First Author[[1]](#footnote-1)

Second Author

Style Guide for the *forum historiae iuris*[[2]](#footnote-2)

*Formatting Tips for Authors*

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**Front Matter**

**Author**

The author’s name precedes the title (as above). For multiple authors, place each name on a separate line. To enter authors’ names, please use the *Autor* style template. Institutional affiliations and/or acknowledgements can be added with a footnote on the author’s name.

**Title/Subtitle**

The title follows the author’s name, and it can include footnotes and italics. The subtitle follows the title. Please capitalize all words except articles, prepositions and conjunctions. Please use the *Titel* and *Untertitel* style templates as appropriate.

**Abstract**

Include an abstract after the title/subtitle, if desired. Please use the *Abstract* style template in the appropriate language (de, en, es, fr, it, pt). No footnotes can be added to abstracts.

**Epigraph**

You can include an epigraph after the abstract, if desired, and footnotes can be added to the epigraph. Please use the *Epigraph* style template, which will automatically align it to the right.

**Body Text**

To ensure that your piece is processed and formatted smoothly, please observe the following guidelines:

1. Please use only the style templates included and mentioned in this document. The XML and PDF rendering programme recognizes only these.
2. Please *do not* adjust the fonts, alignment, margins, line spacing, tabs, indenting, etc. Your manuscript *need not* resemble the published format. Please do not indent paragraphs.
3. When copying and pasting text from digital source, please right-click and select ‘copy text only’ and ‘paste text only’ to eliminate the source formatting.
4. Save the Word document in .docx format, *not* in the older .doc format.

**Headings**

Using the *Überschrift 1* through *Überschrift 7* style templates, you can add hierarchical headings to your piece. Please be sure to respect the hierarchical order (e.g. do not use *Heading 4* without first, second and third order headings preceding it).Head Headings accept *italics* and footnotes.

**Numbered Headings**

There are three ways to number headings (or not):

* No numbering
* Numbering with Arabic numerals and decimals, e.g.: 1 – 1.1 -1.1.1 up to the sixth order
* Numbering with a combination of Roman and Arabic numerals and letters, e.g.: I – A – 1 – i – a) – aa), up to the sixth order

Heading numbers have to be inserted manually at the typesetting stage, so please inform the editorial department of your preference.

**Emphasis**

Only *italics* are to be used to emphasise a passage.

**Footnotes**

Please use only footnotes, not endnotes. If a footnote pertains to a word in *italics* the footnote marker (numeral, asterisk, etc.) should be italicized as well, but not the text of the footnote itself.

**Quotations**

Place shorter quotations (up to about 3 lines) in »Danish quotation marks«. Indent longer block quotations using the *Zitat1* style format:

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.[[3]](#footnote-3)

**Infobox**

Infoboxes can highlight an excerpt of the text or provide supplementary information. To insert an infobox, use the *Kasten*style template.

**Bullets and Numbered Lists**

For bullet points or a numbered list, use the *Listenabsatz* style format. Bullets are for lists in no particular order:

* An item
* Another item
* And so on…

Numbered lists order the items:

1. The first item
2. The second item
3. The third item

**Subordinate Lists**

In *forum historiae iuris* lists with up to two orders are acceptable. The second order is further indented and marked with a small letter or bullet. These can include a combination of bullets and numbering:

1. The first item
	1. The first subordinate item
	2. The second subordinate item
2. The second item
	* An item subordinate to the second
3. The third item

**Figures**

Figures must be submitted in sufficient resolution for display online and in print. All figures must be submitted as separate files in TIF, PNG or JPG format. The author is solely responsible for securing the rights to reproduce them.

Please add labels to the figures using the *Beschriftung* style template, and please use the *Legende* style template to add the caption. See the following example:

**Figure Heading**



Source: <https://xkcd.com/1208/>, 31.01.2017

**Tables**

The fhi only accepts tables with simple structures and with horizontal text orientation. As with figures, please label tables using the *Beschriftung* style template and add a caption/legend using the *Legende* style template. *Italics* can be used to emphasise a cell content. Tables include cell outlines as a rule.

**Table Label**

|  |  |  |
| --- | --- | --- |
| *Column 1* | *Column 2* | *Column 3* |
| First row | A value | Another value |
| Second row | A value | Yet another value |

Tables can include captions or legends underneath.

**Book Reviews**

Book reviews simply take the complete citation of the book being reviewed as their title.

**Texts in Non-Latin Script**

Greek or Cyrillic characters must be underlined with a double line (highlight the characters, click Control + D, and select the double line under “Underline style”). Chinese, Japanese and Korean characters must be underlined with a dotted line (same procedure).

**Bibliography (optional)**

Please use the *BiblTitel* style template for the bibliography heading. If you would like to divide the bibliography into subsections, such as ‘Sources’ and ‘Secondary Literature’, use the *BiblSektion* style template for the subsection headings.

Please use Small caps for authors’ names (CTRL + D, and check ‘Small caps’).

**Sources**

Göbel, Nadine, Ben Kamis (2017): Style Guide for the *forum historiae iuris*: Formatting Tips for Authors, Frankfurt/M, MPIeR, 5 p.

Duve, Thomas (2016): Global Legal History – A Methodological Approach. Max Planck Institute for European Legal History Research Paper Series, No. 2016-04 ([http://ssrn.com/abstract=2781104](http://ssrn.com/abstract%3D2781104))

**Secondary Literature**

Schmoeckel, Mathias (2009): Dauerhaft engpassfreie Märkte durch "Regulierung"? Erfolgsgeschichte eines Begriffs, in forum historiae iuris, 6. Februar 2009, online: <http://www.forhistiur.de/zitat/0902schmoeckel.htm>

Schröder, Rainer (2009): Gerechtigkeit in (oder für?) Lüritz - Zu Markovits’ Schilderung eines DDR-Gerichts, 7. Dezember 2007, online: <http://www.forhistiur.de/zitat/0712schroeder.htm>

1. Institutional affiliation and/or acknowledgement. NB: The author’s name precedes the title. [↑](#footnote-ref-1)
2. Footnotes may be added to the title. [↑](#footnote-ref-2)
3. Quotations accept footnotes. [↑](#footnote-ref-3)