

Stylesheet and guidelines for submissions to *Francia*

(as of 12 Nov. 2024)

1. Length and Abstract

Articles may not exceed 80,000 characters (including notes and spaces); the cap for miscellanies is 40,000 characters. Remember, the shorter the article, the better.

When submitting, please include a short abstract of the article at submission (1500 characters, including footnotes).

2. Contacts

All information about *Francia*, its publishing policy, open access and CC licenses is available on the journal's online platform: <https://Francia.dhi-paris.fr>.

If you have any questions, please contact the editorial team: francia@dhi-paris.fr or:

Middle Ages

Early Modern History (until 1815)

Contemporary History

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3. Spelling and Typography

Spelling has to be consistent throughout the text, according to the rules of either American or British English. Please note that the journal uses German punctuation rules regardless of the language in which the manuscript is written.

SUPERScript NUMBERS FOR INDICATING FOOTNOTES

The numerals follow the punctuation mark.

DOUBLE QUOTATION MARKS IN THE *FRANCIA*: »...«

Double quotation marks¹ (chevrons on the inside, without an unbreakable space) signal quotations (see below), figures of speech (irony, metaphors, etc.), or the fact that you seek to distance yourself from concepts used in the sources, such as »Volksgemeinschaft«. Sometimes quotation marks can be avoided by using adjectives such as »so-called«, »alleged«, »claimed«, etc.

SINGLE QUOTATION MARKS: ›...‹

›Single quotation marks are only used for ›quotations within quotations‹.«²

¹ Double quotation marks can be obtained by using the INSERTION/SPECIAL CHARACTERS command or the keyboard shortcut Alt+0187 (») or Alt+0171 («).

² Single quotation marks can be obtained by using the INSERTION/SPECIAL CHARACTERS command or the keyboard shortcut Alt+0155 (›) or Alt+0139 (‹).

DASHES AND HYPHENS

When indicating a page sequence or another numerical sequence such as column numbers or years, you should use en-dashes (–) rather than hyphens, used to join two words. Similarly, an en-dash, with a space on either side (–), should be used instead of two hyphens for a parenthetical dash in text.³

§ 174–178

1945–1948

But: ... from 1945 to 1948 ...

ITALIC TYPE

Use italics for foreign concepts or phrases in the body of the text. Lexicalised words of foreign origin are in Roman type and follow English orthography.

the *ordo militaris*, a *détente* policy, ersatz coffee, the belle époque, the zeitgeist of the 1930s...

In the body of the text, the titles of books and periodicals are set in italics, for example when writing on the *Apologie pour l'histoire* or the journal *Le Monde*.

The names of institutions, parties and associations are written in Roman style. Capitalisation follows the rules of the language in question:

Archives nationales, École nationale des chartes, Parti socialiste, Conservative Party

Italics for emphasis should be used sparingly.

QUOTATIONS

Quotations are set in Roman type, between »Francia double quotation marks« (chevrons on the inside, without an unbreakable space). Insertions or cuts within quotations are indicated by square brackets: [...].

Quotations longer than four lines of text are to be grouped in an independent paragraph, indented from the left margin, without quotation marks.

4. Footnotes

Footnotes are always complete sentences, beginning with a capital letter and ending with a full stop. The footnote number is followed by a space.

There is a *Francia* citation style for users of reference management software like Citavi or Zotero.

Please note the following:

- The surnames of authors, editors, translators, or other contributors are written in SMALL CAPS.⁴
- *Francia* does not use the abbreviations »p.« or »pp.« for page references; please give the page numbers only. If the text is divided into folios (fol.), columns (col.) or paragraphs (par./pars.), use the appropriate abbreviations. The same applies to online documents with numbered paragraphs (par.).

³ To get en-dashes, press Ctrl and the minus sign on the number pad.

⁴ Small caps can be obtained in Word by pressing Shift+Ctrl+K. Please replace ß with ss.

- When referring to a sequence of pages (23–24), always be precise. Do not use abbreviations such as »sq« or »ff.«.
- »Folio 4 recto« is abbreviated to »fol. 4r«; »folio 4 verso« becomes »fol. 4v«.
- The place of publication is given in the customary form of the language of the text, e. g. Munich instead of München.
- Use commas to separate multiple authors, editors, places of publication.
- If the cited work has more than three authors, editors or places of publication, give the first name followed by »et al.«.
- Use a semicolon to separate two or more references cited in the same note.
- Bibliographical information with regard to attribution, place and year of publication that has been reconstructed should be given in [brackets]. Missing elements regarding the place and date of publication should be indicated by »n. p.« or »n. d.«.

5. Bibliographical references

Reading sources or literature online is now standard practice. Please make it easy for your readers to find your references. For publications available online, we always prefer the stable identifiers such as DOI or URN. For journals, give the exact volume but also the issue.

Please use title case for English language works cited in your article and in the references. *Francia* follows the CMOS recommendations. You may use an [online capitalization tool](#). If you cite titles in other languages, please follow the rules of the respective language.

MONOGRAPH:

Eugen EWIG, *Die Merowinger und das Frankenreich*, with a supplement to the bibliography by Ulrich NONN, Stuttgart ⁵2006, 17–24.

Christian GRÜNDIG, *Französische Lebenswelten in der Residenz. Akteure, Räume und Modalitäten französisch-sächsischer Verflechtung im augusteischen Dresden, 1694–1763*, Heidelberg 2022, DOI: [10.17885/heiup.1090](https://doi.org/10.17885/heiup.1090).

Michelle PERROT, Alain CORBIN, *Histoire de la vie privée*, vol. 4: *De la Révolution à la Grande Guerre*, Paris 1984.

