edition | topoi

Book Series
Guidelines for Authors

1   Publishing in Edition Topoi

Authors have the possibility of publishing their academic work in our organization as part of an innovative publication model. We publish manuscripts as digital versions and as high-quality printed books. Our digital contents follow Open Access policies and use a Creative Commons license, i.e. all publications can be accessed, downloaded and linked free of charge and without restrictions worldwide.

OPEN ACCESS
CREATIVE COMMONS

Edition Topoi aims at providing an efficient service for authors and readers. All manuscripts undergo editorial supervision by Topoi and are subjected to quality control – thereby ensuring a speedy and transparent publication process.

2   The publication process

2.1   Recommendation

During the preparatory phase we recommend contacting the series editors or the editorial office at an early stage in order to check whether the potential publication can be principally included in the series.

2.2   Application and submission of manuscripts

Publication applications for monographs and volumes by multiple authors can be submitted by researchers from the Excellence Cluster Topoi. The application form with details on how to submit the manuscript can be found here –>

APPLICATION FORM
www.edition/topoi.org/
publishing_with_us/for-authors

Please note that the manuscript submitted together with the application must be complete and in conformity with the guidelines used by Edition Topoi. Manuscripts which do no meet the guidelines will be returned to the authors.

The series editors decide whether the manuscript will be accepted for the assessment process. Authors and publishers will be notified about the current status of the publication.

2.3 Assessment process

All manuscripts undergo a process of peer review, in which they are assessed by two independent anonymous reviewers. The reviewers' recommendations are central for accepting the manuscript into the Topoi series. After the peer review, the series editors and the editorial office evaluate the reviewer's criticism and send comments and suggestions to the authors. The content of the revised manuscripts is then revised.

PEER-REVIEW
(TWO INDEPENDENT
ANONYMOUS REVIEWERS)

2.4 Editorial phase and completion of the manuscript

After the assessment process authors and volume editors sign a publication contract with the Excellence Cluster Topoi and the University Libraries of the Humboldt-Universität zu Berlin and Freie Universität Berlin.

PUBLICATION CONTRACT

Authors and volume editors must procure printing permission for all images contained in the manuscript in writing and at their own expense (see Image Copyright Guidelines).

PRINTING PERMISSION
FOR ALL IMAGES

The next stage is a final editing of the manuscript by Topoi before it goes to print. After the manuscript has been typeset, authors and volume editors proofread the print version once more and finally give permission to print.

3   Guidelines on the formal layout of the text and submission of manuscripts

Please ensure that the manuscript which you finally submit contains the following separate files: (1) Text; (2) abstract, keywords and author's address; (3) bibliography; (4) list of images; (5) images (cf. checklist).

MANUSKRIPT BEINHALTET
(1) TEXT
(2) ABSTRACT, KEYWORDS AND
AUTHOR'S ADDRESS
(3) BIBLIOGRAPHY
(4) LIST OF IMAGES
(5) IMAGES (CF. CHECKLIST)

If you need or wish to diverge from the guidelines, please contact the editorial office first (redaktion@topoi.org).

CONTACT
redaktion@topoi.org

For all texts in German please use the reformed German spelling set out in Duden, 26th edition, 2013. For English texts use the guidelines of the Chicago Manual of Style (16th edition).

3.1 Abstract und Keywords

Monographs: For monographs you need to submit an abstract and 5 to 7 keywords in the language of the volume concerned and in English. The maximum length of the abstract is (per language) 1,500 characters (incl. spaces).

Volumes: For each text you need to submit an abstract and 5 to 7 keywords in the language of the text and in English. The maximum length of the abstract is (per language) 800 characters (incl. spaces).

3.2 Author information

You need to supply a brief biography for each author or volume editor in the language of the respective volume. It should contain a maximum of 500 characters (incl. spaces) and include the address of a university department or institute or a private address.

Example:

> Jane Smith, Dr. phil. (Mainz 1972), Habilitation (Hamburg 1979), is a Professor of Prehistoric Archaeology at Justus Liebig University in Giessen and is the head of the project "Neolithic Measures. Division of Labor in the Late Stone Age". The focus of her research is on the Neolithic period in Europa, economic archaeology, geoinformation systems in archaeology.

