

# Journal for European Ethnology and Cultural Analysis (JEECA)

Edited by Regina Bendix, Michaela Fenske, Friedemann Schmoll, Markus Tauschek, and Thomas Thiemeyer  
on behalf of the Deutsche Gesellschaft für Volkskunde

## 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 artic-

le 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](http://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](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:

Lorem ipsum dolor sit amet, consectetur adipiscing elit (Bönisch-Brednich 2012). Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus (König, and Papierz 2013: 34–35). Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim (Bönisch-Brednich 2012; Pieske et al. 2002: 13; ).

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).

- In-text references in alphabetical order, then chronological, e.g. (Acebillo, Jacques, and Schmid 2015 Brenner 2014; Moravánszky, Schmid, and Stanek 2014; Steinway et al. 2010).
- Do not extend the specifications within the brackets by “see,” “compare,” “cf.,” “exemplary,” “in particular,” etc.; should you deem such an addition is necessary in individual cases, use a footnote.
- Please refrain at this point from mentioning “Ed.,” “Dies./Ders.,” “Ibid.” or the year of the first publication of a book if quoted from a later edition; the latter information is to be given exclusively in the list of literature quoted.
- If more than three titles within a parenthesis are required, the entire proof shall be given as a footnote.

### 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 notated 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.

In addition, city names must be translated that have different names in English (e.g. "München" becomes "Munich", "Köln" becomes "Cologne", "Stuttgart" remains "Stuttgart").

See detailed information about the Chicago-Style Author-Date Format at: [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

The following is an overview with examples of the Chicago Style Author-Date format in English:

#### **Book with single author**

- D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.
- Ryder, Richard D. 1983. *Victims of Science. The Use of Animals in Research*, 2nd edition. London: National Anti-Vivisection.

#### **Book with two or more authors (list all authors):**

- Dietzsch, Ina, Wolfgang Kaschuba, and Leonore Scholze-Irrlitz, eds. 2009. *Horizonte ethnografischen Wissens*. Cologne et al.: Böhlau.
- Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. 2nd edition. New York: Simon & Schuster.
- Nieradzick, Lukasz, and Brigitta Schmidt-Lauber, eds. 2016. *Tiere nutzen. Ökonomien tierischer Produktion in der Moderne*. Innsbruck et al.: StudienVerlag.

#### **Chapter in a book**

- König, Gudrun M., and Zuzanna Papierz. 2013. „Plädoyer für eine qualitative Dinganalyse.“ In *Europäisch-ethnologisches Forschen: Neue Methoden und Konzepte*, ed. by Sabine Hess, Johannes Moser, and Maria Schwertl, 283–307. Berlin: Dietrich Reimer.
- Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, ed. by John D'Agata, 167–95. Minneapolis: Graywolf Press.

#### **Article in a scientific journal (ütomz)**

- Bönisch-Brednich, Brigitte. 2012. „Autoethnografie. Neue Ansätze zur Subjektivität in kulturanthropologischer Feldforschung.“ *Zeitschrift für Volkskunde* 108/1: 47–63.
- Satterfield, Susan. 2016. "Livy and the Pax Deum." *Classical Philology* 111/2: 165–76.

#### **Article in a scientific journal (online)**

- Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115: 405–50. Accessed February 28, 2010. doi:10.1086/599247.

#### **Article in a newspaper/popular magazine (Print)**

- Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

#### **Article in a newspaper/popular magazine (Online)**

- Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8. Accessed February 28, 2018. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
- Schulte von Drach, Markus C. 2012. „Ratio zwischen Recht und Religion.“ *Süddeutsche Zeitung*, July 20. Accessed January 29, 2017. Available at: <http://www.sueddeutsche.de/wissen/streit-um-das-beschneidungs-urteil-ratio-zwischen-recht-und-religion-1.1411544>.

#### **Thesis or Dissertation**

- Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

#### **Blog entry or comment**

- Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBea-conStreet, Brookline, MA. Video, 12:51. [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).
- Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

#### **Footnotes**

Please insert any necessary footnotes automatically and avoid paragraphs within the individual footnotes. Examples of literature references in the footnotes:ks!

- See Gerndt 2013: 25; König, and Papierz 2013: 290–291; Leimgruber et al. 2013: 247–249; Lindner 2004, 2016; Pieske et al. 2002.
- As Bönisch-Brednich (2012: 51) already noted... Please avoid citing multiline hyperlinks!

## 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”

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Assistant: [jeeca@ekwee.uni-muenchen.de](mailto:jeeca@ekwee.uni-muenchen.de)

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