

GUIDELINES

(For authors and editors)¹

Publishing within the Philosophical and Historical Class
of the Austrian Academy of Sciences

¹ The terms referring to persons used in this text apply to both men and women.

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INTRODUCTION

The Austrian Academy of Sciences publishes works with an academic content. The Philosophical and Historical Class set up a Publication Committee on 16 December 1992 to ensure the quality of the Press's programme and to decide on the acceptance, rejection or modification of manuscripts.

This Committee meets several times a year. The [dates for the adoption of resolutions](#) are laid down at the end of the preceding year, and are usually in March, June, October and December.

The entire process is described and supplemented in the following sections:
Procedure – Manuscript – Assessment – Dedications – Manuscripts not published by the Austrian Academy and Sciences Press

PROCEDURE

1. MAKING CONTACT WITH THE PRODUCER **BEFORE** CREATING THE MANUSCRIPT

When preparing a manuscript, account must be taken of the [Guidelines for the Preparation of Publications](#).

2. SUBMITTING THE MANUSCRIPT TO THE ADMINISTRATIVE OFFICE OF THE PHILOSOPHICAL AND HISTORICAL CLASS

Manuscripts can be submitted to the Administrative Office of the Philosophical and Historical Class at any time. The manuscript must be submitted by an actual or corresponding member of the Academy.

The following must be submitted:

a) a complete manuscript prepared in accordance with the applicable guidelines

- 3 copies (author is not a member of the Academy)
- 2 copies (the person submitting is also an Assessor)
- 1 copy (author = member = submitter with own profile)

Exception: Collective volume (submission by member, second assessor is required)

b) a **data carrier**, the [manuscript submission form](#) and – if necessary – the [checklist for CD ROMs](#).

The assessment is obtained by the Administrative Office of the Philosophical and Historical Class in accordance with the proposals of the person submitting the manuscript.

3. VERIFICATION BY THE PUBLICATIONS COMMITTEE

The manuscript shall be submitted to the Publication Committee in accordance with the annual schedule ([link](#)), which is also obtainable from the Administrative Office of the Philosophical and Historical Class.

- Acceptance, acceptance with conditions, deferment or rejection of the manuscript

4. PUBLICATIONS COMMITTEE REPORT TO THE CLASS

5. FINANCING

Contribution of printing subsidies (FWF, Federal Ministry for Education, Science and Art, Federal Provinces, ...)

In no cases do contributions to the Gazette require the provision of printing subsidies.

After the manuscript has been accepted by the Publication Committee, if necessary the submission documents for the FWF etc. will be prepared by the

Administrative Office of the Philosophical and Historical Class and submitted by the author.

6. PRODUCTION

The manuscript can go into production after it has been accepted, the signed agreements have been received and financing has been secured.

7. SHIPMENT, ADVERTISING, PR WORK BY THE AUSTRIAN ACADEMY OF SCIENCES PRESS

The author shall provide the following documents:

- Blurb (German and English), each around 20 lines
- Brief biography of the author (editor)
- List of likely purchasers
- List of reviews (max. 20)

MANUSCRIPT

The manuscripts submitted must be structured in accordance with the [applicable guidelines](#) and must be complete.

- Before the manuscript is made, contact must be established with the producer.
- The text must be complete (to be confirmed by the submitting member) and the title details complete (stating the series in which the work is to be included).
- Precise details of illustrations (quantity, size details, monochrome or polychrome).
- Data provided on disk/CD ROM shall be delivered free of faults with an identical manuscript (stating the document template used) for calculation of costs.
- Any enclosures (CD ROM, DVD, maps, etc) shall be attached to the manuscript for calculation.

The Publication Committee recommends that contributions in a foreign language be reviewed for linguistic accuracy, ideally by a native speaker with knowledge of the subject.

Works dealing with a large number of objects, persons or events must have an index. This applies in particular to monographs.

The [Citation Rules of the Philosophical and Historical Class](#) must be complied with. For citation rules, see also the [Guidelines](#).

Obligatoria

Manuscripts from the [List of Obligatoria](#) can also be accepted by the Publication Committee outside the main sessions.

Dissertations

As a matter of principle, the printing of dissertations does not fall within the scope of the Academy's activities, but academically valuable dissertations can be printed in revised form; this is particularly the case if they were a part of an Academy project from the very start.

ASSESSMENTS

An assessment is a comment on a work and takes into account the questions in the [Notice Sheet for the Preparation of Assessments](#).

Assessors are proposed by the person submitting the manuscript and are requested by the Administration Office of the Philosophical and Historical Class to prepare an assessment.

