

Requirements for Formatting of Laser Print-outs/Camera ready copy

Format of book trimmed: 17 by 24 cm

Laser print-out on DIN A4/ Letter

Area of type for laser print-out (including header/running head = title of column): 13 by 20,5 cm

Contents of running heads:	in a book with a single author: left page: main title right page: subtitle in a book with more than one author: left page: author's name right page: title of article page numbers: 10 pt at the level of header and at the respective outer margin of the page
Font:	Antiqua (Roman type), e.g. Garamond, Palatino, Times
Font Size:	base type: 10 pt with 12 pt spacing (=10/12); pagina header, running heads: 9 pt; indented passages, longer citations, bibliographies: 9 pt footnotes, critical apparatus: 8 pt.;
Indentations:	paragraphs start without indentation; inserted passages, quotes, paraphrases, continuing lines in a bibliography are indented about two quadrats (equals the space of „MM“ in the respective type)
Footnotes:	within the area of type, set at the bottom, separated from the text by a line of 5 cm length if there is a larger gap between text proper and footnotes; footnote signs within the text: 8 pt superscript without brackets; footnote signs below the text: 8 pt superscript without brackets, indented from second line on
Order of make-up:	prelims, preface, title of contents paginated in Roman numbers, (leave four pages empty/unnumbered for prelims; pagination for title of contents/preface starts on page V); in a book with more than one author, each essay starts on a new page

Order of remarks on typography:

Size and grading of titles depends on the structure of the book. The general guideline is „Less is more“, i. e. chapter titles not set in bold type if possible; also use bold typing sparingly within the text.

Set titles apart by empty space and different size of font. Do not use fonts larger than 16 pt if possible.

Titles can be used for a particular subdivision.

Capitals should only be used at the highest level.

If the author wishes to highlight names within the annotations, we recommend small capitals.