

## Guidelines for Conference Reports

**Date: January 2024**

Conference reports should provide up-to-date information about a scientific event. They aim to provide the author's analysis of the scientific topics discussed, not a protocol-like reproduction of all presentations. Theses, presentations and desiderata that stand out from the conference proceedings should be summarized in a concise manner. For a complete overview, please attach a program of the event at the end (conference title, section title, speakers, lecture titles). Please begin your contribution with a comprehensible introduction to the topic and research question of the event and conclude it with a summary section. The language and style of the text should be inviting and aimed at an informed but not highly specialized audience. It is important to make a clear distinction between the statements made by participants at the conference and the thoughts and opinions of the reporter. Please use the past tense for your report and avoid using the first person. Please send us your text as a Word document and provide the following information about yourself as the author: name, e-mail address, institution or location.

Once your report has been sent by e-mail, it will be proofread by our editorial team (possibly with the help of external experts). The editorial team may contact you with requests for changes. Once the report is ready for publication, you will receive a preview by e-mail. We usually only accept first publications. In other cases, please contact the editorial team first with a request.

Contact: [gestern-romantik-heute@uni-jena.de](mailto:gestern-romantik-heute@uni-jena.de)

## Text Entry Guidelines

The **length** of a conference report should not exceed **2,000 words** (incl. notes).

### 1. Spelling

- The new spelling rules apply; quotations are, of course, to be presented in their original spelling.

### 2. Main Text

- Please input the **main text** as **justified text** and without hyphenation; no extra space between regular paragraphs. Do not use tabs, spaces, or similar at the beginning of paragraphs. Avoid varying font sizes and subheadings. Do not include footnotes.

- Do not indent or set off **quotes**; integrate them within the text. Place quotes in double quotation marks. Within quotes, use single quotation marks.
- **Titles** of works should be italicized. **Italics** are also used to highlight important terms and concepts.

### 3. Minor Details of Importance

- **Hyphens**: Short (e. g., Viardot-Garcia), en dash (e. g., 1833–1897), or em dash: – (typed as ALT 0150).
- **Musical note letters**: italic: *a, h, C*; **pitch indication**: superscript number instead of hyphen: *c<sup>2</sup>*; **keys**: straight: A major, C minor.
- Non-breaking **space** (hold down Ctrl or Ctrl + Shift, then press space) after p., vol., vols., pt., and between abbreviations like e. g., i. e. ...
- **Apostrophe**: ' instead of ´ or `! (Pay attention to the direction of the curve.)
- **Abbreviation** principles: Please generally use few and common abbreviations in the text. For institutions, spell out the full name at the first mention and add the abbreviation in parentheses. For universities (FU Berlin = Free University of Berlin) and place names (Frankfurt am Main), please spell out. Special characters like %, € should be spelled out in the text.

### 4. Footnotes, References

- For references or notes, please do not use the footnote mode of your word processing program, but number the references consecutively in square brackets [1] and add them at the end of the text. Please insert the number directly after the marked quotation or after the next punctuation mark. The notes section follows after a blank line under the heading “Notes” after the conference program.
- When naming a title for the first time, please give the full bibliographical reference, then a short title, e. g. Pannikar: *Mythos*, p. 10.
- Individual footnotes should not be too long.
- All footnotes should end with a period.
- Please italicize **book** and **work titles** in the footnote apparatus.
- **Work Editions**: Novalis: „Heinrich von Ofterdingen“, in: *Novalis. Werke, Tagebücher und Briefe Friedrich von Hardenbergs*, vol. 1, ed. by Richard Samuel, München 1978, p. 237–429, at this point p. 247.
- **Monographs**: Raimundo Pannikar: *Rückkehr zum Mythos*, Frankfurt am Main 1985.

- **Anthologies:** Reinhart Herzog/Reinhart Koselleck (ed.): *Epochenschwelle und Epochenbewusstsein*, München 1987.
- **Essays** from an anthology: Karlheinz Stierle: „Renaissance. Die Entstehung eines Epochenbegriffs aus dem Geist des 19. Jahrhunderts“, in: *Epochenschwelle und Epochenbewusstsein*, ed. by Reinhart Herzog/Reinhart Koselleck, München 1987, p. 453–492.
- **Journals:** *Die Musikforschung* 51 (1998), p. 1–100. If the journal does not have a year count, this is omitted accordingly.
- **Newspaper Articles:** Christopher Schwarz: „Ein Lob der Langeweile“, *WirtschaftsWoche*, July 28, 2018.
- **Web Sources:** Mark Siemons: „Der erleuchtete Angestellte: Der Kapitalismus wird immer buddhistischer“, in: FAZ.NET, April 12, 2015, <http://www.faz.net/aktuell/feuilleton-13531831.html>, accessed on August 22, 2017.
- If there are **several publishing locations**, use the following library-correct abbreviation after the first city: Kassel [u. a.] 2003.
- **Edition number:** superscript number before the year: <sup>2</sup>1899.
- Do not insert a space between the **page reference** and f. or ff.: p. 100ff.
- Do not put another period after **abbreviation points** at the end of sentences, i. e. not p. 100f., but p. 100f.