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Technical Manuscript Preparation for Typesetting by the Publisher

1. Text editing

Before you send your work to the publisher for typesetting, please finalize it to ensure that it is up to date and that spelling and grammar are correct. Please note that you will be charged for any subsequent additional corrections in the typesetting which exceed 10 % of the typesetting costs and for which the publisher is not at fault.

2. Entering the text

Please use one single word processor for the entire work, i.e. for the same types of text please always use the same formats or commands. When using foreign alphabets (e.g. Greek, Hebrew), please check to see if you have installed the font you are using (Unicode) correctly.

Citations in the main text which are longer than three lines in the manuscript should be entered as small print. Please enter complete internet addresses and not only with the homepage; in addition please cite the date it was last accessed.

3. Line breaks, paragraphs and spacing

The text should not show any manual (permanently entered) hyphenation.

Please avoid using space lines.

Please always use tabs for special text indents and indentations instead of pressing the spacebar several times.

4. Markups

Please use *italics* only for markups (highlights) in the main text.

Authors' names in the footnotes and the bibliography are to be *italicized* or in small caps in accordance with the guidelines of the book or series. There are special guidelines for individual series, please clarify this with the editorial office.

5. Footnotes

The footnote numbering should begin with "1" in every first level of the outline (e.g. section, chapter, paragraph). Footnote cross-references should if possible be avoided, particularly in monographs.

Bibliographical references, sources and other citations should be in a uniform format in the footnotes.

6. Cross-References

If your manuscript contains non-dynamic internal cross-references to page numbers or footnote numbers, please replace these with black letters.

7. Illustrations

Before typesetting begins, the author *must* obtain permission to use all the images. A resolution of at least 300 dpi is required for further professional processing. Suitable formats are TIF, JPG or BMP. Since color illustrations are expensive, illustrations are printed in black and white as a rule.

You can insert the illustrations into the manuscript in the right place, or use a placeholder. Please provide the illustrations in a separate image file with a clear file identification.

8. Layout

Please follow the guidelines given by the editorial staff when doing the layout.

9. Manuscript Submission

Along with the text data, please also always submit a PDF file which is identical to the text data so that this can be used as a reference to verify the result of the data transfer to the typesetting program in case of doubt.

10. Time Schedule after Manuscript Submission

After you have submitted your manuscript to us it will be prepared for typesetting by our production department and an order for typesetting will be placed. You will receive a PDF from the publisher after 3 to 4 weeks and if you wish proofs of the typeset pages in which you can enter your corrections. If the necessary changes do not lead to any further change in pagination, you can use the proofs to eliminate all potential page references and can compile the manuscript for the index.

After the typesetter has made the changes, you will once again have the opportunity to check that these have been carried out correctly. In addition, you will then receive proofs of the index and the proofs of the cover. The subsequent printing process will take approximately 4 to 6 weeks.