

Guidelines for WZKM articles and reviews

!!! DO NOT USE THE WORD-STYLES TO FORMAT YOUR ARTICLE !!!

**If you like you can download the “Formatvorlage” WZKM,
but un-layouted articles are also very welcome!**

For ARTICLES and REVIEWS:

- Please pay attention to the academic quality of your German/English/French.
- Font: TIMES NEW ROMAN or other UNICODE font
Format: A 4
- Please do not use header lines or pagination.
- Please use only this kind of quotation marks (German „ ” / English: “ ” / French » «) and do not use straight ones (" "). The same is valid for apostrophes.
- Please use this kind of ʿayn: ʿ, and this hamza: ʔ. Please always use the same kind of hamza and ʿayn in the document. Apart from ʿayn and hamza, you can choose your transcription system.
- Please distinguish between a short hyphen (Ritt-Benmimoun) and a dash – long – (please use it for numbers: 1994–1996. pp. 1–2).
- Please send us all additional fonts you used for transcriptions to assure that transcriptions are shown correctly in the text. Therefore we need a PDF
- **For citation:** Please use **Chicago style (author, year: page in footnotes)**, please do not use “loc. cit.”
- **For citation:** Please do not use detailed bibliographical information in the footnotes! (Therefore there is the bibliography at the end)

Concerns only ARTICLES:

- Please include a
 - **short abstract in English**
 - **the most important keywords**
 - **the address for correspondence**
- Please add a **Bibliography**: Titles of books and journals are written in *italic*, “title of articles” in quotation marks.
- The text should not be longer max. **60.000** characters with blanks (= **10.000** words) – including bibliography!

Concerns only REVIEWS:

- Please pay attention to the bibliographic information of the reviewed book. If there is information missing, please add it (available on the webpage of the respective publishing house). The title of the review should correspond to the following example:

Surname, Name: Title. Subtitle. Volume if existent. Edition if existent. Place of Publication: Publishing house, year of publication (Series if existent with volume number, everything in brackets). Number of pages (i.e. 230 pp. / 230 S.). ISBN. Price (i.e. € 10,00/ \$ 10,00).

- The text should not be longer than **10.000** characters with blanks (= **1.600** words) – including biography!
- For footnote and, if necessary for bibliography: Titles of books and journals are written in *italic*, “titles of journals” in quotation marks.
- Name of the reviewer and place of residence (in brackets), below e-mail-address