GUIDELINES FOR AUTHORS, JOURNAL EDITORS, AND COLLECTIVE BOOK EDITORS

GENERAL GUIDELINES

1.   We encourage the authors and editors to use the **Chicago Manual of Style**. However, a different style can be used as long as it is applied consistently throughout the book.

2.   The golden rule is **CONSISTENCY**. Keep the same style for:

    i. Making long quotation

    ii. Giving footnotes / endnotes

    iii. Making references

    iv. Titles and subtitles

throughout the whole volume (not only the article but the whole volume). DO NOT change, for instance, the way you make references.

3.   NEVER use underline, **bold**, ***bold-italic***, or e x p a n d e d   f o n t s to highlight words inside the text. Use always *italics only* when highlighting words or fragments in the text.

4.   Indicate **LONGER QUOTATIONS** (more than 4 lines) by "isolating" them in this manner: *left-indent 5 mm, right-indent 5 mm, one empty line before, one empty line after*. This way we can easily apply to all longer quotations the same final style in Adobe InDesign after we import the word document. E.g.:

> Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean sagittis faucibus odio. Pellentesque feugiat, leo vitae porta feugiat, tortor diam faucibus velit, sed condimentum ante urna sollicitudin velit. Sed a odio. Fusce aliquam. Integer nec nisi. Morbi vulputate nonummy eros. In lobortis ante sed lacus. Duis metus nibh, egestas ut, posuere eu, eleifend in, tellus. Maecenas in nisl. Sed vulputate. Etiam lacinia urna ut nulla.

5.   Apply generally accepted **quotation marks** for academic publications for that PARTICULAR LANGUAGE. E.g. in English you have upper 66 at the beginning and upper 99 at the end ("quote"). In German you have the lower 99 and upper 66 („quote"). In French you have « and » to mark quotations (« quote »), and so on.

6.   Use generally accepted **FONTS** (Times New Roman, Arial, Georgia, Garamond) which can be easily converted in our chosen fonts. If you need to use any other type of special fonts, please also include the special font(s) when submitting the files.

7.   If you use **IMAGES** (PHOTOS / DRAWINGS / CHARTS / SCHEMES, etc.) please always include the image also as a separate file (extensions .jpg, .gif, .tiff). The images should be of good quality.

8.   DO NOT WORRY about page sizes and margins. They will all be changed by our DTP department according to our editorial styles.

9.   The Authors writing articles in foreign languages (not native speakers) are kindly asked to have their texts proofread and revised by a native speaker.

10.   Before sending the manuscript to the Publisher, the Editor of a Journal Issue / Collective Book is asked to check thoroughly the formal consistency of the whole volume and the proficiency of the language, *before* sending it to the Publisher.

11.   The Editor of a Journal Issue / Collective Book is asked to send to the authors the ***galley proofs*** of their articles/chapters in .doc file.

12.   The Authors are asked to read very carefully their articles/chapters, make all the necessary corrections in this stage of the production, directly in the Word file, and send the final corrected form to the Editor.

13.   The Editor of a Journal Issue / Collective Book can send the manuscript to the Publisher only after the Authors explicitly approve the .doc version of their articles/chapters.

14.   After this stage, the Authors will receive the ***page proofs*** (with the final layout, in .pdf), but in that stage of the production the Publisher will able to accept only small corrections (punctuation marks, small words, as well as the possible errors appeared because of the layout). No major correction will be accepted in the ***page proofs*** (rephrasing, adding/deleting footnotes or phrases), since they will affect the whole layout and require re-pagination. That's why any correction of the content of the text must be inserted in the first phase, in the ***galley proofs***.

15.   The Authors will receive from the Publisher a "consent to publish" form. The Authors are asked to sign this form and to send it to the Publisher (via email or airmail).

PRESENTATION OF THE MANUSCRIPT

16.   We kindly ask Authors/Editors to submit only the **final** and **complete** manuscript. We do not accept partial submission or texts that are not in their final shape.

17.   Journal Editors or Collective Book Editors are asked to send the manuscript as follows:

    a. a single .zip or .rar archive

    b. in the archive, each article/chapter should be placed in separate .doc (or .docx) file

    c. the order of the articles/chapters should be indicated with numbers in the name of the file + the family name of the author (01.Johnson; 02.Sepp; etc.)

    d. the first file should be the complete and final table of contents "00.TOC.doc"

    e. the last file should include the complete list of authors' email address

18.   Each article should be preceded by an **abstract** (8-12 lines long, 600-900 characters) that summarizes the content, and 5 **keywords** in English, regardless of the language used inside the actual article. This rule is *optional for collective books*, but it is *mandatory for journal issues*.

19.   If you have not yet decided the style you wish to use for your book, we encourage you to visit the page:

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