Guidelines for Drafting Manuscripts

Version 1.1

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Version	Date	Author/Reviewer	Comment
1.1	2016-11-17	Bräuer, Dassing	Addition of: file naming conventions, audio and video formats, ORCID information, checklist, table numbering
1.0.1	2015-04-22	Dassing	Rewording in section 2
1.0	2014-06-17	Brockmann, Dassing, Kuchta	Initial version

Contents

1 General

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.

Please note the difference between manuscripts that will be professional typeset and a camera ready copy (CRC):

! **A manuscript that will be typeset** must be prepared according to the instructions in this document. In order to easily create a document following our requirements we provide a word template[1]. After your manuscript has been accepted for publication it will be professionally typeset into as a printer copy.

Camera Ready Copy (CRC): You have the opportunity to create a printers copy yourself. When preparing a CRC technical and formal aspects must be considered. You will receive specific instructions and practical guidance (i.e. templates, fonts) from your contact person after the conclusion of the contract.

Please draft your manuscript using a standard word processing application (e.g. Microsoft Word). You may use your own document or the provided manuscript template.

In order to ensure a smooth digital processing (i.e. XML – extensible Markup Language, Open Access), 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.

To help you with compilation of your manuscript, we offer the manuscript template. The template is compatible with Word 2007 or higher and contains basic style formats that fulfill our requirements with respect to structure, typography, and layout. The manuscript template and the manual "Manuscript template user manual" are available on http://www.degruyter.com/page/59.

De Gruyter encourages all book and journal authors to provide an ORCID ID when submitting their manuscript for publication. ORCID is a free, not-for-profit service offering each researcher a unique digital identifier. Authors who don't have an ORCID ID can register for one at http://orcid.org. For further information please visit De Gruyter Online http://www.degruyter.com/dg/page/834.

2 Manuscript Submission

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). If your manuscript contains figures, graphics or large tables please submit them as separate files rather than including them in the document.

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[1] available on De Gruyter Online: http://www.degruyter.com/page/59

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2.1 File Formats

All accepted file formats are listed in the following table.

Table 1. accepted file formats

Ausgabeart		File format
text	open files	doc/docx/odt/tex
	reference file	pdf
table	open files	xls/xlsx/csv/tsv/ods
	reference file	pdf
figure/graphic	halftone image/pixel graphic	tif/tiff/jpg/jpeg
	line drawing, vector graphic	eps/ems/ai/jpg
	digital camera	jpg

2.2 File Naming Conventions

For the further processing of your manuscript within the publishing house we kindly request to use file names for file, images, tables etc. that reflect their content related order within your publication.

Criteria for file naming:

- clear and precise assignment
- file names should not be too long
- no special characters or umlauts
- use a numbering with leading zeros for continuous documents such as contributions, i.e. 01, 02 …09, 10 or 001 … 020 … 130

The following examples demonstrate a possible (!) file name structure.

Example for monographs:

[name author/editor_short-title-of-the-chapter_date]

Rosenberger_SatiricSpeech_2014-07-25

Example for contributions:

[continuous-document-number_name Author(s)/editors_contribution-title_date]

03_Gabriel-Hogrebe_NewDesireforMetaphysics_2015-01-04

Example for figures/tables:

[chapter-number/name-or-chapter-number_fig/tab-number_name Author(s)/editors]

03_fig2_Gabriel-Hogrebe   01_ fig1.5_Meier   chapter5_tab5.2_Schmidt

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3 Obtaining Usage Rights

Please note that it is the author's/editor's responsibility to obtain usage rights to third-party text material, images or tables.

At De Gruyter Online we offer a form for requesting reproduction rights to our authors and editors. It can be downloaded here (in German). The publisher will not assume any liability for copyright infringement by authors.

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.

Please make sure that all signs, numbers, symbols, highlightings, spellings etc. have been used consistently according to the language in the manuscript:

- If the manuscript is in German, orthography should be based on latest edition of Duden or Wahrig.
- If the manuscript is in English, either American or British English may be used, but spelling should be uniform throughout the monograph, contribution or single articles. Orthography should follow the respective rules (i.e. Chicago Manual of Style).

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 editorial or the series or journal editor.

