Title

Subtitle (if needed)

# Abstract (not more than 150 words):

Text text text.

# Keywords (not more than 6):

Keyword; keyword; keyword; keyword; keyword; keyword;

# 1 Introduction

Please fill in the introduction. Do not use in-text citation but footnotes with short titles. Footnotes are always inserted after a comma, full stop, brackets or quotation marks.[[1]](#footnote-1) (Please consider the “mandatory author’s guidelines”[[2]](#footnote-2) for clarification on this.)[[3]](#footnote-3) If you would like to add any acknowledgements or descriptions regarding a project, please do so in a footnote (inserted e.g. after 1 Introduction, but not after the main title), or at the end of the article before the bibliography.

# 2 First Chapter

Please fill in your first chapter here. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

In order to start a new paragraph, please insert an indent instead of a blank line. Use the following style for quotes that are longer than three lines (font size 11):[[4]](#footnote-4)

## Quote quote quote quote quote quote quote quote **‘add a quotation in a quotation’** quote quote quote quote quote quote quote quote quote **use […] for omissions** quote quote quote quote quote quote quote quote quote quote quote quote **[add insertions / alterations]** quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote quote.[[5]](#footnote-5)

Then continue without an indent.

2.1 Subheading

Please insert text for chapter 2.1 here, or delete if not needed. A subdivision only seems to make sense when there are at least two subchapters.

2.2 Subheading

Please insert text for chapter 2.2 here, or delete if not needed.

# 3 Second Chapter

Please fill in the text of your second chapter here or delete if not needed.

# 4 Further Chapters

In case you would like to add further chapters, i.e. headings / subheadings / indented quotes etc., please either copy from above and insert your text adopting the pre-set layout, or continue writing by following our formatting requirements. In the “Start” taskbar, you can choose the following formatting styles: standard for your text body, footnote, chapter heading, quote indented, main title and subheading. Please also include a bibliography at the end of the paper according to the samples we have provided.

If you have any queries, please consider our aforementioned author’s guidelines, which you can download as well, or contact [jrat@univie.ac.at](mailto:jrat@univie.ac.at).

# Bibliography

**[Monograph:]** Surname, First Name: *Title.* Subtitle. Place of Publication: Publisher Year.

**[Article in an Anthology:]** Surname, First Name: *Title of the Article*, in: First Name Surname (ed.): *Title of the Anthology*. Place of Publication: Publisher Year, pp. x–y.

**[Journal Article:]** Surname, First Name: *Title*, in: *Name of the Journal Volume* (Number/Year), pp. x–y.

**[Website:]** Surname, First Name / Organization: *Title*. Subtitle (if applicable), Date of Publication (if applicable), complete URL (date of last access: DD.MM.YYYY).

**[Newspaper Article:]** Surname, First Name: *Title*. Subtitle, in: Name of Newspaper, DD.MM.YYYY, pp. x–y.

1. Author last name, *Title*, pp. 12–24. Please use font size 10 in the footnotes; avoid ibid. [↑](#footnote-ref-1)
2. Author last name, *Title*, p. 13. [↑](#footnote-ref-2)
3. See Author last name, *Title*. [↑](#footnote-ref-3)
4. Author last name, *Title*, p. 13 et seq. [↑](#footnote-ref-4)
5. Author last name, *Title*. [↑](#footnote-ref-5)