Guidelines for Drafting Manuscripts

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</tbody>
</table>
Contents

1 Scope 3
2 General 3
3 Obtaining usage rights 3
4 Software 3
   4.1 Word processing software 3
   4.2 LaTeX 4
5 Uniform formatting 4
6 Headings 4
7 Paragraphs 4
8 Quotes 5
9 Footnotes 5
10 Bibliography 5
11 Cross references 6
12 Mathematical formulas and equations 6
13 Measurement units 6
14 Tables 6
15 Images and figures 6
16 Audio and video media files 7
17 Indices 7
   17.1 Index entries 7
   17.2 The index function in word processing software 7
18 Additional material 7
19 Please avoid the following 7
1 Scope

The document provides important guidelines for the drafting of manuscripts as well as for their submission to De Gruyter for publication. Additional instructions that supplement these general guidelines may apply depending on the specific subject area.

The authors of journal articles should consult the journal’s homepage first to see if there are specific instructions for manuscript submissions. These instructions have precedence, particularly in the case of conflicting guidelines/uncertainty.

2 General

Please draft your manuscript using a standard word processing application (e.g. Microsoft Word). Once we accept your manuscript for publication, we will professionally typeset it based on our typographical layout (Housestyle). For this reason, as the author or editor you should not be concerned with precise formatting (i.e page headers or indentation of quotes, tables, images, graphics) prior to submission.

In order to ensure smooth processing by our typesetting system, it is mandatory that all documents will be submitted in a uniform format. Therefore we strongly recommend using standard file types and formats in your word processing software.

Please send us editable word processing files (e.g. .doc, .docx, .odt) as well as PDF versions of the documents as a reference (for the clear display of special characters/non-latin fonts).

3 Obtaining usage rights

Please note that it is the author's/editor's responsibility to obtain usage rights to third-party text material or images. After you have obtained all necessary rights, please send us verifying documentation (original or copies). We need to see the guidelines set forth in this documentation for the copyright notice.

At De Gruyter Online we offer a form for requesting reproduction rights. It can be downloaded here (in German).

4 Software

4.1 Word processing software

You should draft your manuscript using a standard word processing application (i.e. MS Word or Open Office). If you use another application, please contact us in advance and/or submit your manuscript in the Rich Text Format (.rtf). Converting a file is usually not a problem for us. However, often an alternate format means additional work when making corrections.

If your manuscript makes use of non-latin fonts or special characters (e.g. Hebrew, Greek, Coptic), please use a Unicode font and tell us which one you have used.
4.2 LaTeX

If you use LaTeX, please submit your LaTeX files as well as a reference PDF of the final version. Be sure to send us all .sty files and macros you have used. Please check the preamble before submitting your files and delete references to packages used and/or commentary that is not relevant to the manuscript.

Please refrain from using images generated by LaTeX (i.e. using packages such as pict2e, METAPOST, PStricks, or tikZ). The images should be submitted in .eps format.

5 Uniform formatting

As the author, you are responsible for the uniform formatting of your manuscript. If several individuals were involved in drafting the manuscript (i.e. for an anthology), please make sure that all articles have the same format, both in terms of layout, style, and spelling.

In particular, make sure that usage is uniform with a view to italics, footnote placement, serial comma usage, en/em dash usage, dashes with date ranges, etc.

- If the manuscript is in German, orthography should be based on latest edition of Duden.
- If the manuscript is in English, either American or British English may be used, but spelling should be uniform throughout.

If the manuscript is for a book series or journal, please check in advance if there are special standardization requirements. In the event of uncertainty, consult with the series or journal editor.

6 Headings

Your manuscript should be subdivided into sections (and, if necessary, subsections). These sections should be labeled with headings.

All headings, including chapter and contribution headings, should be left-justified.

Headings and contribution titles should be succinct (approximately 80-100 characters) and expressive, and should not be concluded with a period. Please avoid an excessive number of sections/subsections.

If the manuscript is in English, please write headings in the "sentence style" (i.e. capitalization of the first word and all proper nouns) or the "headline style" (i.e. capitalization of all words, except articles and prepositions). Make sure that headline capitalization is uniform throughout the entire document.

7 Paragraphs

Do not indent new paragraphs with tabs or space characters.
8 Quotes

Short quotes (up to 60 words) should be integrated into the body text with quotation marks (“...”). Please only use single quotation marks (‘...’) to indicate quotes within quotes.

Longer quotes should be formatted as block quotes. Please insert two blank lines (¶¶) prior to starting a block quote. Quotation marks should not be used to start and end block quotes.

