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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De Gruyter does provide a *light* copyedit of manuscripts for this journal, but authors remain responsible for being their own copyeditors.

LANGUAGE EDITING

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
- If your manuscript contains special characters, equations, etc. please make sure to also supply a PDF version as a reference file. This will be used to ensure any formatting issues introduced during the submission process can be corrected accurately.
- 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 with in-text references (e.g, Figure 1, Table 2, Graph 3, etc.). 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.

LATEX TEMPLATE

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, including a template for author use and instructions for working with the files.

FONTS

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

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

HEADINGS

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.

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- **Figure legends:** Provide a short descriptive title and a legend to make each figure self-explanatory on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in the text body.

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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.
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REFERENCES

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