



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 full-citation 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 academic titles and e-mail
Illustrations	<input type="checkbox"/> original b/w prints, colour prints, transparencies, drawings (max. DIN A0) 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 footnotes
	<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.)	



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Illustrations	<input type="checkbox"/>	digital images: TIFF-files, EPS-files (no JPG-files); resolution in regard to the final printing size: 400 dpi for grey-scale and colour pictures, at least 1600 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 et al.)
	<input type="checkbox"/>	layout suggestions for plates
Author retains	<input type="checkbox"/>	a copy of all documents submitted

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