> Prof. Dr. Jane Smith
> Justus-Liebig-Universität Gießen
> Otto-Behaghel-Straße 10
> 35394 Gießen

> E-Mail: jane.smith@uni-giessen.com

3.3 Headings

When marking headings, please use the formatting settings of your text processing program.

- Monographs (incl. dissertations): maximum of three levels of structuring

- Volumes: maximum of two levels of structuring ; it is not allowed to number texts and headings

3.4 Text

Please format the texts using the "Standard" setting. Please note that the text layout prescribed by your program (font type, font size, spacing etc.) is irrelevant for the subsequent appearance of the text. The only important point is that you use the "Standard" setting, which will ultimately be adjusted by the typesetting program to adhere to Topoi requirements.

Please also note that the following points are important:

- Do not use hyphenation.

- Do not separate sections of text from each other by inserting blank lines; instead use headings or subheadings to structure or subdivide a text.

- Do not indent the first line of a paragraph.

- Only use the tabulator without format settings for indents (e.g. quotations). Under no circumstances should you use spacings.

3

AUTHOR
BRIEF BIOGRAPHY
ADDRESS

FORMATTING SETTINGS

- Emphasis: Use *italics* exclusively, e.g. for *titles of books* or to emphasize *words* or text passages. Do not underline or use bold characters.

- Quotation marks: use single typographical quotation marks, German (‚…') or English ('…') or double quotation marks, German („…") or English ("…") for quoting words or sentences or to express irony. Under no circumstances should you use the accent marks (`) or (``).

- Put lengthier quotations (3 lines and more) in separate paragraphs, indenting them on the left and without using quotation marks.

- For cross references, use the cross reference function in the Word program; when using other programs put a label or a reference to chapter numbers.

- Do not use cross references between footnotes.

- For Greek fonts and other special signs use Unicode-Font; in other cases please submit the respective font with your manuscript.

3.5 Citation method and footnotes

The source of quotations from primary and secondary literature must be in the footnote, not the text. Do not put footnotes in the captions.

Literature is cited by using a brief citation ("key"). The key is composed of the surname of the (first) author and the year of publication. **Unlike a conventional citation** (Anders 2001)**, the brief citation, i.e. the key, does not contain a space: Anders2001.** Please make sure that the respective key in the footnote is identical with the one in the data bank (or Excel list). Only in this way is it possible to clearly assign the brief citation to the complete text in the data bank or Excel list.

BRIEF CITATION ("KEY"):
ANDERS2001

Please put superscript numbers as references to the footnotes after the punctuation when they refer to a sentence or clause.[1] Only if a footnote refers to a word should the footnote number also be placed directly after this word[2], even if punctuation follows. For footnotes you should exclusively use the footnote organizers of your text processing programs. There are no cross references between footnotes.

SUPERSCRIPT NUMBERS
FOR FOOTNOTES

- Do not use unspecific page references (f. or ff.); page references should always be specific (14–15; 14–28).

PAGE REFERENCES
(14–15; 14–28)

- In *from* and *to* references, do not use the conventional hyphen (33-35); instead it is imperative that you use the en dash (33–35, 1915–1925). The combination of keys for the en dash: "Ctrl" + "-" (Word) or "Alt" + "-" (Mac) (on the number pad of your keyboard).

EN DASH
STRG + NUM⊟ (WORD WIN)
ALT + NUM⊟ (MAC)
ALT + 0 1 5 0

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1   This footnote refers to the whole sentence or a part of the sentence.
2   This footnote only refers to a "word".

3.6 Literature

Bibliographical references should be dealt with by using a literature processing program (if possible Jabref, but Zotero, Citavi, EndNote or similar programs are also possible). If a processing program is not used, please use the attached Excel table instead. Please do not submit lists in Word.

