Style guide for manuscripts

1. Main text
   Font: 12 point, Times New Roman
   Line space: 1.5
   Refrain from using bold type or underlining in the text, also use italics only sparingly.
   Full-line spacing between paragraphs.

   The main text should be **approximately 8,000 words** long with the **total word count not exceeding 10,000 (including footnotes)**.

   Contributions must be saved in a simple format, i.e. without automatic hyphenation, with a consistent font, and no activated hyperlinks or other macros.

   Suggested headings:
   - First level - A., B., C., D., etc.
   - Second level - I., II., III., IV., etc.
   - Third level - 1., 2., 3., 4., etc.
   - Fourth level - a), b), c), d), etc.

2. General requirements
   Please add a first footnote (*) that provide information the status of the author and his / her email-address.
   Please also provide a brief (300 words) English abstract of your contribution.

3. Footnotes
   Font 10 point, Times New Roman
   Line space: single
   All footnotes end with a full stop.

   **Books:**
   `<Author’s full name>` (in italics), `<title>`, `<place and year of publication>`, `<page number>` (do not cite the publishing company).


   Subsequent quotation:
   `<Author>` (last name only), `<note #>`, `<page number>`.
Journal articles:  
<Author's full name> (in italics), <title of the article>, <name of journal> <volume> <(year)>, <page number> (of the specific page referring to, not of the article as such).


Subsequent quotation:  
<Author> (last name only), <note #>, <page number>.  
Example: Hartmann, note 13, p. 417.

Articles in a collection:  
<Author's full name> (in italics), <title of the article>, <in: > <name of editor or editors (ed./eds.).>, <title of collection>, <place and year of publication>, <page number> (do not cite the publishing company).


Subsequent quotation:  
<Author> (last name only), <note #>, <page number>.  
Example: Correa González, note 18, p. 55.

Websites:  
<Author's full name> (in italics) OR <institution>, <title>, <http:// address> - (last accessed on <date>)


Titles of works cited in languages using non-latin script should be given in an established transliteration and a translation of the title should follow in [ ].