

EDITORIAL GUIDELINES

1. **Data submission:** USB memory key/CD/transmission via WeTransfer
2. Please refrain from manual hyphenation, instead activate **automatic hyphenation**.
3. **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.
4. **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).
5. **Citation:** Depending on the discipline, please cite consistently according to the/a relevant guideline.
6. **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.
7. **Images:** Please make sure to use only images in high resolution (at least 300 dpi for photos, 1200 dpi for line drawings) and send us these images aswell (e.g. via WeTransfer). Images taken from other publications require information on the source material as well as the consent of the author and/or publisher of the initial release; **in any case you are to make sure the necessary reproduction rights have been granted.**

GUIDELINES LAYOUT/TYPESET

You may receive a separate set of guidelines depending on what series you are working on

1. **Type area:** 13 × 20.5 cm (including running title). This applies to the book format 17 × 24 cm.
2. Please always work with **paragraph styles** and, if possible, also with **character styles**.
3. **Typeface and font size:** In general the main text is to be set in a Garamond font; for ancient Greek and other specialty typefaces the required special font should be used.

Sizes:

Main text and page number: 10–10.5 pt. (Stempel Gar.: 10 / Adobe Gar.: 10.5)

Running title: 1 pt. smaller

Footnotes: 1.5–2 pt. smaller

Headings: 1st order: 13–14 pt., regular; 2nd order 11–12 pt., regular; 3rd order: as main text, italic; 4th order: as main text, regular; spacing: distance to upper edge should not be too narrow, in relation to distance to lower edge the ratio should be 2:3 to 1:3.

4. **Paragraphs**: No indentation is to be made on paragraphs following headings (or following an empty line). All following paragraphs should have an indentation of 5 mm.
5. **Running title**: please set the running title centred in such a way that is independent from the outer page number, so that no ‘jumping’ of the centring occurs when additional digits are added to the page number. For articles: author in left running title and title of article in right running title; for monographs: 1st order heading left, 2nd order heading right. Running title and page number are to be omitted on pages on which a new main chapter (1st order) begins.
6. **Line thickness**: Please keep the line setting apart footnotes thin (0.3 pt.) and make sure the spacing above it is at least 3 mm. Lines in graphs or tables should also be kept thin at 0.3 pt.
7. **Avoid an individual line** of an at least two-lined paragraph **standing alone at the top or bottom of a page** (so-called widow line and orphan line, respectively). Such stray lines particularly occur with footnotes due to the page-balancing (regardless of respective settings in the paragraph style). Please look carefully for such instances and try to avoid them, i.e. by changing the character spacing (to no more than -10/+10).
8. **Images**: The layout/typeset of the plates section is usually left to the publisher. Images occurring within the text part of the book are generally to be placed at the top of the type area. Captions are to be set under the image at a distance of 3 mm and are to be aligned left or centred.
9. **PDF creation**: Please enable the following settings when creating a pdf through your layout program:
 - deactivate all compression settings
 - all fonts and images must be integrated/embedded
 - do not run any recalculation/resampling of images
 - do not run colour conversion

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