Notes on manuscript editing (english)

Dear Authors,

The English-language online edition of the article section of the Zeitschrift für Volkskunde has been published under the title “The Journal for European Ethnology and Cultural Analysis (JEECA)” since 2016; also with guest contributions from the Österreichische Zeitschrift für Volkskunde and the Schweizerisches Archiv für Volkskunde since 2018. This leaflet has been prepared to explain the procedure of the JEECA and contains important information which we kindly ask you to consider when preparing your manuscript. As this is the online edition of the essay section of the ZfVK, most of the notes in this leaflet comply with the guidelines of the ZfVK and should, therefore, already have been included in your article. Nevertheless, we would ask you to read the sections on the procedure, the bibliography and the handling of illustrations carefully, as some adjustments have to be made for the JEECA.

Procedure of the JEECA

You have also granted the rights for the English language first publication in JEECA with the publication in the ZfVK. Unless otherwise requested by you, the editorial staff will assign your article to translators with specialist knowledge immediately after the publication of the ZfVK. As soon as the translated version of your article is available, the editorial assistant will contact you. You will then have the opportunity to make corrections to the translation. All articles will then be sent to the proofreader of the JEECA, who will correct the articles linguistically and formally. The proofread article is then sent to you again by the editorial assistant for final review. We would like to ask you, with the help of your institution, to contribute to the financing of the translation.

Spelling rules

The JEECA is based on the spelling rules of American English. The Merriam-Webster Unabridged English Dictionary is a good guide for this:

www.m-w.com

Text size

The specifications of the ZfVK apply, since the JEECA is an exact translation of the articles published in the ZfVK. This means for the guest contributions that your essay should not contain more than 20 printed pages, which corresponds to approx. 56,000 characters including spaces (plus abstract and keywords). Illustrations may have to be taken into account when calculating the number of printed pages. Please include an abstract of up to 1,500 characters (including spaces) in front of your essay and mention approx. five keywords to the text.

Article title

First name, last name
main heading
subtitles
Continuous text
Please leave the text unformatted except for italics. Use italics for book and magazine titles, and foreign words. Please do not insert an additional blank line at the end of the paragraph. Please do not make any manual separations in the text, as line and page breaks will still change in the course of the adaptation to the type area of the magazine.

Subheadings
Please use – if possible – only subheadings 1st degree, maximum 2nd degree.

Dates and time periods
• Dates are also based on the American style, e.g. “January 2, 2017”
• Hyphenation: “mid-1960s”; no hyphenation in “early 1960s” or “late 19th century.”
• Em-dash between numbers meaning ‘to’, e.g. “Rach 2011: 173–180”.

American citation method
Please use the American citation method of the Chicago-Style (Author-Date-Format) in your contribution. If you need further information, please check the “Quick Citation Guide” (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html).
Please note the now following examples and exceptions as well.
State your source references in the continuous text in the following form:


In order to make the continuous text as easy to read as possible to read, please take the following into consideration:

• If there are more than two authors of a book/article, please include them in the continuous text by only citing the first author and “et al.”.
• If the in-text reference refers to several publications by one or more author(s) from different years of publication, then please publish years with a comma, e.g. (Lindner 2004, 2016).

Quotation marks
The JEECA uses double quotation marks (”) for direct quotations. Single quotation marks (‘) are used for emphasis and around English translated titles.

Citation of German-language sources
If there is an English version of the work you quote, please quote from it. If this is not the case, the quotations will be paraphrased in the translation. Important: Whether the quotes have been paraphrased and translated should be noted in a footnote.
If you are quoting from a German source whose original wording is important for the context (such as historical texts or certain German idioms), it is possible that an English paraphrase/translation of the quotation will first be cited in the text and the original quotation in German will remain in a footnote. However, we ask you to reduce these cases to a necessary minimum.

Bibliography
The literature list (please call it “Bibliography”) is based on the Chicago Style Author-Date format. Please note that even if the bibliography for the ZfVK has already been created according to the Chicago Style, some adjustments have to be made for publication in the JEECA. Depending on the agreement, these adaptations can be made by the translator or will be made by the JEECA proofreader. In the bibliography, all German language terms that are not contained in the title of the publication (e.g. “S.” becomes “p.”, “Hrsg.” becomes “ed.”) must be translated.
Illustrations
If you have provided images for your contribution, please note in the manuscript exactly where the images should be placed. An attempt will be made to take your placement wishes into account, but in some cases, there may be creative reasons for placing the images in the block at the end of the text. In addition to your article, please create a separate file with the picture captions, which are numbered according to the order in the text. Additionally, send the images as files in JPEG or TIFF format (resolution: photo 300 dpi with at least 13 cm image width/line drawing 600 dpi with at least 13 cm image width) to the editorial assistant and please name these files with your name and the image number according to the order in the text and the order of the image caption file.
If you have a PDF of the article already published including illustrations in the right places, you can send it to the editorial assistant for additional orientation.

Additional notes
• “not only … but also” No commas before “but” unless each sentence that is joined can stand independently.
• “Aesthetics” not “esthetics”
• “Lifeworld” not “life world”

Journal for European Ethnology and Cultural Analysis (JEECA) Editorial
Assistant: jeeca@ekwee.uni-muenchen.de
http://www.d-g-v.org/ | JEECA Waxmann Verlag | ISSN: 2511-2473