

General Guidelines for Authors

(January 2012)

1. General Remarks

The manuscript is to be submitted to the publisher in print and in digital form on a suitable storage medium (CD-ROM, USB flash drive).

In the process of writing it is crucial to maintain consistent spelling, for instance the basic decision for American or British English.

If the publication is written by a group of authors, formal aspects should also be discussed in the team at an early stage.

If no other agreement was settled, the publisher does not edit the publication. The final process of correction, which is realised by the editorial team before the print, mainly serves to eliminate possible typesetting errors.

The responsibility for content and style lies with the authors and/or the editors. Due to formal defects, even works that are excellent with regard to content suffer a loss of quality. The authors or editors risk the (preliminary) refusal of the manuscript or respectively bear the costs of extensive editing.

The keyboard shortcuts referred to in the following can be used in Word 2007 and 2010.

2. Guidelines from A to Z

Abbreviations

Abbreviations should be avoided.

Accentuations

Certain terms can be highlighted with italics. Since too many accentuations make a text appear uneasy on the eye and, furthermore, limit the legibility they should be used sparingly.

Ideally, in bibliographies, authors' surnames should be put into small caps.

Bibliography

The bibliographical references must be listed in alphabetical and chronological order. They should include the complete bibliographical information and conclude with a full stop. Periodical titles must be written out.

It is to be ensured that the publications, which are enlisted in the bibliography, are mentioned in the text. Conversely, it is to be checked whether the quoted publications can be found in the bibliography.

Dash

It is crucial to distinguish between hyphens and dashes. The (longer) dash (STRG + hyphen) is also used to replace the word "to" (without space), e.g.: Berlin–Düsseldorf or 03.12.2010–05.12.2010, p. 2–4.

Date format

As a basic principle, dates are written in the following form: DD.MM.YYYY.

Editing

The autocorrect function, which is often integrated in text processing programs, is limited in its reliability. Therefore, the completed manuscript should be proofread by at least one professionally qualified (outside) person.

Alternatively, editing can be offered by the publisher as a value-added service.

Bulleted items

Bullets must be used consistently in item lists. If the bulleted items contain complete sentences, these must be concluded with a full stop. Here, too, consistency is indispensable.

File names

Files should be dated and abbreviated in a comprehensible way.

Font

If you typeset your manuscript on your own, you should use a font that is easily legible. Serif fonts like, for instance, Garamond has proved to be very useful for body texts.

For tables and captions, sans-serif fonts should be used; there are often special fonts for formulas. If you use typefaces that do not belong to a standard text processing program, you must procure a license for this font. Otherwise, problems will occur when creating the final PDF-file.

Font size

The continuous text (depending on the format, the print area/type space and the font) should have a font size between 9 pt. and 11 pt. The text of footnotes and captions is usually 1 to 2 type sizes smaller.

Footnotes

Footnotes must not be inserted manually. If the footnote refers to the entire statement of the sentence, the footnote number comes straight after the punctuation mark, in superscript and without a space.

The font size in the text of the footnotes is reduced and identical with the chosen font size for captions.

Every footnote concludes with a full stop.

The numbering of footnotes should start over with every new chapter because footnote numbers that are too large disturb the flow of reading.

Format

The usual format for publications with dup is DIN A5 (14.8 cm x 21.0 cm). The publisher provides a style sheet for books in this format. Of course, other formats can be realized, too.

Formulas and equations

Formulas and equations must be set apart from the continuous text via blank lines.

Headings

If you typeset your own manuscript, please mark the hierarchy of the headings through suitable formatting. Font size 14 pt. is recommendable for headings. The subordinate chapters should be put into smaller sizes (11 pt., 12 pt.) each with bold type.

A fifth structural level should be avoided.

If the publisher typesets the manuscript, headings must be marked in a logical way (heading 1, heading 2 etc.); the corresponding formatting is set by the publisher.

Hyphen

It is crucial to distinguish between hyphens and dashes. The hyphen is used (without a space) in compounds (e.g. three-star chef).

Hyphenation

Please use automatic hyphenation, if you want to typeset your own manuscript. More than three separations at the end of consecutive lines should be avoided.

If the publisher typesets the script, please avoid hyphenation.

Hyphenation should be avoided in headings.

Images

The templates for images need to be very high quality; vector graphics are most helpful. The resolution should be at least 300 dpi; large ones should have a resolution of at least 2.400 dpi.

Images must be numbered consecutively and they must have captions. The register of illustrations must contain full details of the images in the correct order.

The right of reproduction must be obtained.

Indentation

The beginning of each paragraph, longer quotations and the text of the footnotes are indented by the same margin (recommendation: 0.5 cm). These indentations can be set with an indent key (tab).

If the typeset is done by the publisher, the indentations are set by the publisher.

Internet sources

Internet sources must always be completed by the retrieval date. These dates conclude the source and are written in the following form: DD.MM.YYYY.