When quoting a source, please ensure to faithfully transcribe spelling and punctuation. To add information or paraphrasing for clarity, use brackets [ ]. To jump over a section of the source material, use ellipses [...].

9 Footnotes

Footnote numbering should be continuous in the manuscript. If desired, the numbering can start over at the beginning of each new chapter. We recommend resetting the footnote numbering for each new chapter if the total number of footnotes is more than approx. 1000.

Footnotes should be formatted in superscript, without parenthesis. They should be inserted directly after the corresponding word or punctuation mark, without being preceded by a comma.

10 Bibliography

You can cite works using the footnote citation system or the author-date system. Please select one style and apply it uniformly throughout the manuscript. If you would like to use another citation style, please consult our editorial department.

We require the following information, which must be correct and complete:

- Authors/editors
- Title of the publication/Title of the journal
- Edition (if not the very first) / volume, issue number of the journal
- Place of publication
- Name of the publisher
- Year of publication
- If an internet address is to be cited instead of a place of publication, please indicate the address (URL) as well as the date the page was accessed.
- DOI of the publication or journal article.

If multiple titles from the same author are cited, the author's name should be repeated. Do not use dashes or the abbreviation "ibid." to omit repeating the name.

With articles in journals or anthologies, indicate the page range without abbreviating the second number (i.e. 273–275).
11 Cross references

Cross references within the text that depend on determinations made during production (i.e. references to other parts of the text or to co-authors) should be marked as a stopgap measure with "XXX."

Please avoid making references to page numbers, as these can change during the production process.

12 Mathematical formulas and equations

Please use the program Math Type or the formula editor in Word to add formulas to your manuscript. It is important that you use just one formula editor within the manuscript.

If formulas are to be numbered, use automatic numbering as well as consecutive numbering for the entire chapter. The numbers should be right-justified and enclosed in parenthesis.

13 Measurement units

Please use a metric system such as the International System of Units (SI). For compound units, Unicode symbols must be used.

14 Tables

Tables should be created using the table functionality of Word or Excel. When creating tables, do not use empty spaces or tabs, and please ensure that the table is clearly structured.

If the tables are submitted in separate files, be sure to note clearly where the tables are to be inserted in the main text. Each table should have a short heading and a numbering.

15 Images and figures

Detailed information concerning the submission of image files can be found in our Image & Figure Instructions. Images and figures should not be inserted directly into the manuscript, but should be saved in a separate file. Please clearly note where the image/figure should be positioned in the manuscript. Each image/figure should have a numbering and a short caption that explains abbreviations and symbols. If the manuscript contains a large number of images/figures, please submit a separate list that provides information about the images/figures, their respective sizes, etc.
16 Audio and video media files

Please deliver audio and video files as separate files and do not integrate them directly into the manuscript. Please note clearly where the files are to be positioned in the manuscript. Media files should possess a short caption and should be numbered consecutively.

17 Indices

Alphabetically organized indices are a useful aid for the readers of academic works. Your manuscript may feature one or several indices (e.g. register of persons, subject index).

If your manuscript is part of a series, please ask the series editor which type of index should be used.

17.1 Index entries

On average, textbooks and handbooks contain 6 to 10 index entries per book page, while monographs and anthologies contain 4 to 8 index entries per book page. In this connection, image captions, figure captions, and tables may be taken into account.

As a rule, index entries should be in the singular and noun forms should be used. The spelling in the manuscript should dictate the spelling in the index. This also applies to terms that are spelled with a hyphen. The index should be as simple as possible. Avoid index entries that serve as categories for various subentries.

Cross-references make it easier for readers to use the index. The use of cross-references is advisable if the entry that is cross-referenced contains additional information, such as subentries or page numbers.

17.2 The index function in word processing software

When drafting your manuscript with standard word processing software, the index should be contained in the primary file. If you are using Microsoft Word, please use the native index feature.

If you are using another program, please use the index feature in that program, if available.

18 Additional material

When submitting your manuscript, you are welcome to submit additional material for release at De Gruyter Online. Please clearly label this material, compile it in a .zip file, and submit it with your manuscript.

19 Please avoid the following

- Dashes in the bibliography as a substitute for author names when multiple titles from the same author are cited (see Bibliography)
- The abbreviation “ibid.” (see Bibliography)
- Cross-references to other pages (see Cross references)
- Manual line breaks
- Indentation with space characters or tabs
- Alternate letter spacing (i.e. with space characters) to emphasize terms or headings
- Special symbols based on components from different fonts (with sub- or superscript formatting or changed spacing)
- Fixed page breaks