Please pay special attention to the uniform formatting of the following elements:

Punctuation according to the used language:

- Quotation marks,
- Apostrophe,

- Dash: – (Windows: `Strg` + `-` (numeric keypad), Mac: `Alt` + `-`),
- Hyphen

Numbers:

- Years,
- Dates,
- Numbers and units

Highlighting in text:

- i.e. italics

Uniform spelling:

- Abbreviations (i.e. fig., tab.),
- Foreign words etc.

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. Please do not use capitals.

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 possible.

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). The main title of the publication should be set in "headline style". Make sure that headline capitalization is uniform throughout the entire document.

7   Paragraphs

All first paragraphs start without an indent. Following paragraphs should have an indent in the first line. Please do not add blank lines between paragraphs.

8   Quotes

Short quotes (up to 60 words) should be integrated into the body text with quotation marks.

Longer quotes (more than three lines) should be formatted as block quotes. Please add some space before and after the block quote and do not indent it with tabulator or space characters.

When quoting a source, please make sure 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.

! Please avoid using footnotes in headings or titles. This effects footnotes that are indicated by number as well as footnotes marked with an asterisk. Notes, acknowledgements, and other information should be included by adding a separate paragraph to the footer.

10   Bibliography

Please standardize all reference entries. Do not uses dashes or abbreviations such as *ibid, ebd., a.a.O., op. cit., p.* and *pp*.

With articles in journals or anthologies, indicate the page range without abbreviating the second number (i.e. 273–275 rather than 273 ff. or 273-75).

11   Referring to Text Passages

If you are referring to other text passages within the same publication, please indicate the chapter number rather than specific pages or page ranges (i.e. see ch. 5.3.3), as these can change during the production process. However, if it becomes necessary to refer to page numbers, please insert XXX. The placeholder will be removed at the end of the production process.

Please see item 18 Indices for information about creating an index.

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 (i.e. include here chapter5_tab5.2_Schmidt.xls). Each table should have a short heading and a numbering (i.e. Table 1 or table 1.2, table 2.4).

Footnotes within tables should not be included in the regular numbering of the publication. They are to be included at the end of the table.

15 Interlinear Type

Please use blind tables (=tables without frames) for formatting glosses and transcriptions.

16 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 (i.e. "include here 01_ fig1.5_Meier.jpg"). 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.

17 Media Files (Audio and Video)

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.

Table 2. file formats for multimedia files

content	file format
audio	mp3/wav/wma/ogg/m4a/acc/oga
video media files	mpg/mpeg/mov/avi/mp4/m4v/flv/fla/wmv/webM

18 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).

In case you have conceptual queries, the respective responsible editor will be happy to assist you.

18.1 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.

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.

18.2 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.

19 Additional Material

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

20 Please Avoid the Following

- Dashes in the bibliography (see 10 Bibliography)
- The abbreviations *ibid, ebd., a.a.O.*, *op. cit., p. and pp*. (see 10 Bibliography)
- Cross-references to other pages (see 11 Referring to Text Passages)
- Manual line breaks
- Indentation with space characters or tabs
- Alternate letter spacing (i.e. with space characters)
- Underlines
- Special symbols based on components from different fonts (with sub- or superscript formatting or changed spacing)
- Fixed page breaks
- Use correct quotation marks: "….", wrong: ″……..‶
- Fixed page breaks

21 Checklist

Checklist for drafting manuscripts	chapter
☐ Are all files available and named? Do the files have the correct formats (e.g., .doc or .docx for word file)?	2, 4.2, 14, 16-17, 19
☐ Are all non-latin characters or symbols available as Unicode-font?	4.1
☐ Are the usage rights obtained for all third-party content?	3
☐ Is the manuscript completely revised and edited (content, language)? Are all spellings and highlighting used consistently (especially when working together with several persons)?	5
☐ Were all points checked that should be avoided?	20
☐ Are quotes longer than three lines set as block quotes with a space before and after?	8
☐ Have you used correct quotation marks throughout the whole publication?	5, 8, 20
☐ Is the usage of footnotes consistent (i.e. citation system)? Are all footnotes removed from headings and/or titles?	9
☐ Are keywords and references marked in the text?	11, 18
☐ Are all images used in the document complete? Are all images saved as separate files and do the file names match the file references in the text?	16
☐ Are the positions of elements that should be included marked in the text (e.g. images, tables, media files)?	14, 16–17
☐ Does all supplementary material exist in a zip file?	19