



GUIDELINES FOR PUBLICATIONS OF KZ-GEDENKSTÄTTE MAUTHAUSEN | MAUTHAUSEN MEMORIAL

AS OF: 9 JULY 2025

Drafting of manuscripts

- German manuscripts should use the latest version of the German spelling conventions. English ones should be in British English. Quotations should stay in their original form, however (de-activate spellcheck).
- Names of individuals should always be referred to with first and second names when first mentioned. When quoting academic titles, please ensure consistency; in case of doubt, these should be omitted.
- In continuous text, titles of institutions should be written out (without quotation marks, unless these are part of the name), at least when first mentioned. Abbreviations may be placed in round brackets after the first mention. Use the abbreviation from the second mention.
- Please only use the commonest abbreviations such as 'esp.', 'e. g.' (with non-breaking space [Ctrl + Shift + Space]), 'resp.' and 'etc.'. When using special characters that stand in for words (e. g. 2,5 %/two percent, § 175/paragraph 175 – also with non-breaking space) please ensure consistency.
- Please consistently use gender-neutral formulations throughout your manuscripts. When writing in German, use the *Genderstern* for nouns such as 'Autor*innen' (not 'Autoren'). In English, use 'chairperson' rather than 'chairman', etc.
- Quotations should be placed within clearly distinguishable single quotation marks (' '); quotes within quotes should be placed in double quotation marks (" "). Omissions in

quotations should be shown by means of square brackets and ellipsis: '*The sky is [...]* *blue*.' Any semantic interventions in quotations should also be shown by square brackets: '*[t]he sky [was] blue*'. In general, direct quotes should be in italics (only the text, not the quotation marks) and where longer than three lines should have a separate paragraph to themselves. Conversely, italics in the original should be non-italics in direct quotations.

- Notes inserted in direct quotations should be in square brackets and non italic: '*The sky is blue* [according to xy's statement, author's note].' or '*The sky is red* [sic!].'
- Titles of works (e. g. *The Mauthausen Concentration Camp 1938–1945*) and other kinds of titles, such as laws, projects, exhibitions etc., should be italics (without quotation marks). Other emphasis, e. g. use of text colour, underlines, bold script or small caps, must be avoided.
- Accentuations in the text (e. g. euphemistic Nazi terms such as 'Anschluss' and 'Umvolkung') should always be in quotation marks.
- Please note the distinction between hyphens (-) and en dashes (–). En dashes are used for parenthetical clauses. There must be a space before and after each en dash, except where there are punctuation marks like commas. Where en dashes are used to express ranges (such as with dates or page numbers), there should be no space (e. g. 'pp. 27–31').
- Numbers from one to twelve should be written out; numerals should be used from 13. Thousands should have commas: 1,000 (except prisoner numbers without comma).
- Write decades in full and without apostrophes: 'the 1930s', not 'the 30s' or 'the 1930's'. Write dates in the format '12 March 1938' (not '12/03/1938' or 'March 12, 1938') and in footnotes in the format 12.3.1938 (not 12.03.1938).
- Remove any double spaces.
- Historic placenames: first use the name in use at the time, then add the contemporary official local name in round brackets after 'today:' e.g. 'Brünn (today: Brno)'.
- Use of technical terms: Mauthausen-Gusen concentration camp system, Gusen concentration camp complex (until 1944), main camp (Stammlager), subcamp (Außenlager)
- Tables and graphics should be numbered continuously and labelled with captions. Use references to these in the text, because we cannot guarantee that figures will appear in the same places after typesetting. Graphics and large tables should be sent with the manuscript in a reproducible form; the raw data of the graphics should also be attached.
- In the case of photographs, both the photographer and the source (archive or collection) must be named. Image rights must be obtained by the authors.

For book publications

- A bibliography, in alphabetical order of authors' surnames, must be provided (archive sources, internet sources and literature should be listed separately). The citation

method requires first citation in the footnotes (but for the first-named person, first surname, then first name, to enable automatic alphabetical sorting) excluding the page number of a quotation or a paraphrase.

- Lists of illustrations and abbreviations should be provided.
- A list of persons is to be provided: Authors of cited literature etc. are not included.

Citation method

In general, there should be no in-text citations but only citations in footnotes. Quotations within a footnote are an exception: in this case, put the reference in round brackets after the quotation or paraphrase. Footnotes should always conclude with a full stop. When citing paraphrases, always precede them with 'see' or 'cf.'.

The following notes refer to first citations of publications. In subsequent mentions, use a shortened citation: surname(s): shortened title, p. X.

Where consecutive footnotes refer to the same work, use 'ibid.' with different page numbers, 'ibid., p. 12'. Only use 'ibid.' where there is no ambiguity about which work is being referred to. If the previous footnote refers to two or more works, do not use 'ibid.'.

If a name is mentioned several times in succession, do not use 'id./idem', but repeat the name.

If a page reference is two pages, cite it as follows: 'p. 12 f.' (with non-breaking space before the 'f'). If the reference is at least three pages: 'pp. 12–14' (no 'ff.'). In case of non-contiguous pages: 'pp. 12, 14 and 20'.