The following references are obligatory, depending on the type of entry involved:

Brief citation/Key	e.g. Anders2001 (NB: no space here) *The key is in the footnote and the data bank. It serves to identify the evidence given in the text so that it can be found in the bibliography. The key is comprised of the surname of the (first) author and the date of publication.* *NB: The key does not contain any space.*
Author: Surname, First name	Separate several authors by "and" *(Surname, Forename 1 and Surname, Forename 2 and Surname, Forename 3 etc.; e.g.: Bednarek, Andreas and Flöter, Jonas and Samerski, Stefan)*
Editor: Surname, First name	Please separate several editors by "and" *Surname, Forename 1 and Surname, Forename 2 and Surname etc.)*
Title of article, monograph, volume etc.	English book and essay titles must be capitalized
Series and volume number	Where relevant, state title of series and number of volume, only separated by a space *(z.B.: Beiträge zur regionalen Geographie 55)*
Name of Journal	
Vol./Issue No. of Journal	
Year of publication	
Place(s) of publication	Please separate different places of publication by "and" *Place 1 and Place 2 and Place 3 etc.(e.g.: Weimar and Berlin and Shanghai)*
Publishing house	

Page references	Page numbers must be linked by a long dash *(e.g. 12–36; combination of keys for the dash: "Ctrl" + " - " (on the number pad of your keyboard)*
URL/DOI with electronic publications	
When last accessed with electronic publications	

3.7 Index

It is very important to contact the editorial office beforehand so that the index can be compiled in a formally correct way. Authors (in the case of monographs) or editors in multi-author volumes are responsible for compiling the index themselves.

3.8 List of abbreviations

Where relevant, please compile an alphabetical list of abbreviations which precedes the bibliography (e.g. for technical abbreviations of sources).

3.9 Images (photographs, diagrams, tables)

Please submit images and tables separately from the text, by email or on a CD/DVD. Save each table and images as a separate file and number them in the order they appear in the text so that the table/image can be easily assigned. In addition, please submit a list of images (see example) which clearly shows the numbers of the images, the captions and the sources of the images.

LIST OF IMAGES WITH NUMBERS OF THE IMAGES CAPTIONS SOURCES OF THE IMAGES

Examples of the List of Illustrations:

Number	Caption	Source of Image
Fig. 3	Berlin's TV Tower at night.	Photo: Olga Teßmer.
Fig. 4	Detailed view of the TV Tower.	Müller 2012, 84 ills. 12 (Photo: Olaf Thiel).

Original images must have the required minimum resolution, depending on the type of illustration involved (while bearing in mind the final size in print):

REQUIRED RESOLUTION

- with photos (black and white, color): 300 dpi;
  with black and white photos with line drawings: a minimum of 600 dpi

- with line drawings, diagrams, plans etc.: 1200 dpi

- File formats: if possible tiff (not bitmap, no images embedded in Word documents)
- with illustrations where size is relevant, wherever possible use a scale bar rather than formulations like "1:50,000" or "reproduction 1:3".

Please highlight those sections in the text where the respective images are to be inserted and place the following information there: number of the illustration, caption and the size of image desired (quarter, half, or whole page). Captions should end in a period (full stop).

Please clarify in advance the requirements for printing permissions for the images. Authors are responsible for the complete list of sources and, where necessary, for obtaining the written permission for each image not of your own. For the procedure, please see our separate Image Copyright Guidelines.

WRITTEN PRINTING PERMISSIONS
SEE OUR SEPARATE IMAGE
COPYRIGHT GUIDELINES

Checklist for submission of final manuscripts

—— Text(s) with notes and instructions where to insert illustrations

—— Table of contents

—— Abstract for monographs: max. length of abstract per language 1500 characters incl. spaces in the language of the text and in English

—— Abstracts for volumes by multiple authors: maximum length of abstracts per language 800 characters incl. spaces in the language of the text and in English

—— Keywords, 5 to 7 (in the language of the text and in English)

—— Brief biography, max. 500 characters incl. spaces (the language of the text)

—— Bibliography (using a literature processing program or Excel table)

—— Images as separate files according to the format requirements

—— List of images (with numbers, captions, sources of images)

—— Written printing permission for each image not of your own

—— Information about special language requirements (e.g. high proportion of Arabic, Hebrew, Russian) and any other special features of the text (e.g. large percentage of illustrations, tables covering several pages, use of formulae)