Editorial Guidelines for

Namenkundliche Informationen (NI)
as of Vol. 116 (2024)

1. **General guidelines**

- NI is published as both a print and an online journal. By submitting a manuscript, you also grant consent to its publication online.
- Manuscripts may be submitted in German, English and French.
- Please only submit complete manuscripts.
- Work submitted should generally be original, first-time publications.
- All submitted texts will be subjected to double-blind peer review. Depending on this review, they may be either rejected or returned for amendments.
- Papers should be accompanied by a brief abstract in English of no more than 250 words. For papers submitted in English, the abstract should be in either German or French.
- Please provide the contact details requested (email address) for the author index. By providing these details you are consenting to their publication.
- Please submit your manuscript via the OJS platform at https://www.namenkundliche-informationen.de/ni/about/submissions
- The editors assume that manuscripts are submitted in a form that is free of errors and ready for publication. On this basis the manuscript will be peer reviewed and any changes may be made. The text is copy-edited only after it has been accepted. Then, the edited text is sent back to the author as a PDF proof to be checked and approved for publication. At this stage, only formal corrections may be made, not substantive ones regarding content.
- The authors will receive a printed volume of the journal edition. The online version of the journal will be available simultaneously (http://www.namenkundliche-informationen.de/).

2. **Formatting**

There is an NI writing template with embedded font Junicode 2 (https://github.com/psb1558/Junicode-font/releases) and with the correct NI format template. Alternatively, authors must transform the paper to the stylesheet at the latest during the correction process (i.e. the revision of the text after the peer review).
If you would like to write your contribution using the template, you can download it here here: https://www.namenkundliche-informationen.de/ni/about/submissions.

- **Typeface and special characters**: If any special characters that are not included in the Junicode template need to be added, please inform the editors of the relevant font.
- **Numbered sections (as pre-assigned by Junicode)**: Main sections are numbered consecutively and in bold letters (**1.**, **2.** etc.). Sub-sections follow the same format but are not bold. Section divisions use sequential numbers separated by a dot (1.1, 2.1.3, etc.).
- **Footnotes** are numbered consecutively and inserted on the relevant page (no endnotes!). Numbers are inserted after the word or phrase requiring comment, or else after the accompanying punctuation.
- **Emphases and mark-ups**: *Italics* serve to identify word forms and evidence for names. *Bold italics* are permissible only in exceptional cases (e.g. contemporary name forms when they function as lemmas). Emphasis indicated by s p a c i n g or underlining is not permitted.
- **Abbreviations** should be used sparingly in the body of the text. Those that are not widely known need to be explained. The first time they are used, they are to be explained in brackets. Abbreviations are to be written without spaces (e.g., i.e. etc.). Abbreviations of one or more words must be used in the generally accepted manner.
- **Quotations and explanations of meaning:** Quotations are indicated using the conventions common in the language in which the text is to be published [".....", „....", <<...>>, >>...<<]. Explanations of meaning are marked as follows: *maison* 'house'. Longer quotations (3 or more lines) are indented in the text and written as a block in a smaller font (11 point). The reference to the source quoted is placed in brackets after the quotation or, depending on length, added as a footnote.
- **Excerpts and additional information:** Words excised from the main text or from a quotation are marked thus (...). Square brackets are used for text or information added.
- **Lists and enumerated information:** Linguistic examples, quotations provided as evidence, and so forth, can be enumerated sequentially; numbers or letters are placed in rounded brackets: (1), (2), (a), (b) etc.
- **Hyphens and dashes:** Please use the em dash when indictating a range of page numbers (e.g. *17–99*) or dates (e.g. *1771–1988*). Syntactical insertions should also be marked – *as in this example* – by open em dashes (i.e. spaced on both sides). Please do not use protected hyphens, as these will be lost when converting to InDesign.

3. **Figures**

- Figures (e.g. diagrams, maps) and tables are called such and numbered; they appear with a full caption (*Fig. 1: ..., Table 1: ...*). Please insert this caption in the appropriate place in the text.
- If a figure has not been generated initially in Word, it should be submitted as a separate file in one of the following formats: JPG, TIFF, PNG (not PDF).

- Figures must be provided in a printable resolution: at least 300 dpi in the final print resolution for figures (in colour/greyscale) without text, at least 600 dpi for figures (in colour/greyscale) with text, at least 1200 dpi for black-and-white line drawings without gradations. The caption is not included as part of the figure, but integrated as text.
- Permission to reproduce or publish photographs, scans, figures, tables and so on must be obtained by the author(s). The editors and the publisher accept no responsibility for this or for any potential costs arising from failure to do so.

