

Metaphysica

Instructions for Authors

Types of papers

Original Papers, Book Review

Language

English

Manuscript submission

Legal requirements

Submission of a manuscript implies

- that the work described has not been published before;
- that it is not under consideration for publication anywhere else;
- that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.

The publisher will not be held legally responsible should there any claims for compensation.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain **permission** from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

How to submit

Editorial procedure

Articles should be written on a computer (compatible with Word 2000 or lower, line spacing 1.5; type-size 12 pt) and submitted via the online submission system ScholarOne <https://mc.manuscriptcentral.com/mp>. Deadline for submitting articles is for No. 1 January 1, and, for No. 2 July 1 of each volume. The text should be no longer than 25 pages, including an abstract and keywords. The languages of publication is English. For previously published articles, the authors must ensure that no copyright is infringed. All articles submitted will be refereed on an anonymous basis. We cannot accept any liability for unsolicited manuscripts. They will not be sent back unless the author makes an explicit request and provide return postage.

Books for review should be sent to the editorial office: redaktion@metaphysica.de

Please send reviews also online via <https://mc.manuscriptcentral.com/mp>.

Manuscript preparation

Title page (separate file)

The title page should include:

- the name(s) of the author(s)
- a concise and informative title
- the affiliation(s) and address(es) of the author(s)
- the e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an **abstract** of 100 to 150 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 **keywords** which can be used for indexing purposes.

Text

Text formatting

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Note: If you use Word 2007, do not create the equations with the default equation editor but use MathType instead.

- Save your files (*Title Page* and *Main Document*) as doc (word files).

Heading levels, numbering

Please use no more than three levels of displayed **headings**.

Abbreviations and acronyms

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

References

The list of **References** should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished

works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Citation in text

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted (Becker and Seligman 1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993).

List style

Reference list entries should be alphabetized by the last names of the first author of each work.

Journal article

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325–329

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York

Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* (in press). DOI: 10.1007/s001090000086

Online document

Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title> of subordinate document. Cited 15 Jan 1999

Always use the standard **abbreviation** of a journal's name according to the ISSN List of Title Word Abbreviations, see <http://www.issn.org/en/node/344>

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table heading. The table title should explain clearly and concisely the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.
- Footnotes to tables should be indicated by superscript lowercase letter (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

- All figures are to be numbered using Arabic numerals.
- Figure parts should be denoted by lowercase letters.
- Figures should always be cited in text in consecutive numerical order.
- For each figure, please supply a figure caption.
- Make sure to identify all elements found in the figure in the caption.
- Identify any previously published material by giving the original source in the form of a reference at the end of the caption.

ESM

If Electronic supplementary material (ESM) is submitted, it will be published as received from the author in the online version only. ESM may consist of

- information that cannot be printed: animations, video clips, sound recordings
- information that is more convenient in electronic form: sequences, spectral data, etc.
- large original data, e.g. additional tables, illustrations, etc.

- If supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., "... as shown in Animation 3.>").

After acceptance

During the production phase the following issues have to be clarified:

Open Access

Authors may wish to choose an open-access option for their article. De Gruyter offers two different options:

- **Gold** – immediate OA distribution over the publisher's website. Authors or funding agencies are required to pay an access processing fee of 1,750 Euro (for more information, please see <https://www.degruyter.com/dg/page/560/de-gruyter-open-library>).
- **Green** – self-archiving on institutional repositories: authors are free to put their contributions OA on their institutional repositories twelve months after publication.

Copyright

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Authors will be asked to transfer copyright of the article to the Publisher. This will ensure the widest possible protection and dissemination of information under copyright laws.

Offprints/Reprints

Contributors receive a PDF offprint of their article.

Color in print

The print and online publication of **color illustrations** is free of charge.

Proof reading

The purpose of the **proof** is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are **not** allowed.