

## **MANUSCRIPT PREPARATION GUIDELINES**

This document provides authors with details on policy, copyediting, formatting, and layout requirements pertaining to final manuscript submission to this journal. All manuscripts must have correct formatting to be considered for publication.

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All manuscripts must be written in clear and concise English. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ—at your expense—the services of a professional language editor.

Please get in touch with the Language Editors directly to discuss details.

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## CONTENT AND STRUCTURE

- Manuscripts should be submitted as Word, docx, rtf, or LaTeX files
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- Write your article in English
- Use the following document structure:
  1. Introduction (titling this section is optional)
  2. Subsequent sections which include tables, references to figures and figure captions.
  3. Appendices (if any).
  4. Explanation of symbols mentioned in the text.
  5. References - Include a proper bibliography following the guidelines in the References section below.
  6. Please supply figures in separate files, not embedded in the text. Please see the "Tables, Figures, and Graphs" section below for more detailed instructions regarding figure submission.

## BOOK REVIEWS

- Book reviews must start with the citation of the book at the top of the first page.

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For authors working with LaTeX files, please see the related files and documentation at [http://www.degruyter.com/staticfiles/pdfs/DeGruyter\\_LaTeX\\_template\\_package.zip](http://www.degruyter.com/staticfiles/pdfs/DeGruyter_LaTeX_template_package.zip), including a template for author use and instructions for working with the files.

## FONTS

- Only use Unicode fonts (e.g. Times New Roman, Arial)

## COLORED TEXT

- Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

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- To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged.
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- Titles of books, movies, etc., should be set in italics rather than underlined.

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The use of abbreviations and acronyms is permitted provided they are defined the first time they are used.

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Headings (e.g., title of sections) should be distinguished from the main body text:

- Clearly indicate the heading hierarchy.
- Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lower-case.

## FOOTNOTES

- Footnotes must appear at the bottom of the page on which they are referenced rather than at the end of the paper.
- Excessively long footnotes are better handled in an appendix.

## TABLES, FIGURES & GRAPHS

- **General requirements:** All illustrations must be of reproduction-ready quality and in EPS, TIF, or JPG format. They will be reduced in size to fit, whenever possible, the width of a single column. Lettering of all figures within the article should be uniform in style (preferably a sans serif typeface like Helvetica) and of sufficient size (ca. 8 pt.). Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in numerical order. Indicate the approximate placement of each figure. Do not embed figures within the text body of the manuscript; submit figures in separate files. Only

figures (graphs, line drawings, photographs, etc) should be labeled as 'figures', not tables or equations.

- **Halftone figures** (grayscale and color) should have a minimum resolution of 300 dpi and be of good contrast. Authors are welcome to submit color illustrations. We are pleased to offer both Print and Online publication of color figures free of charge. the services of a professional language editor.

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- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text.

- Type short mathematical expressions inline.

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- Ensure that Equations are typed or created with a plug-in, such as Word Formula Editor or MathType. Mathematical expressions must not be displayed as images

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- Insert a blank line before and after each equation.

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However, make sure to be consistent in this.

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