- **Monographs** Walter Adam: Nacht über Deutschland. Erinnerungen an Dachau. Wien 1947.

Shortened citation: Adam: Nacht über Deutschland.

- When citing two or more authors, editors or places, use a slash without spaces. Please write out placenames like 'Frankfurt am Main' (not 'Frankfurt/Main' or 'Frankfurt a.M.'). Where there are three or more places of publication, 'et al.'. The places of publication must be indicated in the language of the title of the work.

Christian Gerlach/Götz Aly: Das letzte Kapitel. Der Mord an den ungarischen Juden 1944–1945. Frankfurt am Main 2004.

Shortened citation: Gerlach/Aly: Das letzte Kapitel.

Ulrich Herbert/Karin Orth/Christoph Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager. Entwicklung und Struktur, vol. 1. Göttingen 1998.

Shortened citation: Herbert/Orth/Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager, vol. 1.

- **Works with authors' and editors' names:** Arthur Alexander Becker: Mauthausen! Schauspiel in drei Aufzügen (vier Bildern), ed. Christian Angerer and Andreas Kranebitter (Mauthausen Erinnerungen, vol. 5). Wien 2021.
- **Publications with DOI:** Heinrich Berger/Alexander Prenninger: Die Interviewten des MSDP. In: Gerhard Botz/Alexander Prenninger/Regina Fritz/Heinrich Berger (eds.): Mauthausen und die nationalsozialistische Expansions- und Verfolgungspolitik

(Europa in Mauthausen, vol. 1). Wien/Köln/Weimar 2021, pp. 85–134, here p. 90, DOI: <https://www.doi.org/10.7767/9783205212171.85>

Shortened citation: Berger/Prenninger: Die Interviewten, p. 90.

- **Series titles:** Stanisław Dobosiewicz: Vernichtungslager Gusen (Mauthausen-Studien, vol. 5). Wien 2005.
- **Editions:** If it is simply an unchanged new edition, the edition number precedes the year of publication in superscript: ‘³1995’. If it is a revised, expanded etc. edition, this is noted after the full title. Example: ‘3rd revised and expanded ed., Wien 1995.’
- **Academic theses:** Doris Fath-Gottinger: Die ungarischen Juden auf ihrem Todesmarsch in das KZ Gunskirchen. Dissertation, University of Linz 2004.
- **No author, only publishing institution:** KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (ed.): das sichtbare unfassbare / the visible part. Fotografien vom Konzentrationslager Mauthausen / Photographs of Mauthausen Concentration Camp. Katalog zur gleichnamigen Ausstellung. Wien ²2024.
- **Collected editions/multi-volume works:** Wolfgang Benz/Barbara Distel (eds.): Der Ort des Terrors. Geschichte der nationalsozialistischen Konzentrationslager, vol. 1: Die Organisation des Terrors. München 2005.
- **Essays in collected editions:** Michel Fabréguet: Entwicklung und Veränderung der Funktionen des Konzentrationslagers Mauthausen 1938–1945. In: Ulrich Herbert/Karin Orth/Christoph Dieckmann (eds.): Die nationalsozialistischen Konzentrationslager. Entwicklung und Struktur, vol. 1. Göttingen 1998, pp. 193–214, here p. 195.
- **Essays in journals:** Amos Goldberg: Trauma, Narrative, and the Two Forms of Death. In: Literature and Medicine, vol. 25 (2006), no. 1, pp. 122–141, here p. 133.

Tomasz Kranz: Die Erfassung der Todesfälle und die Häftlingssterblichkeit im KZ Lublin. In: Zeitschrift für Geschichtswissenschaft, vol. 55 (2007), no. 3, pp. 220–244, here p. 221.

Detlef Garbe: Der lila Winkel. Die „Bibelforscher“ (Zeugen Jehovas) in den Konzentrationslagern. In: Dachauer Hefte (1994), no. 10, pp. 3–32.
- If a **publication is also accessible as an internet source**, add the link in round brackets with ‘also online at’. In this case, the access date is not to be stated.

Andreas Kranebitter/Gregor Holzinger: Class Matters. Zur Sozialstruktur des SS-Kommandanturstabs im KZ Mauthausen. In: KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (ed.): Jahrbuch 2016. NS-Täterinnen und -Täter in der Nachkriegszeit. Forschung, Dokumentation, Information. Wien 2017, pp. 17–40, here p 39 (also online at: https://www.mauthausen-memorial.org/assets/uploads/Mauthausen_Memorial_JB-2016.pdf).
- Rudolf A. Haunschmied: Zur Landnahme der Schutzstaffel im Raum St. Georgen–Gusen–Mauthausen. In: Oberösterreichische Heimatblätter, vol. 69 (2015), nos. 3–4, pp. 151–198, here p. 160 f. (also online at: https://www.land-oberoesterreich.gv.at/files/publikationen/KD_Heimatblatt_3_4_2015.pdf).

