

Guidelines for Preparing Manuscripts

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Dear Author,

Before you prepare your manuscript, please give your attention to the following technical specifications and formal aspects and configure your text document accordingly. In the event you have already completed your document, please go through your text again with an eye toward the following, purely formal points. We understand that this will cost you some time, but it will save both you and us unnecessary time and cost-intensive editing and conversion of your data later on. We are very appreciative for your conscientious review!

Technical remarks

- As far as possible, please deliver your text in a zip file in a commonly-used Microsoft or Mac format. Please retain a backup copy.
- Please submit only a complete and final version; please do not deliver your text in installments.
- The use of special page layouts is discouraged. Please do not configure captions by introducing numerous empty spaces or lines. Nonstandard fonts should be avoided.
- Please delete any comments if present from the final version of the text.
- Please do not save the entire text of your book manuscript in a single file, but instead split it up (i.e. according to chapters; recommended size: 80 000–100 000 characters per file)
- File names may not contain empty spaces, umlauts, or ß. The sequence of text should be clearly indicated by filenames, i.e. “Chap_01.doc,” “Chap_02.rtf” and so forth. Please leave the suffix (.doc or .rtf) so that any operating system can recognize the file correctly.
- Since you are contractually bound to produce a specific number of standard pages, it is recommended that you generate a list for each chapter that specifies the number of characters for appendices, image captions, tables, and illustration captions. The number of characters (including empty spaces) divided by 1800 gives the number of standard pages.
- Image captions should be listed in a separate document, or else positioned at the desired locations within the running text.

Electronic text preparation

- Please enter your text continuously, that is to say: use hard line spacing only at the end of a paragraph and for titles, subtitles, enumerations, and so forth.
- Please use the automatic pagination function.
- Please do not use indentations. Should an indentation prove necessary, please use the tab stop, not empty spaces.
- Please do not use word or syllable divisions. These will be inserted by the graphic designer during the layout stage.
- Please use neither `l e t t e r s p a c i n g` nor UPPERCASE.
- Please do not use the letters “o” or “l” for the digits zero or one.
- Please use a nonbreaking space to avoid breaking a word, or a number in conjunction with a word, at the end of a line, e. g. St. Petersburg; J. W. Goethe; 37 mm; p. 60, etc. (shortcut for Microsoft Word in Windows: `ctrl + shift + spacebar`; in Mac-OS: `[alt]` and `[spacebar]`)
- Please use the spellcheck in order to eliminate word repetitions, sentence/word fragments caused by revisions, sequences of disconnected text passages, and typing errors.
- Each document should be inspected for superfluous empty spaces (Microsoft Word, menu editing, search ((double space)), replace ((single space)), replace all). For verification, the “paragraph mark” (¶) can be activated, which makes both double spaces and paragraph breaks visible.

Frequently occurring errors regarding text revision

- Word repetitions
- Sentence/word fragments caused by revisions
- Sequences of disconnected text passages
- Errors in the spelling of names, streets, localities, firms, etc.

Formal aspects (from A–Z)

- **Abbreviations:** in essays and more extensive texts, please avoid as much as possible (exception: BCE/CE). In brief project texts, use as few as possible, and then only commonly used abbreviations (e.g., i.e., etc.). In tables, all abbreviations are permissible.
→ Please arrange additional abbreviations with the responsible editor.
- **Back matter:** detailed remarks on the presentation of the individual components of back matter (appendices, bibliography, picture credits, index, etc.) are available on request. The priority is on a consistent and unified arrangement.
- **Citation references:** identified within the text with name, year date, and page number: (Bürdek 1985, p. 60). Do references correspond to the bibliography?
Please be sure that citation references always refer to original works: when citing a work that has appeared in various language editions, please cite the original, not a translation.
- **Emphasis** within the text:
italics: use to emphasize individual words (please use sparingly!), book titles, names of newspapers and periodicals, catalog titles, film titles, television programs, exhibitions, product names, and foreign words, in the event that their spelling is not specified in a respected dictionary!
“In quotation marks”: poster titles, image titles, articles
→ Please arrange additional forms of emphasis with the responsible editor.
- **Enumeration:** flush left and beginning with an empty line, no indentation, use unified dividing elements.
- **Footnotes/endnotes:** are these correctly numbered in sequence and complete? Does each conclude with a period? If the note refers to an entire sentence/part of a sentence, the number is positioned after the concluding punctuation mark;² otherwise, directly after the relevant term³ within the sentence.
- **Foreign words:** use correct English orthography (c.f. Chicago Manual of Style); for non-Anglicized expressions, please use the correct spelling of the foreign term and set in italics (see also section on emphasis).
- **Glossary:** use color to mark terms within the running text.
- **Hierarchy of text:** are all title/headlines systematically identified? Either through formatting (bold, 14 pt., 12 pt., etc.), or via designations indicating hierarchy <Ü0> introduction, <Ü1> main chapter, <Ü2> subchapter 1st grade, <Ü3> subchapter 2nd grade, etc.?
Do title/headlines correspond to the table of contents?
- **Image captions:** please be consistent! Full sentences are concluded with a period; incomplete sentences receive no period.
Product descriptions should always retain the same sequence of information (e.g. product name, designer, producer, year). If you are unsure, please ask the editorial team!
- **Images:** please place the image caption or (if the image caption is contained in a separate file) the image number at the intended place within your manuscript and emphasize it by means of color or double parentheses. For translations: you may insert images in a lower resolution (i.e. as a screenshot), to facilitate the work of the translator. Please insert image captions into a double column table:

