

Checklist on the Form and Submission of Manuscripts

Component parts	
Text as hardcopy and file	<input type="checkbox"/> text with notes <input type="checkbox"/> table of contents (generally not necessary for contributions to journals) <input type="checkbox"/> bibliography (using the author-year system) <input type="checkbox"/> list of references (using the current DAI system) <input type="checkbox"/> a separate list of captions <input type="checkbox"/> a separate list of illustration credits <input type="checkbox"/> abstract (approx. 150 words) <input type="checkbox"/> keywords (no more than five) <input type="checkbox"/> address with e-mail
Illustrations	<input type="checkbox"/> original b/w prints, colour prints, transparencies, drawings (max. DIN A 0) or digital images (see below); reproductions only in exceptional cases <input type="checkbox"/> layout suggestions are required for plates <input type="checkbox"/> for assembled plates: contact the editing department beforehand <input type="checkbox"/> permission to publish and/or reproduce has to be granted
Format and style	
Text + Notes For details see: keyword list	<input type="checkbox"/> text and notes should be written in a common text processing program, preferably using a Unicode character set (e. g. Gentium, free download in the internet) <input type="checkbox"/> references to literature should be placed in foot- or endnotes <input type="checkbox"/> footnote numbers should be typed before punctuation marks <input type="checkbox"/> illustration references in the text should be given in brackets <input type="checkbox"/> the hierarchy of headings should be marked in the hardcopy <input type="checkbox"/> special characters should be marked in the hardcopy, or the used font should be supplied
Formatting	<input type="checkbox"/> left-justified <input type="checkbox"/> font size uniformly 12 pt <input type="checkbox"/> line spacing uniformly 1.5 <input type="checkbox"/> continuous pagination <input type="checkbox"/> foot- or endnotes <input type="checkbox"/> superscript or subscript <input type="checkbox"/> italics <input type="checkbox"/> bold <input type="checkbox"/> avoid other formatting (headings, indentations, word-division, columns, etc.)
Illustrations	<input type="checkbox"/> digital images: TIFF-files, EPS-files; resolution in regard to the final printing size: 400 dpi for grey-scale and colour pictures, at least 1200 dpi for line drawings <input type="checkbox"/> original illustrations should be marked on the reverse with continuous numbering, indication of section and orientation
Submission	
Author submits	<input type="checkbox"/> hardcopy of the complete manuscript, continuously paginated <input type="checkbox"/> digital version of the manuscript <input type="checkbox"/> illustrations: originals and/or printable digital images <input type="checkbox"/> print-outs of digital images <input type="checkbox"/> for review: all illustrations in screen resolution (up to 100 dpi) in one file (PowerPoint, PDF, Word) <input type="checkbox"/> layout suggestion for plates
Author retains	<input type="checkbox"/> a copy of all documents submitted