

Guidelines for Authors

Reports / Reviews

Formal Guidelines for the Manuscript

Scope: Conference reports should not exceed a maximum of four pages. Reviews should not exceed 4,000 characters including blanks. In case of more than 6,000 characters the review has to be shortened by the author.

Font: Times New roman, 12 pt., single line

Format in the Text:

- Please do not use automatic syllable separation
- do not use manual word separation
- left-justified, no justification
- no indent at the beginning of a paragraph resp. tab-stops at the beginning of a new line
- use blank line between paragraphs
- special characters can be used (e.g., Milošević). If possible, no Cyrillic or Greek signs, better transcribe these

Italics:

- only for first mentioning of author's first name and family name quoted, e.g., in a review of an anthology or for conference speakers.
- otherwise only emphasize on content, special technical terms or fixed terms in a foreign language should be put into italics.
- title of book or lecture, name of author, institutions or other should not be put in italics – if necessary, use quotation marks.

Essential Information:

Please include the following information at the beginning of the main text in the given sequence:

For Reports (e.g. Conference Reports):

- title of the conference,
- event organizer,
- Place and date of the conference,
- First name and family name of the author as well as working place (e.g., report by Frauke Mustermann, Kiel).

For Reviews:

- First name and family name of the author resp. the publisher
- Title of the reviewed publication
- Place of publication: publishing house and year of publication, number of pages, if required publication series in brackets (=...) ISBN or ISSN code
- First name and family name as well as place of work of the reviewer (e.g., reviewer: Frauke Mustermann, Kiel)

Language Rules

Please use gender neutral language. Pronouns: avoid generalizing masculine forms like "he, his" and use "they, their" instead or replace "his" by "the / a(n)": "A professor wants the thesis to be discussed." Or use "his or her", "he or she".