

EDITORIAL GUIDELINES

1. **Data submission:** USB memory key/CD/transmission via WeTransfer; open-format data (Word) **and** pdf-format, if applicable you may add a printed copy
2. **Typeface:** Font: Times New Roman, 12 pt. Please use a special font for ancient Greek and other languages requiring a special typeface and make sure to provide us with this font. Please take care to delete all other, unused fonts from the document. Fonts must be **embedded** for pdf export!
3. Please set text in **left-justified**, not in full justification. Please refrain from manual hyphenation, instead activate **automatic hyphenation**. **No** unnecessary character formatting.
4. **Headings** are to be marked in such a way that indicates their rank (paragraph style or numeration). **Small print** for case reports, digressions, long citations, poems etc. **No** further paragraph styles (i.e. paragraph indents) are to be used.
5. **Bold** print and *italics* are to be used sparingly and only when required for better comprehensibility. Please refrain from underlining and character-spacing if possible.
6. **Spelling:** Please take care of correct spelling and punctuation already during the writing process (if writing in German, please adhere to the Duden dictionary). This also applies to the correct and uniform usage of **typographical quotation marks** (double and single in German, respectively: „...“ , ...‘; double and single in English, respectively: “...” , ‘...’) and the apostrophe (both languages: ’), which is not to be confused with the prime symbol (′)! For pagination and dates please use the **en dash**, not the hyphen (correct: 1986–1989, wrong: 1986-1989).
7. **Citation:** Depending on the discipline, please cite consistently according to the/a relevant guideline.
8. **Gender-fair language:** In German texts please either use both the male and female word-form with a conjunction (i.e. Teilnehmer und Teilnehmerinnen) or the shorter version with capitalized 'I' (TeilnehmerInnen). In English texts please make use of neutralization (replacing male-masculin forms (policeman) with gender-unmarked forms (police officer)) and/or feminization, if applicable (use of feminine form to make female referents visible, for example, the student ... she instead of the student ... he). In order to achieve a text more easily readable, you may also use only male or female forms. In that case, please add a note stating the inclusion of the respective other gender, if not otherwise implied. If writing for an anthology, this might require previous consultation with the editor/editors in charge.
9. **Images:** Please provide us with your image data (tif/jpg/png) in high resolution (at least 300 dpi for photos, 1200 dpi for line drawings), as separate files, numbered, and equipped with a short key. Please mark the places within your manuscript at which the images are to appear. Images taken from other publications require information on the source material; **in any case you are to make sure the necessary reproduction rights have been granted.**

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