SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions. Authors should submit articles formatted as Microsoft Word files to the editors at journal@gei.de. Articles should generally be less than 7,000 words (including notes), although longer articles may be considered. Contributors who do not write primarily in English should have their work reviewed by a native English speaker before submitting material.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. All diacriticals (especially the umlaut and ß) should be retained. Unusual characters or diacriticals should be flagged by placing the entire word in red type, as they may not translate correctly in typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of 125 words and 5 to 8 keywords. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalized.

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ARTWORK

For optimal reproduction, figures or photos should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. Tables should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PROCESS FOR REFEREERING AND ACCEPTING ARTICLES

JEMMS is a refereed journal. Submissions are considered on the understanding that the article is not under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision, a list of any changes needed for the article to be published and the anonymous referees’ comments, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.
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### STYLE GUIDE

The *JEMMS* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses US punctuation and spelling, following Merriam-Webster’s Collegiate Dictionary.

### CITATION SYSTEM

*JEMMS* uses the endnote system. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and primary-source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

### EXAMPLES

**Book with one author/editor**

First note citation


Later citations


5. Ibid., 145–169.

**Book with multiple authors/editors**

First note citation


Later citations


**Chapter or other part of a book**

First note citation


Later citations


**Journal article (always include the doi)**

First note citation


Later citations

Translations
First note citation

Later citations

Translated titles
First note citation

Later citations
44. Bernet, *A Nation Like Any Nation*.

Reprints and editions
First note citation

Later citations

Article in a newspaper or magazine
First note citation

Later citations

Thesis, dissertation, or unpublished manuscript
First note citation

Later citations

Papers, lectures, and unpublished reports
First note citation
42. Stacy D’Erasmo, “The Craft and Career of Writing” (lecture, Northwestern University, Evanston, IL, 26 April 2000).

Later citations
Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citation

Later citations from same collections
27. SC8/63/6270.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

Later citations
3. WHO, “Committee on Technical Barriers to Trade.”

Online video

First note citation

Later citations
4. Rubinstein, “Rachmaninoff Piano Concerto No. 2.”
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☐ Copyright assignment form is signed and submitted (no later than the final revised article submission);

☐ Cover sheet is included and provides:
  o Title of the article;
  o An abstract of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
  o Five to eight keywords (with only proper nouns capitalized) in alphabetical order and separated by commas;
  o Complete contact information for each author (mailing address, phone number, and email);
  o A bio of approximately 100 words for each author (including an ORCID);
  o Total word count, the number of tables and/or figures included, and any acknowledgments.

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  o Separate files are provided (clearly named and consecutively numbered) and in the required format with all accompanying permissions.

PLEASE ENSURE THAT:

• The style guide has been followed;

• All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;

• US spelling is used throughout, and a spellcheck has been performed;

• Different levels of headings are indicated by varying the typeface. Use bold type for an A head (a main text heading). Use bold italic for a B head (a first-level subheading). Use non-bold italic for a C head;

• Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor’s name;

• Contributions are referred to as articles (not essays or papers);

• Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;

• Foreign-language words that are not common in US usage are italicized on every instance;

• Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;

• URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;

• Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;

• Every quotation is cited.