

Guidelines for Authors and Editors

v7 August 2025

1. Document & Font Type

- a. Manuscripts should be submitted as Word (.doc, .docx) or rtf files.
- b. Use a Unicode-based font as base font, preferably Times New Roman
- c. For queries, please add a pdf version of your manuscript.

2. Formatting

- a. In general: ***do as little formatting as possible.***
- b. Typesetting and text design are carried out by typesetting and design professionals.
- c. Do not indent the first line of a paragraph with tab-stops or spaces.
- d. Do not justify the text.
- e. Do not use automatic or manual hyphenation.
- f. No paragraph styles, i.e. use Word paragraph style "Standard" throughout
- g. To organize the hierarchy of chapters and subchapters, the use of "Outline" in Word is recommended, but not compulsory. Please do not use any other means of organizing the text.
- h. Chapter headings should be marked in bold and not formatted any further.

3. Illustrations, Tables & Graphs

- a. Illustrations should be sent as separate .jpg or .tif files with at least 300 dpi.
- b. Any graphs should be submitted in Excel or similar
- c. Copyright of illustrations to be cleared by the author.

4. Critical Apparatus and Annotations

- a. For the critical apparatus and annotations please use footnotes or endnotes.
- b. Each note starts with a capital letter and ends with a full stop.
- c. Citations must be clearly marked.
- d. Any URLs should be double-checked and a date added when accessed last time.

5. Bibliographical Referencing

- a. You may use your preferred bibliographical reference style.
- b. Uniformity of reference style across the book is quintessential.

For any questions, please contact us at:

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