

Guidelines for Authors

publishing in

NTM

Journal for the History of

Science, Technology and Medicine

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These publishing guidelines are addressed to authors who intend to submit an article to *NTM*.

NTM publishes manuscripts in German, English and French. Only manuscripts that have not been previously published or submitted to other publications will be accepted. Another prerequisite is that all co-authors as well as the institution in which the article originated agree – implicitly or explicitly – to its publication. In addition to history of science, technology and medicine contributions to the history of humanities, social science and cultural studies are explicitly welcome. Preferred are contributions drawing on more recent theoretical and methodical approaches and debates, making new empirical material or areas of research accessible. With a view to the broad and varied readership we would like to encourage articles that take their issues, methods and argumentation beyond the scope of an expert audience. We expect authors to introduce their scientific issues—including the current state of research—in a way that is also comprehensible to readers from other areas of the history of science, technology and medicine, thus revealing their general significance. Ideally articles take up interdisciplinary debates and/or insights that are similarly discussed in the sub-disciplines or also relevant. Please make sure that theses are clearly formulated, argumentation is stringent and that the historical material is referenced in detail.

Articles for *NTM* may be submitted in the following formats (characters including blanks):

- scientific articles (ca. 75.000 characters)
- Presentation of historical finds (ca. 30.000 characters)
- In the category “Forum” contributions to the discussion, experience/field reports and interviews (ca. 15.000 characters)
- Essay Reviews (ca. 25.000 characters)

- Book Reviews (ca. 4000 characters)

Please send your manuscript electronically as a Word file attachment to:

ntm.redaktion@uni-erfurt.de

The article should not contain any personal data, such as name, address, email, phone etc. Please anonymise references or indications to institutions that might reveal your identity. Use your personal data only in the email and/or cover letter.

Every scientific article requires:

- An English and a German title
- An English and a German abstract (150–250 words) concisely outlining the main theses of the article
- Four to six key words in English
- Four to six key words in German

Manuscripts should be submitted with minimal formatting. Please follow these rules:

- Choose a standard **font type** such as Times New Roman for example.
- Use **font size** 12 pt.
- The text should be **aligned to the left**. Do not use justification.
- Use **1.5 pt. spacing**.
- Do not use hyphenation.
- **Subheadings** should be used and indicated as such, though not by numbers. Subheadings require meaningful titles (i.e. not: Introduction, Conclusion). Use not more than four levels of headlines: main title (level one), subtitle to the main title (level two), title within the text (level three), subtitle within the text (level four).
- **Paragraphs** are separated by a blank line.
- Use **emphasis of terms** only minimally. Historical terms, such as the “Third Reich” are enclosed in “quotation marks”. If inevitable, terms with a special connotation or rendered meaning are enclosed in ‘single quotation marks’.
- Use **italics for emphasis** exclusively for foreign-language terms that have not been introduced or rather Germanised (such as *cherchez la femme*, *per aspera ad astra*—

though not for phrases/words that have been incorporated into English/German, e.g. “tabula rasa”), journals or book titles (in keeping with the bibliography) and for emphasis used in the original text (please indicate this, if that is the case).

- Short **quotations** are run in to the surrounding text enclosed in “quotation marks”. Quotes longer than four lines are set off as block quotations, always starting a new line without any quotation marks.
- **Citations in run-in quotations** are marked by ‘single quotation marks’. Citations in block quotations are enclosed in “quotation marks”.
- **In-text citations** are used according to the Harvard System, that is, in brackets indicating the last name of the author, the year of publication and the specific page number: (Kuhn 1962: 213). For collaborations of two authors state both names separated by an ampersand (Daston & Galison 2007: 2-23). In the case of three or more authors, state the last name of the first author and refer to the other authors by using et al., e.g. (Olby et al. 1990). Multiple references are separated by semicolons within brackets. References following in-text citations form part of the respective phrase and precede the full stop. In the English language full stops and commas precede closing quotation marks, whether double or single.
- **Tables, figures and graphs** (JPG, TIFF or EPS files, MS Office document imaging in general with a minimum resolution of 300 dpi) must be submitted in a separate file and numbered (fig1.jpg).

Exceeding a merely illustrating value figures should be discussed in the text. The position where the text is referring to the illustration should be marked, e.g. (fig. 5) or (tab. 1). Indicate in the word document in square brackets where the illustrations shall be positioned, for instance [insert fig. 1 here].

- All figures, graphs and tables require a short **caption** and must provide the source.
- Authors are responsible for the **copyright** of the illustrations. The permission for reproduction of pictures in the printed and online version (and if applicable, for electronic data, which may be attached to the online version) must be provided for every item. Illustrations are published in black and white. **Coloured illustrations** in the printed version produce additional costs, which must be borne by the authors. In the online version, however, coloured illustrations produce no extra charges.