1. AUTHOR IS A MEMBER OF THE ACADEMY

An Academy member can submit a work of his own together with an academic summary of the work (own profile).

If collective volumes are submitted, two assessments must in any event be submitted. For this reason, even where collective volumes are submitted by a member, in addition to the editor's own profile there must also be at least one further specialist assessment.

2. AUTHOR IS NOT A MEMBER OF THE ACADEMY

For manuscripts by authors who are not Academy members, two separate detailed assessments must be submitted. At least one assessment must be prepared by an Academy member. If this should not be possible, the person submitting the manuscript must provide a corresponding justification.

If manuscripts involving interdisciplinary issues are submitted, a number of assessments each relating to the individual sub-areas must be submitted.

The assessor should be in no relationship to the manuscript to be assessed, i.e. for instance should not be the assessor of a work in academic proceedings.

Assessments of manuscripts for journals should also describe the content in detail according to the academic value of the contributions. Account must be taken of the questions in the [Notice Sheet for the Preparation of Assessments](#).

In the case of collective volumes, at least one of the two assessments must be written by an assessor who is not in any connection with the manuscript, i.e. is not the editor of the volume or the author of a contribution.

DEDICATIONS

Dedications must be submitted with the manuscript.

1. DEDICATIONS TO SCHOLARS

- Dedications to scholars are on a separate page in the printed work; they must be accompanied by justification

However:

1. Volumes should not be declared as a festschrift
2. No dedications of any kind should be made for birthdays

This also applies to all journals and publication series published by the Austrian Academy of Sciences Press and assessed by the Publication Committee.

- “In memoriam” dedications to scholars are permitted.
- In the case of articles in collective publications, the dedication can be entered below the title.
- The Publication Committee shall decide on the inclusion of dedications. In the event of doubt, the Presiding Board of the Class shall decide.

2. ACKNOWLEDGEMENTS TO PERSONS OR ORGANIZATIONS

- Acknowledgements to persons or organisations for the support of the work can be made in the Preface. This can be done independently of the “Support notice” on the publication details page.

3. DEDICATIONS ARE NOT POSSIBLE

- based on a personal relationship between the author and the person honoured (e.g. “to my father ...”, “to my teacher ...”).
- to private persons
- to politicians, political parties or organisations
- to religious communities or church dignitaries
- to institutions within or outside the Austrian Academy of Sciences.

MANUSCRIPTS NOT PUBLISHED BY THE AUSTRIAN ACADEMY OF SCIENCES PRESS

Manuscripts published in Academy series (e.g. Fontes Juris, Regesta Imperii) and individuals works that although not published by the Austrian Academy of Sciences Press are submitted to the Publication Committee for acceptance are with respect to own profiles/assessments subject to the same provisions as works published by the Press.

If results from the work of Academy research institutions are published by other publishing houses, a corresponding text must be included that identifies the Academy's participation beyond doubt.

- Wording for references to the Academy's patronage (FINANCING NOTICE) to be used appropriately:

By providing its facilities and its funds/within the framework of the Committee for ..., the Austrian Academy of Sciences has to a major extent supported/made possible the creation/progress/(and) completion of this work.

- Wording for references to the creation of the work as an Academy work (COPYRIGHT RESPONSIBILITY NOTICE):

This work was submitted to the Philosophical and Historical class (Publication Committee)/the full session on ... by the author/the member of the Austrian Academy of Sciences ... as chairman of the Committee for ..., with the request for inclusion in the ... series of the Committee/Institute/research body/ ... for inclusion in ... /for approval as independent publication of the Austrian Academy of Sciences. The ... Class (Publication Committee)/Academy as a whole, in response to this application/request and on the basis of the assessments by ... and ..., consented in the session dated ... to inclusion in the Publications of the Academy and to publication by the Academy Press.

- Wording for works published by the Academy Press and not submitted to the Publication Committee:

The work is the sole responsibility of the ... and was not submitted to the Philosophical and Historical Class.

REFERENCES

Vademecum: <http://hw.oeaw.ac.at/vademecum>

Notice Sheet: <http://hw.oeaw.ac.at/vademecum/Notice%2520Sheet.pdf>

Manuscript Submission Form:

http://hw.oeaw.ac.at/vademecum/Manuscript_Submission_Form.doc

Dates of the publication committee:

http://hw.oeaw.ac.at/vademecum/Termine_d_Publikationskommission.pdf

Guidelines: http://hw.oeaw.ac.at/richtlinien_englisch

Obligatoria: <http://hw.oeaw.ac.at/vademecum/Obligatoria.pdf>

Citation rules: http://hw.oeaw.ac.at/vademecum/Citation_Rules_Phil-Hist-Class.pdf