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.
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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.

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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.

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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


Book


Book chapter


Article by DOI


Online document


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.
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- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.
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- Figures should always be cited in text in consecutive numerical order.
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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.

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

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