JOURNAL ARTICLE:

Michael WERNER, Bénédicte ZIMMERMANN, *Penser l'histoire croisée. Entre empirie et réflexivité*, in: *Annales HSS* 58/1 (2003), 7–36, DOI: [10.1017/S0395264900002547](https://doi.org/10.1017/S0395264900002547), 15.

CHAPTER IN AN EDITED VOLUME:

Françoise GASPARRI, *Le renouveau de Rome*, in: Agnès BOS, Xavier DECTOT (eds.), *L'architecture gothique au service de la liturgie*, Turnhout 2003, 43–46, 44.

Brigitte SCHLIEBEN-LANGE, *Die Wörterbücher in der Revolution (1789–1804)*, in: Rolf REICHARDT, Eberhard SCHMITT (eds.), *Handbuch politisch-sozialer Grundbegriffe in Frankreich 1680–1820*, vol. 1/2, Munich 1985, 149–189, DOI: [10.1515./9783486823226-006](https://doi.org/10.1515./9783486823226-006).

ARTICLE FROM A VOLUME EDITED BY AN INSTITUTION:

Harald MAYER, *Universität im Wandel. Die Universität Münster*, in: *Die deutsche Universität im 20. Jahrhundert. Die Entwicklung einer Institution zwischen Tradition und Autonomie*, ed. by the Institut für Universitätsforschung, Mainz ²1994, 5–43, 22–25.

ONLINE MATERIAL, WEBSITES, ONLINE EDITIONS OR PUBLICATIONS

References to websites should include information about the author or responsible institution, a title, the URL, the date of publication (at least the year) and of consultation. Precisions such as »URL:« or »accessed on« are not required. Where a stable identifier exists, such as a DOI or URN, it should always be given preference over the link (in this case, without date of consultation).

Présidence de la République, [Déclaration finale du 72^e sommet franco-allemand \[...\], Potsdam, 1 Dec. 1998](#), in: Vie publique, 28 Apr. 2024.

Gallia Pontificia online [GPO]. Reims I: Erzbischöfe, by Ludwig FALKENSTEIN. Electronic edition by Robert FRIEDRICH and Sebastian GENSICKE under the supervision of Rolf GROSSE, Paris 2023, No. 1, DOI: [10.58137/001-2023-1](#).

Articles from online portals should be cited in the same way as journal articles.

Kiran Klaus PATEL, Transnationale Geschichte, in: Europäische Geschichte Online (EGO), 3 Dec. 2010, URN: [urn:nbn:de:0159-20100921309](#).

PRINTED AND EDITED DOCUMENTS:

Procès-verbal de l'entretien du général de Gaulle et du chancelier Adenauer le 14 septembre 1958, à Colombey-les-Deux-Églises de 16 heures à 18h30, in: Documents diplomatiques français [DDF], 1958, vol. 2, Paris 1993, No. 155, 341–345.

L'agitation persiste à l'université des sciences humaines de Strasbourg, in: [Le Monde, 9 May 1973](#).

Jean BODIN, Les six livres de la république, volume 6, text revised by Christiane FRÉMONT, Marie-Dominique COUZINET, Henri ROCHAS, Paris 1986.

Joachim ALENCE, Traité des baromètres, thermomètres et notiomètres ou hygromètres, par M. D***, Amsterdam 1688.

Please note that the citation for a scholarly edition of documents differs from the one of an edited volume. In the first case the editor comes after the author and title of the book, whereas in the second case the editors are mentioned first:

Philippe de BEAUMANOIR, Coutumes de Beauvaisis, Amédée SALMON (ed.), Paris 1899, 2 vols.

Benoît GRÉVIN, Anne-Marie TURCAN-VERKERK (eds.), Le dictamen dans tous ses états. Perspectives de recherche sur la théorie et la pratique de l'*ars dictaminis*, Turnhout 2015.

SOURCES FROM ARCHIVES AND LIBRARIES

Citation standards for archival materials and manuscripts vary according to the nature of the source, its origin, and the structure of the archive. There is, therefore, only one requirement: that the chosen citation be consistent throughout the text. If you cite multiple elements, e. g. letters, from a single archival reference, these are separated by commas. Possible forms for a citation are:

Harry v. Arnim to Bismarck, 11 May 1872, Politisches Archiv des Auswärtigen Amtes [PAAA], Frankreich 73, vol. 1, No. 75.

Magdeburg, Landesarchiv Sachsen-Anhalt, U 1 Erbstift Magdeburg, I No. 52.

Bibliothèque nationale de France [BNF], ms. lat. 9533, fol. 227r.

Archives nationales [AN], MC/ET/XCI/987.

AN, BB/18/7021/2BL 688, file Carvelan.

SUBSEQUENT REFERENCES TO A WORK ALREADY CITED:

From the second mention onwards, the bibliographical reference is given with a short title and a reference to the note containing the first mention. The surname is given in SMALL CAPS. In the case of edited volumes, the scientific editors are indicated by »(ed.)« or »(eds.)«.

BORGOLTE, Europa (as in n. 2), 26–28.

PATEL, Transnationale Geschichte (as in n. 10), par. 10.

[Article], in: GRÉVIN, TURCAN-VERKERK (eds.), Le dictamen (as in n. 7), 209–256.

GPO Reims I: Erzbischöfe (as in n. 3), No. 2, DOI: [10.58137/001-2023-2](https://doi.org/10.58137/001-2023-2).

When a single reference is repeated in two successive notes, »ibid.« is used, including a page number if necessary: »ibid., 67«.

If a note contains references to several works by the same author, the subsequent references are given as »ID., title, etc.« or »EAD., title, etc.«, always in small caps.