

Dear author,

Thank you for contributing to a volume of our publishing programme!

Your contribution will be transferred from a Word file to the InDesign typesetting programme and will be typographically edited.

This information sheet concentrates on a few but very important rules which will help you with the conception and writing of your article and which we ask you to observe.

Let us organise the publication together in the speedy and high-quality process which the work deserves!

Your

Julius Klinkhardt Publishers

Your contribution: Structure

Your contribution must include the following elements:

Author

First name, name

Title

Gender characters/special characters in the title may limit the findability of the article in search engines.

Abstract

Please include an abstract (approx. 1,000 characters, a short summary) before the article, as well as three to five keywords. This will make it much easier for search engines to find your article.

Article text

Please observe the number of characters specified by the editors.

Bibliography

Information on the author

Your contribution: Classification

Use no more than three levels of structure (incl. title) and number them as follows:

- 1 1st order heading
- 1.1 2nd order heading

Your contribution: Text

We need largely unformatted manuscripts from you; please use italics only seldom and refrain from using bold type. No justification. No manual hyphenation. Please use the "Standard" style.

Please gender as specified by the editors. We accept ":", "*" and linguistic solutions.

Your contribution: Accessibility

Images, diagrams and graphics that convey information require a so-called alternative text. These are created by the publisher.

Your contribution: Illustrations, graphics

Please insert illustrations into the text using the Word tool "Insert & Link". Illustrations must have a resolution of 300 dpi in relation to a width of 11 cm. Place "Fig. X" under the illustration with a caption and the source in brackets, if necessary: "(own illustration)". With the 1st galley proof, we draw the editors' attention specifically to illustrations that are not of print quality.

Your contribution: Tables

Please create tables directly in Word. This is essential for accessibility. Place "Tab. X:" with a table caption above the table. Please ensure that the table is clearly labelled. Always refer to tables and figures specifically in the text, e.g. "(see Fig. 3)". A reference such as "(see above)" is not sufficient.

Your contribution: Citations

Please use the citation style specified by the editors. Use indenting (left margin: 1 cm; no tabs!) to mark long quotations that are set off from the body text. Please use inverted commas to mark short quotations or quotations that run in the body text.

Your contribution: Bibliography

Please only use the reference style specified by the editors! When using APA in the current version, good guides are e.g.

<https://www.scribbr.de/category/apa-standard/>

<https://apastyle.apa.org/>

Please use one paragraph for each reference and format it with the "Standard" style.

! Pay meticulous attention to the correct alphabetical order!

! Simple "copy and paste" will almost inevitably lead to different formats.

! The bibliography is not numbered.

Your Contribution: Information on the author

Name, first name, title

Orcid – if available

University / Institution

Main focus of work and research

Email

Proofreading

You will receive the first galley proof of your contribution from your editors for proofreading.

Use the Adobe comment function to make clear corrections.

Please refrain from making changes or additions to the content. As your contribution is part of a complete work, you will otherwise compromise the entire process!

Deadlines and delays

Writing, editing and publishing are profoundly creative processes that can often only be forced into deadlines to a limited extent. However, the publication of an anthology is also a joint adventure that requires reliable cooperation.

Please respect the work of the other contributors, the editors and the publisher by sticking to deadlines!

Inform the editors as early as possible if there are any delays!