

# Guidelines for Authors

## Reports

### Length (number of characters including spaces)

The length of the report depends on the type of event:

- Reports on panel discussions or book presentations should be between 3,800 and 5,000 characters including spaces (1–1.5 pages).
- Reports on full-day events should be between 4,000 and 8,000 characters including spaces (apx 1-2 pages), depending on the duration of the event and the significance and scope of the topic.
- Reports on conferences lasting several days should contain 12,000 to a maximum of 16,000 characters including spaces (apx 3–4 pages).

### Essential Information

Please include the following information at the beginning of the report and in the following order:

- Title of the event
- Event organizer(s)
- Place and time of the event
- First and last name of the reporter(s) and place of work (e.g., report by Frauke Mustermann, Kiel).

### Structural Elements

Please name participants and organizers or event leaders in the text, either all with or all without academic titles. Please provide brief details of profession and place of work: “N.N., historian at the Free University of Berlin” or “N.N. (Free University of Berlin)”. For lectures, briefly summarize the most important content. For discussions, please avoid chronologically recounting and instead highlight the most important and controversial topics and summarize the results. At the end of the event, always report on key findings and any planned follow-up events.

### Text Formatting

- Font: Times New Roman, 12 pt, single spacing
- No automatic or manual hyphenation
- Left-aligned, no justification
- Do not indent paragraph beginnings or set tab stops at the beginning of lines
- Insert a blank line between paragraphs
- Please use special characters from the Latin alphabet (e.g. Chișinău) but transliterate Cyrillic or Greek characters.

### Italics

- Only use italics to emphasize content, technical terms or fixed foreign language terms.
- Do not use italics for books or presentation titles, author names, institutions, etc.; use quotation marks if necessary.

### Spelling / Language Rules

Please be consistent in using either British or American English spelling – use a spell checker if necessary. Please use gender-neutral language: avoid generic masculine expressions such as “man” and “he” when referring to all genders and instead mention both genders or expressions such as “people” and “they”.