no. 247: Allgemeine Versammlung der Hansestädte zu Lübeck, 1669 May-June.

Short Form: AHL, no. 247, fol. 3r.



- Editions of sources are cited in their entirety according to their title in the usual format. The same bibliographic rules as for monographs apply. A commonly used abbreviation may also be used as a short form. This abbreviation must be explained in the bibliography.

Riley 1859 – Henry Thomas RILEY (ed), *Munimenta Gildhallae Londoniensis. liber albus, liber customarum et liber Horn. Bd. 1: Liber Albus, compiled A.D. 1419* (Rolls Series 12/I), London 1859.

Short Form: Riley 1859, p. 51.

or:

CalLB – Reginald R. SHARPE (ed), *Calendar of Letter-Books preserved among the Archives of the Corporation of the City of London at the Guildhall, AD 1275–tempore Henry VII, Letter-Book A-L*, 11 vols., London 1899-1912.

Kurzform: CalLB 10, p. 50.

- Sources from commonly used source edition series are not abbreviated in the short form with the editor's name and year of publication but instead by their established abbreviation:
 - HR = Hanserezesse
 - HUB = Hansisches Urkundenbuch
 - UBStL = Urkundenbuch der Stadt Lübeck
 - UBBL = Urkundenbuch des Bistums Lübeck

Please refer to the directory of frequently cited charter books in the *Hansische Geschichtsblätter*.

- The source edition series Hanserezesse is cited by specifying the section, volume, and the number of the relevant document: HR I, 2, no. 65. Page references should only be provided if the document text spans multiple pages and a specific passage is being referenced; in most cases, indicating the paragraph number is sufficient.

HR II, 3, no. 288 § 9

or

HR II, 5, no. 263 § 10, p. 182.

- The same rules also apply to the HUB and other charter books:

HUB 1, no. 902, pp. 308-10.

- The most commonly used sources in Hanseatic research, Hanserezesse and Hansisches Urkundenbuch, should be cited in full as follows:

When referencing a single volume:

HUB 1 – Konstantin Höhlbaum (ed), *Hansisches Urkundenbuch. Vol. 1: 975–1300*, Halle 1876.

HR II, 3 – Goswin von der Ropp (ed), *Hanserezesse von 1431–1476, Zweite Abtheilung, Dritter Band*, Leipzig 1881.



When referencing several volumes of a section:

HR I – Karl Koppmann (ed), *Hanserecesse, Abt. I: 1256–1430*, 8 vols., Leipzig 1870–1897.

When referencing several volumes of different sections or the whole series:

HR – *Hanserecesse. Die Recesse und anderen Akten der Hansetage*, 26 vols., Leipzig et al. 1870–1970.

HUB – *Hansisches Urkundenbuch*, 11 vols., Leipzig et al. 1876–1939.

Websites and digital editions:

- They are cited in the same way as the corresponding type of text in print media, such as monographs, articles, anthologies, or editions of sources. Texts that are part of a larger collection or editorial project are cited as articles in anthologies.
- Additionally, after the indication [online] in square brackets, the full internet address (URL) leading directly to the document used, as well as the access date, is provided in parentheses:

Robert WALSER, *Lasst mich ohne nachricht nit. Botenwesen und Informationsbeschaffung unter der Regierung des Markgrafen Albrecht Achilles von Brandenburg*, 2004, [online] http://edoc.ub.uni-muenchen.de/2796/1/Walser_Robert.pdf (last accessed on 18.12.2008).

Short Form: Walser 2008, p. 286.

René WETZEL, Man sölts all zu ritter schlagen! Die Freiburger Reimchronik des Hans Lenz zum Schwabenkrieg (1499). Deutung und Verklärung von Zeitgeschichte und Gesellschaft durch Literatur, in: Klaus GRAF/Dieter MERTENS (eds), *Schwabenkrieg/Schweizerkrieg 1499, Themenportal Historicum.net*, 1997, [online] http://www.historicum.net/no_cache/persistent/artikel/1071/ (last accessed on 18.12.2008).

Short Form: Wetzel 1997, p. 321.

If applicable, please include the DOI:

Ulla KYPTA, Information und Diversifikation, Prävention und Resilienz. Wie mittelalterliche Kaufleute für die diesseitige Zukunft vorsorgten und damit ihre jenseitige sicherten, in: Klaus Oschema/Bernd Schneidmüller (eds), *Zukunft im Mittelalter. Zeitkonzepte und Planungsstrategien (Vorträge und Forschungen 90)*, Ostfildern 2021, pp. 229–254 [online] <https://doi.org/10.11588/vuf.2021.1.94441>.

Short Form: Kypta 2021, p. 231.