Lithograph

As lithograph a PDF-file which corresponds to these guidelines (and as appropriate to Style sheet B) must be submitted. If the typeset is done by the publisher, files must be submitted in a format in which additional characters and formatting is allowed. Furthermore, the files must be platform-independent (DOC, DOCX, ODT, RTF).

Numbers

Numbers up to twelve are generally written out, unless they appear in tables, images or as stated measurements.

Omissions

An omission in a text must be filled with three dots (...). These are typeset with the key combination ALTGR + dot. If the sentence ends with the omission dots, a full stop must not be used.

If the omission stands in a direct quote the omission must be placed in square brackets [...].

Outline / Structure

Certain guidelines must be considered concerning the design of the preliminaries. A corresponding sample is given to the authors and/or the editors.

Table of contents, preface and each main chapter begin on the right side; page numbers and headers are omitted on these pages.

Pagination

The pages of the preliminaries are not numbered. However, they must be counted. It can be said that, principally, even page numbers are on the left side, uneven page numbers on the right side.

Preliminaries

Preliminaries describe the first pages of the actual manuscript. Usually, they consist of five pages.

Page 1 (right), no pagination: Half title

Page 2 (left), no pagination: Usually a blank page

Page 3 (right), no pagination: Title page with all bibliographical information

Page 4 (left), no pagination: Imprint

Page 5 (right), no pagination: List of contents

The pages of the preliminaries are not numbered. However, they must be counted. Certain guidelines must be considered regarding the preliminaries. Authors and/or editors receive a corresponding sample from the publisher.

Print space

If you typeset your own manuscript, you need to find a print space that is suitable to your book's format, i.e. the margins must be large enough.

Recommendations:

Format 14.8 cm x 21.0 cm: 11.0 cm x 17.5 cm maximum

Format 17.0 cm x 24.0 cm: 13.0 cm x 20.0 cm maximum

Format 21.0 cm x 29.6 cm: 15.0 cm x 24.0 cm maximum

The publisher offers a template for the format 14.8 cm x 21.0 cm (DIN A5).

Printout of the manuscript

The printable manuscript must be submitted in a digital version and in a printed version. Regarding the printout (always 2 pages on a DIN-A4-page) page 2 should be the first page to be printed. Page 1 should be printed out afterwards. This way the printout corresponds with the future (open) book: even pages are on the left, uneven pages are on the right.

Proofreader's marks

If the typeset is done by the publisher, the author and/or the editor receives a galley proof (printable version of the manuscript) for final approval. For final corrections, marks corresponding to DIN 16511 should be used.

Quotations

Quotations (up to three lines) are set in double quotation marks.

Quotations that are longer than three lines must be indented (on the same height as paragraphs and footnotes), single line spaced and use reduced font. Quotation marks have to be omitted.

Indirect quotations are marked in the text of the footnotes with “Cp.”.

Quotation marks

As a matter of principle, only German quotation marks find use in German texts (meaning double quotation marks: „...“).

If after an open quotation mark another quotation mark must be used, single quotation marks can be used. (...‘).

In foreign-language texts, the English version (“...”) or the French version («...») can also be used.

Slashes

Slashes are not usually followed by or preceded by word spaces. Again, the principle is: consistency!

Spell check

The autocorrect function precludes typing errors and careless mistakes to a great extent. However, the autocorrect function is limited in its reliability. Professional software programs are more dependable. The usage of such a professional software program does not replace a concluding proofreading process by a professionally qualified (outside) person.

Paragraphs

Paragraphs are marked by indentation, not by blank spaces. The return key should only be used in places where a paragraph is necessary.

Text orientation

Both the continuous text and the text of the footnotes must be fully justified.

Textual responsibility

The authors and/or the editors bear responsibility for the quality of the content and the legitimacy of the containing charts, tables, pictures and graphics. They must consider the fundamentals of scientific work.

They avouch that through their publication no picture and/or copyright laws are violated and that they are entitled to the easement.

“Widows” and “orphans”

Avoid so-called “widows” and “orphans” if you typeset your own manuscript. These terms denote single lines; namely the first line of a new paragraph which stands alone at the end of a page or column (“orphan”) or the last line of a paragraph which stands alone at the beginning of new page or column (“widow”).

Word spaces

The word space categorically consists of only one space. Double spaces must be conclusively removed via the function *search and replace*.

Year and century dates

To make orientation easy for the reader, year and century dates should be complete (e.g. 1980s instead of 80s).

3. Comments

These general guidelines must be observed irrespective of whether the authors typeset the manuscripts themselves or if the publisher typesets the manuscript as an additional value service. Differences in the approach are indicated in the corresponding remarks.

If dup typesets the manuscript, authors/editors can also refer to Style sheet A which summarizes the requirements for manuscripts.

If authors/editors typeset their manuscript on their own Style sheet B is available as a template for the format 14.8 cm x 21.0 cm (DIN A5).

**Please feel free to contact düsseldorf university press for further questions
and further consulting:**

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