- In the written text **abbreviations** should be omitted except for acronyms, initialisms, contractions. That is (\neq i.e.), write “and so forth” (\neq etc) and “for instance, for example” (\neq e.g.). Abbreviations can be used, however, in footnotes. For institutions and so forth introduce the **initialisms** after the first citation in brackets: “The history of the Deutsche Versuchsanstalt für Psychiatrie (DFA) has been investigated. However, the DFA still remains under scrutiny.”
- Likewise **designations of time** are not abbreviated in the written text (1. December 2013, October 12th 1992).
- All single-digit **numbers** are spelled out, for the others numerals are used—with the exceptions of eleven and twelve plus the decades (e.g. seventy, ninety) as well as hundreds and thousands). Decades always require indicating the century e.g.: the 1980s and 1990s.
- Please use the **n-dash** and not the hyphen to indicate page numbers and biographical dates (398–569; 1922–2006)
- *NTM* does not use footnotes but **endnotes**.
- **Endnotes** are reserved for indispensable comments, the discussion of references and source, five and more references as well as for archival sources.
- The **endnotes** are positioned at the end of the written text under the heading **Annotations**.
- The final element of the document is the **bibliography** (under the heading: **Literature**) in alphabetical order according to the Harvard System. The following rules apply in general: provide first and last name of the authors without using small caps. Every reference ends with a full stop. In case of multiple locations state only the first one.

Bibliography

Books: last name, first name year. *Title* (in italics). Location: Publisher.

Rheinberger, Hans-Jörg 2001. *Experimentalsysteme und epistemische Dinge. Eine Geschichte der Proteinsynthese im Reagenzglas*. Göttingen: Wallstein.

The number of the edition follows the title in the listing:

Rheinberger, Hans-Jörg 2002. *Experimentalsysteme und epistemische Dinge. Eine Geschichte der Proteinsynthese im Reagenzglas*. 2. Aufl. Göttingen: Wallstein.

First editions or foreign-language first editions should only be indicated if the time gap between editions is relevant. The year of the first edition is listed in square brackets following the year of the reissued version referred to in the manuscript:

Fleck, Ludwik 1980 [1935]. *Entstehung und Entwicklung einer wissenschaftlichen Tatsache. Einführung in die Lehre vom Denkstil und Denkkollektiv*. Frankfurt am Main: Suhrkamp.

Translations: Include name of translator(s) and original title only if relevant to the text. It follows reference in the text in square brackets:

Galison, Peter 2003. *Einstein's Clocks, Poincaré's Maps. Empires of Time*. New York: W.W. Norton [dt.: *Einsteins Uhren, Poincarés Karten. Die Arbeit an der Ordnung der Zeit*. Frankfurt am Main: Fischer].

Two or more authors: last name, first name and first name last name year. *Title* (in italics). Location: Publisher. Bowker, Geoffrey C. and Susan Leigh Star 1999. *Sorting Things Out. Classification and its Consequences*. Cambridge, MA: MIT Press.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al.

Damerow, Peter, Gideon Freudenthal, Peter McLaughlin and Jürgen Renn 2004. *Exploring the Limits of Preclassical Mechanics. A Study of Conceptual Development in Early Modern Science: Free Fall and Compounded Motion in the Work of Descartes, Galileo, and Beeckman*. New York: Springer.

Anthologies like → Books

Saldern, Adelheid von and Inge MarBolek (eds.) 1998. *Zuhören und Gehörtwerden II. Radio in der DDR der fünfziger Jahre. Zwischen Lenkung und Ablenkung*. Tübingen: Ed. diskord.

Multivolume works: Give the total number of volumes after the title of the work or the title of the main volume. Number of volume *title of volume*.

Wehler, Hans-Ulrich 1987–2003. *Deutsche Gesellschaftsgeschichte*. 4 Bde. München: Beck.

Malamud, Randy (ed.) 2001. *A Cultural History of Animals*. Bd. 6: *In the Modern Age*. Oxford: Berg.

Articles in anthologies: Last Name, First Name Year. Title. In: First Name Last Name (and First Name Last Name) (ed./eds.): *Title*. Location: Publisher: pages.

Mönkemeyer, Klaus 1990. Schmutz und Sauberkeit. Figurationen eines Diskurses im Deutschen Kaiserreich. In: Imbke Behnken (ed.). *Stadtgesellschaft und Kindheit im Prozeß der Zivilisation. Konfigurationen städtischer Lebensweise zu Beginn des 20. Jahrhunderts*. Opladen: Leske und Budrich: 61–76.

Articles in journals: Last Name, First Name Year. Title. *Journal Title* (Volume Number): pages.

Labisch, Alfons und Jörg Vögele 1997. Stadt und Gesundheit. Anmerkungen zur neueren sozial- und medizinhistorischen Diskussion in Deutschland. *Archiv für Sozialgeschichte* (37): 396–424.

Articles in newspapers: Last Name, First Name Year. Title. *Newspaper Title* (Issue / Date)

Smith, James: The British System. *New York Times* (15th December 2011).

Dissertations are cited like books; the kind of thesis and the academic institution follow the title in the listing.

Palladino, Paolo 1989: *The Ecology of Entomology. The Insecticide Crisis and Entomological Research in the United States in the 1960s and 1970s. Political, Institutional and Conceptual Dimensions*. PhD Thesis, Univ. of Minnesota.

Website: Last Name, First Name/Name of the Institution: Title, URL and date.

Biblioteca Leonardiana 2007. *Bibliografia Internazionale Leonardiana*. Vinci: Biblioteca Leonardiana. URL: <http://reanet.comune.empoli.fi.it/vinci/ricere.htm> (24.9.2007).

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