Wolfgang Quatember: Die Entstehung der KZ-Gedenkstätte Ebensee. In: Betrifft Widerstand (2018), no. 129, pp. 28–31, here p. 29 (also online at: https://memorial-ebensee.at/content/stories/Medien/Zeitschriftenarchiv/pdf_bw129.pdf).

Rudolf Kropf/Andreas Baumgartner: „Man hat halt mit dem leben müssen“. Nebenlager des KZ-Mauthausen in der Wahrnehmung der Lokalbevölkerung (Endbericht eines Forschungsprojekts des Mauthausen Komitee Österreich). Wien/Linz 2002 (also online at: <https://www.mkoe.at/sites/default/files/files/angebote-projekte/Forschung-Zeitzeugen-Endbericht.pdf>).

- **Newspaper articles (print and online):** Andreas Kranebitter: Die Grauzone des Lagers. In: Die Zeit, no. 51, 12.12.2013, p. 11 f.

Raffaella Lindorfer: Es ist, als wohne man am Friedhof. In: Kurier-Online, 24.10.2012, <https://kurier.at/chronik/oberoesterreich/es-ist-als-wohne-man-am-friedhof/824.676> (accessed on 20.4.2019).

- **Archive materials:** First the document or source with as precise a designation as possible, then creation place (if not known, ‘n. p.’) creation date (if not known, ‘n. d.’), then the archive (or the private collection with location) with sub-archives, directories and holdings. If the archive is cited more than once in the footnotes of an essay, insert the archive abbreviation after the first mention with ‘(hereinafter)’.

Transcript of interview with Anton Cerny, Bundesministerium für Inneres, Department 18, Vienna, 8.7.1968, KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (hereinafter MM), B/39/03, p. 2 f.

Metadatabase of prisoners of the Mauthausen concentration camp, query for Dutch Jews, excerpt dated 15.7.2020, MM.

- **Unpublished manuscript:** Renaud Clin: Depouillement du registre des deces du camp de concentration de Gusen, 1er Juin 1940—30 Avril 1943. Unpublished manuscript, n. p. 1998, pp. 54–56.

Paul Mitchell: KZ-Gedenkstätte Melk. Bauhistorische Untersuchung des Krematoriumsgebäudes. Unpublished manuscript, Melk 2018, KZ-Gedenkstätte Mauthausen | Mauthausen Memorial (hereinafter MM).

- **Internet sources:** Please be as precise as possible, as with literature citations.

KZ-Gedenkstätte Mauthausen | Mauthausen Memorial: Room of Names. Digital Memorial Book for the Dead of the Mauthausen Concentration Camp and its Subcamps 1938–1945, <https://raumdernamen.mauthausen-memorial.org/en> (accessed on 27.1.2025).

Yad Vashem: The Central Database of Shoah Victims’ Names: Elizabet Marton, <https://collections.yadvashem.org/en/names/14020588> (accessed on 14.12.2024).

- **Interview:** Interview with Martinus Van der Willik; interviewer: Frank Aarts, Rejiwijk, Netherlands, 23.8.2002, MM, 5.2.214.

- **Secondary citations:** Letter from the Reichkommissar to the Generalkommissar for Administration and Justice, 29.4.1942, as cited in: Joods Historisch Museum, Amsterdam (ed.): Documenten van de Jodenvervolgung in Nederland 1940–1945. Amsterdam 1979, p. 55.

- **Laws in German:** Gesetz zum Schutz des deutschen Blutes und der deutschen Ehre [Law for the Protection of German Blood and German Honour], dated 15.9.1935, Reichsgesetzblatt Teil I, 1935, no. 100, p. 1146.
- **Audiovisual media:** Zeitabschnitte des Werner Bab. Documentary about holocaust survivor Werner Bab, director: Christian Ender, DVD, Imdialog! e. V., Germany 2005, 37 Min.

Blutiger Boden, reiche Gewinne – Die Wirtschaftsmacht der SS. Documentary, filmmaker: Andreas Kurz, Hengster Filmproduktion, Österreich 2023, 3sat, 30.3.2023/ORFIII, 6.5.2023, 55 Min., here Min. 06:34, <https://www.3sat.de/dokumentation/geschichte/blutiger-boden-reiche-gewinne-die-wirtschaftsmacht-der-ss-100.html> (accessed on 5.3.2025).
- **Übersetzung:** Verein für Gedenken und Geschichtsforschung in österreichischen KZ-Gedenkstätten (Hg.): Das Konzentrationslager Mauthausen 1938–1945. Katalog zur Ausstellung in der KZ-Gedenkstätte Mauthausen. Wien 2013 [Association for Remembrance and Historical Research in Austrian Concentration Camp Memorials (ed.): The Concentration Camp Mauthausen 1938–1945. Catalogue to the exhibition at the Mauthausen Memorial. Vienna 2013 (Translation: Joanna White)]

Stefan Krukowski: Nad pięknym modrym Dunajem [On the beautiful blue Danube]. Warszawa 2015. (Place of publication in the language of the title of the work.)