

**Stylesheet**  
**for English reviews to**  
***Zeitschrift für Unternehmensgeschichte.***  
***Journal of Business History***

Manuscripts can only be submitted if they are not concurrently under consideration elsewhere and if they have not been previously published.

The Style of English is British English. We suggest using Microsoft Word for text control.

### 1. General Formal Requirements

At the **top of the article**: **Author** (without academic degrees), **Title. Subtitle**, publishing company, place and date of publishing, number of pages, price of the reviewed book (this information can be found in the accompanying letter).

In the following line: **Reviewed by** name and city.

### 2. Formal Requirements for the Manuscript

- style: **justified** and **1.5-spaced**
- **no** indentation after any headings
- otherwise, **the first lines** of all paragraphs are **indented**

### 3. Quotation Marks

In principle, **only double quotation marks** are used. Only if quotation marks appear within a quote, single quotation marks are used.

Style: «...»; and not "..."; single marks: < ... >, and not inverted commas (, ... '). However, you may use the regular style in case of any technical problems with the preferred style.

Double quotation marks are used as follows:

- a) With **quotes that come as a complete sentence**:  
«The next day, a meeting was held.»
- b) With **quotes within a sentence**:  
The initiative for this motion was the result «of British advice,» although this was denied later.
- c) With **quotes concluding a complete sentence**:  
The author reported that «the next day, a meeting was held».
- d) With **expressions that are used ironically, in a qualified way etc.**, even when they are foreign-language, e.g. «jumbo» emission.
- e) With **titles of books and of articles in journals**, of decrees etc.; the same applies for foreign-language titles; e.g.: «Trois chefs de la diplomatie, un défi commun»

- **Abbreviated names of journals and newspapers** like FAZ, ZEIT **without quotation marks** (however, «Die Zeit», see next item).
- **Quotation marks, however, are used with names of journals** like «Frankfurter Hefte», «Die Neue Zeit», insofar as they appear as part of the argument.
- f) Only in exceptional cases, names of institutions should be written in quotation marks, for instance when a new name is introduced:  
In addition, their former central giro office named «Berliner Stadtbank» was included under the ban.
- g) **Names of political parties: without** quotation marks.
- h) **Modes of operation, groups** etc. should be written in quotation marks only in exceptional cases, particularly if the context suggests this, e.g.:  
Here, for the first time the idea of a «liquidity management group» was developed.

#### 4. Italicizing

The only markup font is *italics*. It is used for:

- a) emphasizing (e.g.: In fact, the amount was far *greater* than that.)
- b) names of institutions in a foreign language (e.g., *Société nationale des chemins de fer français*)

Foreign-language expressions (only if they are not written in quotation marks, e.g. *cum grano salis*)

#### 5. Numbers

- **Numbers up to twelve are spelled out**
- Four-digit, seven-digit etc. numbers are divided by a comma, e.g.: **1,000; 1,000,000.**
- For numbers including decimals write **20.67** or **1,517.67** (not German style).
- **Dates:** 12 May 1967
- **20s, 1930s:** write 20s, 30s etc.; only if the article covers several centuries, the century should be indicated by writing 1920s, 1820s etc., unless it is clear from the text which century is meant.
- **20<sup>th</sup> century**
- **per cent or % in the text:** 100 per cent, 50 per cent, 7.5 per cent, ½ per cent, one per cent.
- **mn** for million
- **bn** for billion
- names of **currencies** like Mark and Reichsmark, Euro, US dollars etc. are spelled out in the text; however, if amounts are stated in tables or graphs, write DM 100 or RM 3,500 or EUR 50 or \$ 450.

#### 6. Names in the Text

- When **stated first, give the first name**, afterwards only use the family name.
- **No academic degrees**, except when writing a biographical sketch, when quoting and wherever it may be necessary for understanding the argument.

#### 7. Quotes in Foreign Languages

Please translate all quotations in foreign languages.

## 8. Omissions

**Omissions** within quotations are indicated by square brackets [...].

## 9. Notes

**Please refrain from using notes in reviews.** If it is necessary to refer to other literature, please do so within the text.

## 10. Submitting the manuscript

The manuscript is to be submitted via the online database ScholarOne Manuscripts of De Gruyter publishing under the following link, if possible as a Word document:

<https://mc.manuscriptcentral.com/zug>

The review can also be sent as an email attachment to the following address:

[borchert@unternehmensgeschichte.de](mailto:borchert@unternehmensgeschichte.de)

or:

[rezensionen@unternehmensgeschichte.de](mailto:rezensionen@unternehmensgeschichte.de)