**GUIDELINES FOR AUTHORS,
JOURNAL EDITORS, AND COLLECTIVE BOOK EDITORS**

**GENERAL GUIDELINES**

1. We encourage authors and editors to follow the **Chicago Manual of Style**. However, other citation styles may be used as long as they are applied **consistently throughout the book**.
2. **Consistency is essential** throughout the entire volume (not just individual articles or chapters). Keep the same style for:
	* Formatting long quotations
	* Footnotes and endnotes
	* References
	* Titles and subtitles
	**Avoid switching reference styles within the same volume.**
3. **Text Formatting:**
	* Do not use **underline, bold, bold-italic, or expanded fonts** for emphasis.
	* Always use *italics* for highlighting words or fragments within the text.
4. **Formatting Long Quotations:**
	* Any quotation longer than **four lines** should be formatted as a block quote:
		+ Left-indent: **5 mm**
		+ Right-indent: **5 mm**
		+ Leave **one empty line** before and after the quotation
	* This formatting allows for uniform styling in **Adobe InDesign** after importing the Word document.
5. **Quotation Marks:**
	* Use the **standard quotation marks** for the language in which the article is written:
		+ **English:** “double quotation marks”
		+ **German:** „lower 99 and upper 66“
		+ **French:** « guillemets »
		+ **Other languages:** Follow their respective typographic conventions.
6. **Fonts:**
	* Use widely accepted fonts such as **Times New Roman, Arial, Georgia, or Garamond** to ensure smooth conversion.
	* If special fonts are required, include the font files when submitting the manuscript.
7. **Images, Charts, and Figures:**
	* If your work includes **images, photos, drawings, charts, or schemes**, submit them as **separate files** in **high quality** (.jpg, .gif, .tiff).
8. **Margins and Page Size:**
	* **Do not worry** about setting specific page sizes and margins. These will be adjusted by our **DTP (Desktop Publishing) department** according to our editorial standards.
9. **Proofreading for Non-Native Speakers:**
	* Authors writing in a language that is not their native language **must** have their texts proofread by a native speaker before submission.

**AUTHOR > EDITOR > PUBLISHER WORKFLOW**

1. **Editorial Review Before Submission:**
	* Before sending the manuscript to the publisher, the **Editor of a Journal Issue or Collective Book** must:
		+ **Ensure formal consistency** across all chapters
		+ **Check language proficiency** of the entire volume
2. **Proofreading by Authors:**
	* Editors must send **galley proofs** to authors in **.doc** format before finalizing the manuscript.
3. **Corrections by Authors:**
	* Authors must carefully review their **galley proofs** and make **all necessary corrections** in this stage.
	* Corrections should be made **directly in the Word file** and sent back to the Editor.
4. **Final Approval:**
	* The manuscript can only be submitted to the publisher **after authors explicitly approve** their corrected versions.
5. **Final Layout and Page Proofs:**
	* Once the final **layout** is completed, authors will receive **page proofs (in .pdf format).**
	* At this stage, **only minor corrections** will be accepted (e.g., punctuation, small typos, formatting errors).
	* **Major changes (rephrasing, adding or deleting footnotes, modifying sections)** will not be allowed, as they affect pagination and layout.
6. **Publishing Consent Form:**
	* Authors will receive a **"Consent to Publish"** form, which must be signed and returned via email or postal mail.

**SUBMITTING THE MANUSCRIPT**

1. **Final Manuscript Submission:**
	* Only **complete and final** manuscripts will be accepted.
	* **Partial submissions** or incomplete texts **will not be considered**.
2. **Submission Format (for Journal Editors and Collective Book Editors):**
	* Manuscripts must be submitted as a **single .zip or .rar archive** containing:
	a. Each article/chapter in a separate **.doc or .docx file**
	b. Files **named in order** (e.g., **01.Johnson.doc, 02.Sepp.doc**)
	c. A **complete Table of Contents** file (**00.ToC.doc**)
	d. A final file with **all authors’ email addresses**
3. **Abstracts and Keywords:**
	* Each article should include:
		+ An **abstract** (8-12 lines, **600-900 characters**) summarizing the content.
		+ **Five keywords** in **English**, regardless of the article’s original language.
	* This rule is **mandatory** for journal issues but **optional** for collective books.
4. **Citation Styles and Additional Guidelines:**
	* If you have not yet decided on a citation style, please refer to:
	[**Guidelines – Studia Phaenomenologica**](https://zetabooks.com/wp-content/uploads/2023_Guidelines_Studia_Phaenomenologica.pdf)

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