



Guidelines for Contributions to Edited Volumes

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Franz Steiner Verlag

Introductory notes

- Before your manuscript is submitted for typesetting, please make sure that content and language are checked and are in their final form and that all stylistic and formal requirements are met. The manuscript must be *edited*, but (aside from character formatting) it should not be *formatted*.
- Preparation of the manuscript will be carried out in close cooperation between the author and the respective editor. In order to facilitate this process, please follow these general guidelines. For further information, please visit our homepage. Here our series editors provide all necessary details on citation style etc. (cf. Über die Reihe).
- For authors and editors it is necessary to agree upon standards of expected ethical behavior. Please check for more information our publication ethics statement.
- If an article is accepted for publication, the author confers on the publisher the exclusive publication rights until the copyright expires. This also includes in particular the right to produce electronic versions and to storage in databases as well as the right to copy and distribute the work online and offline.

Technical guidelines

- Please submit your manuscript as an open DOC or DOCX file.
- Standard font: Times New Roman
- Continuous text: font size 12
- Line spacing: 1,5
- Please turn off hyphenation.
- If the manuscript contains special characters (such as Greek letters or diacritics), please enter them using a Unicode font and be sure to submit a PDF in addition to the WORD file so that for instance special characters can be double-checked.
- Cross references to page numbers which are not finalized until the page-proof stage should be marked using square bullets (■) or bold pound signs (###) as placeholders. Do *not* use the highlight feature in WORD.

Heading of the article

- *Heading and subtitle*
 - Please differentiate clearly between main heading and subtitle. Avoid run-on titles and keep your main heading as concise and precise as possible.
 - Set main heading in bold type. The subtitle starts with a new line, *not* in bold type.
 - Headings do not end with punctuation (neither colon, dash nor full stop), with the exception of question marks or exclamation marks.
 - Please capitalize all English nouns, adjectives or adverbs, use lower cases for articles, pronouns etc.
- *Author*
 - Please state authors' full name (no academic titles and no address) below the heading.
 - If there are several authors their names will be separated by a slash (/).
- *Abstract/keywords*
 - Please check with your editor if you are meant to provide an abstract and/or keywords for your contribution.
 - When applicable the abstract should comprise 600–800 characters (including spaces), 6 keywords (in a new line) are usually sufficient.

Continuous Text

- *Text formats*
 - Character formatting such as SMALL CAPITALS, *italics*, ^{superscripts} and _{subscripts} must be made directly in the manuscript. Avoid **bold type** and underlining wherever possible. Do not use CAPITAL LETTERS.
- *Sub-headings*
 - Sub-heading levels must be clearly differentiated, for example with the corresponding numbering and/or formatting.
Sample:
 - First-order sub-heading centred in bold type**
 - Second-order sub-heading centred in italics*
- *Quotations*
 - All quotations need to be referenced.
 - Please mark longer quotations by indenting them as a separate text block. In this case, omit the quotation marks.
 - When quoting within a quotation, please use single quotation marks unless the quotation is indented (cf. above) – then use double quotation marks for quoting within a quotation.
 - For ellipses within a quotation, please use square brackets [...], also respectively for comments and additions such as [sic].
 - Please enter a space before and after ellipses that replace entire words. If an ellipsis replaces only part of a word, there is no space.
 - If you are quoting only part of a sentence, the punctuation will follow the quotation marks.
- *Illustrations/images and graphics*
 - Images and graphics should not be inserted into the manuscript, but provided as separate, consecutively numbered files.
 - Please send images and pictures as JPG or TIF with at least 300 dpi in the desired print size. Export charts and graphics from EXCEL as SVG or PDF file (not as pictures!).

- All images must be ready when the manuscript is submitted.
- Please indicate clearly in the text where each item should approximately be placed (“insert image/graphic 1 here”) and provide captions there.
- In addition to a caption indicate for each image and graphic its source (including for your own graphics). Where applicable insert the appropriate copyright notice as provided by the licencer.

Sample:

Joe Bloggs on his way to work, London 1993
 Oil on canvas, National Canvas Collection, Anytown
 © icanvas Agency

- The author is responsible for clearing the rights to images beforehand. Images from wikimedia and similar databases may not be used because of the difficult legal situation – even when they claim to be in the public domain. When submitting the manuscript please provide all necessary reprint permissions for the images you are using.
- Colour illustrations cause additional costs and generally have to be invoiced – please contact editors in good time.

– *Tables*

- Please create you tables directly in the WORD document.
- Please put a heading above each table.
- When reproducing data from another source, put the source and copyright notice below the table.

– *Notes and bibliography*

- Footnote numbers appear after the punctuation of the phrase or clause to which the note refers except if the footnote refers exclusively to the last word before the punctuation.
- Notes are inserted in the form of footnotes.
- You will find specific requirements for your series on our homepage (cf. Über die Reihe).

About the author

- Please check with your editor if you are meant to provide some keywords to your person and academic career.

Sample: Jane Bloggs is professor for Education at the University of Life and head of the Research Centre for Wonderful Research. She is a member of the Federal Education Research Association. She regularly publishes articles on key themes of wonderfulness.