German term	The translator adds the translation here

- **Indentations:** none
- **Index:** please use the index function in Word: 1. mark the term, 2. press ALT+ SHIFT+X, 3. In order to define the index entry, click on “mark entry,” 4. To create the index: via the menu references, click on the “insert index” button. Attention: Word inserts each index entry into the text as a XE field, which is formatted as a “hidden text”; in order to see the XE field, you must activate the “hide/show ¶” function.
- **Numbers:** letters or numerals? The following is recommended:
 1. As a rule, the numbers 1 (one) through 12 (twelve) are written out in running text, larger numbers are generally given as numerals.
 2. Year dates, dimension and currency specifications, and dates: all numbers as numerals
 3. Dimension specifications: consistency, please: either no period (e.g. 50 m), or always with a period (3.55 m / 3.5 m / 3,00 m)
 4. Lower numbers are also given as numerals when they appear in the same context as larger numbers, or when the figures represent comparison values.
 5. Please use a comma for figures beginning with 10,000, and in tables and lists, for numbers beginning with 1,000.
- **Orthography:** please consult an up-to-date and authoritative style guide, for example Chicago Manual of Style for American English, Oxford Guide to Style for British English.
- **Quotation marks:** use double quotes (“...,” «...»); if additional quotes are required within a citation, please use single quotation marks (‘...,’ ‘<...>’).
- **Special characters:**

Percent signs: written out in the running text; for more frequent use/comparisons, use of the percent sign (%) is permissible, with no space between number and percent sign.

Ellipses/suspension marks: ... an ellipsis is preceded and followed by an empty space. If a sentence concludes with an ellipsis, it is followed by an additional period. If an ellipsis occurs within a citation, or if an entire sentence is omitted, the ellipsis is set within square brackets: “final word. [...] New sentence.”

If you wish to use additional special characters, please consult an authoritative style guide or ask us.
- **Tables:** these must be marked in the manuscript and numbered. Tables should be saved in a separate file. Typographic design is the responsibility of the publisher or graphic designer.
- **Units of measurement:** written out as a rule (meter, kilogram, ton, euro, percent, etc.), with greater frequency (more than three times on the same page), in technical specifications, as well as in brief texts and in tables, abbreviations are preferable.
- **Word division:** no word or syllable division. This step is executed by the graphic designer during the layout process.

Illustration material

For the submission of illustration material, please consult the separate information sheet “Image Specifications.”

Images

Please supply:

- Image material according to our technical specifications
- Always in complete form together with your texts
- Accompanied by a list of all images with requests for their respective sizes of reproductions and where appropriate with picture captions

Please label data files containing images clearly (e.g. with consecutive numbers), and use these file names in lists of images as well (see above), and when signifying the desired placement of images in the running text.

Tables/diagrams

- save tables and diagrams in separate files
- is each table labeled and complete?

Your manuscript submission should include:

- the electronic manuscript according to technical specifications
 - table of contents
 - text
 - tables and diagrams
 - file with image captions (unless image captions have been inserted at the correct positions within the text)
 - back matter: appendices, bibliography, picture credits, index (if applicable), author’s biography (if applicable), acknowledgments (if applicable)
- illustration material (including lists)

Thank you very much!
Birkhäuser Editorial Team