4. **Bibliographic information**

4.1 <u>Bibliographic information in the text</u>
- References provided for quotations or other authors' work are inserted in abbreviated form (surname year: page) in rounded brackets either directly after the mention or at the end of the relevant sentence, e.g. ... *(cf. Eichler/Walther 1996)*, ... *(Debut 1995: 390)*, ..., *as Kremer (2015: 175) explains* ... If there are more than three authors, only the first is named: e.g. ... *(Eichler et. al. 1995)* ...
- If the same author or work is quoted repeatedly, the name is not repeated. Use *ibid.* instead
- More detailed references to sources or literature, internet links and additional comments are placed in footnotes where needed.
- Bibliographic references in footnotes are presented as in the main body of the article (brackets etc.).
- Page information should be precise, please avoid *ff.*: e.g. *79f.* (not *79–80*), *373–379* (not *373ff.*, not *373–9*).
- For internet links, please use the "GfN-link" style template and add the date of access in square brackets. Please ensure, wherever possible, that you use persistent (long-lived) web addresses, such as DOI, PURL, URN, permalinks. If the link you wish to refer to is not persistent, please do not include it; where possible, please find an alternative source.

4.2 <u>Bibliographic information at the end of the text</u>
At the end of the text there should be a list of references in alphabetical order according to author(s)/editor(s). It should contain only those sources quoted or referred to in the text. Dictionaries, compendia and so forth can be inserted on the basis of their commonly used abbreviation (e.g. *AWB = Althochdeutsches Wörterbuch*). If required, this bibliography can be supplemented with a list of primary sources.

- When placing names that include *von, van/Van, de/De* etc. in alphabetical order, please follow the conventions of the respective language (in some languages, for example, the preposition is capitalized and used for alphabetical ordering: *De Stefani, Van Langendonck*). When giving the double-barreled names common in Spain and Portugal,

please proceed according to the official order: in Spain the first name is alphabetized and in Portugal the last.

- Where there are several authors, names are separated by a forward slash, e.g. *Ziegler, Arne/Windberger-Heidenkummer, Erika.*

- Edited works are always indicated by *(Hg.)* or *(ed.)*, even in cases with more than one editor. The brackets are placed in front of the year date (also in brackets).

- The title of a publication series should be placed in rounded brackets directly after the book or paper title and before the place of publication. The volume number follows the name of the series with no further punctuation.

- Provided it can be assumed they are generally known, abbreviations for journals and publication series can be used without further comment, such as the abbreviations for the most well-known onomatological journals (NI, BNF, NF, RIOn etc.). Otherwise, journal abbreviations are inserted into the bibliography alphabetically and the name given after an = sign.

- Places of publication are separated by a forward slash. If there are more than two places, only the first is given, followed by i.a. (inter alia).

Examples of stand-alone publications

Becker, Lidia (2009): Hispano-romanisches Namenbuch (= Patronymica Romanica 23), Tübingen.

Brendler, Andrea/Brendler, Silvio (Hg.) (2004): Namenarten und ihre Erforschung. Ein Lehrbuch für das Studium der Onomastik.

CM = Epernay et l'Abbaye Saint-Martin de cette ville: Histoire et documents inédits, bearbeitet von Nicaise Auguste, Chalons-sur-Marne 1869.

DCI = Caffarelli, Enzo/Marcato, Carla (2008): I cognomi d'Italia. Dizionario storico ed etimologico, 2 vol., Torino.

Debrabandere, Frans (1993): Verklarend woordenboek van de familiennamen in Belgie en Noord- Frankrijk, Brussel.

DWB = Deutsches Wörterbuch von Jacob und Wilhelm Grimm, 16 Bde., Leipzig 1854–1961.

Eichler, Ernst/Hilty, Gerold/Löffler, Heinrich/Steger, Hugo/Zgusta, Ladislav (Hg.) (1995): Namenforschung. Ein internationales Handbuch zur allgemeinen und europäischen Onomastik (= HSK 11), 1. Teilband, Berlin/New York.

Kajanto, Iiro (1965): The Latin Cognomina (= Societas Scientiarum Fennica, Commentationes Humanarum Litterarum XXXVI,2), Helsinki.

Sauer, Christine (Hg.) (2012): Handwerk im Mittelalter, Darmstadt.

Ziegler, Arne/Windberger-Heidenkummer, Erika (Hg.) (2011): Methoden der Namenforschung. Methodologie, Methodik und Praxis, Berlin.

Examples of articles published in journals or anthologies

Greule, Albrecht (1997): Personennamen in Ortsnamen, in: Geuenich, Dieter/Haubrichs, Wolfgang/Jarnut, Jörg (Hg.): Nomen et gens. Zur historischen Aussagekraft frühmittelalterlicher Personennamen, Berlin/New York, 242–258.

Erb, Teja (1986): Mittellateinische Handwerkerbezeichnungen, in: Philologus 130, 221–313.

Examples of journals

Verba = Verba. Anuario Galego de Filoloxía, Santiago de Compostela.