

Book Series

Guidelines for Authors

1 Publishing in Edition Topoi

Authors have the opportunity to publish 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 content follows Open Access policies and uses 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 to provide 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 included in the series.

2.2 Application and submission of manuscripts

Researchers from the Excellence Cluster Topoi may submit publication applications for monographs and for volumes by multiple authors (anthologies). The application form with details on how to submit the manuscript can be found at the link to the right of this paragraph.

APPLICATION FORM
http://www.topoi.org/wp-content/uploads/2017/04/ET_Antrag_Publikation.pdf

Please note that the manuscript submitted with the application must be complete and in conformance with the guidelines used by Edition Topoi. The editorial office (publications@topoi.org) will provide you with the proper lists and forms to be submitted. As we are constantly updating our tools, please make sure to always acquire the newest version of lists and forms. Manuscripts not meeting the guidelines will be returned to the authors.

SUBMISSION FORMS ARE
AVAILABLE FROM:
PUBLICATIONS@TOPOI.ORG

The series editors decide whether the manuscript will be accepted for the assessment process. Authors and volume editors will be kept informed 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 essential for the acceptance of the manuscript into the Topoi series. After the peer review, the series editors and the editorial office evaluate reviewer criticism and send comments and suggestions to the authors, who will then revise the manuscript content as needed.

PEER-REVIEW
(TWO INDEPENDENT
ANONYMOUS REVIEWERS)

2.4 Editorial phase and completion of the manuscript

After the assessment process, the 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 in writing and at their own expense for all images contained in the manuscript (see Image Copyright Guidelines).

PRINTING PERMISSION
FOR ALL IMAGES

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

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

Please make sure that the manuscript contains all the components requested by Edition Topoi (see the "Checklist for edited volumes" and "Checklist for books").

CONTACT
[PUBLICATIONS@TOPOI.ORG](mailto:publications@topoi.org)

If the manuscript does not comply with our guidelines it will be returned to the author for revision or rejected.

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

Please pay attention to consistency regarding the content and formalities of your manuscript, e.g., the spellings of names, terms, and units, as well as the publishers listed in your bibliography. For German texts, please use the reformed German spelling set out in *Duden* (26th edition, 2013). For English texts, please use the guidelines of the *Chicago Manual of Style* (16th edition).

3.1 Text

Headings

FORMATTING SETTINGS

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

- Monographs (incl. dissertations): maximum of three levels of structuring
- Volumes: maximum of two levels of structuring; no numbering of texts or headings is allowed

Running text

Please format your text 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 the following important points:

- Do not use automatic 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.
- For indented blocks of text, e.g., quotations, use the tabulator without format settings. Under no circumstances should you use spaces to create indented text.
- Use only italics for emphasis, e.g., for *titles of books* or to emphasize *words* or text passages. Do not underline or use bold.
- Use typographical quotation marks (“...” and ‘...’), not accent marks (` or ´). For quotes please use double quotation marks. If you want to express a metaphor, demonstrate irony, or introduce certain terms and names, please use single quotation marks (e.g., The word ‘world’ ...). If there are justified reasons to deviate from these guidelines, please consult with the editorial office and make sure that the use of quotation marks in itself is consistent.
- Put lengthier quotations (three lines or more) into separate paragraphs, indenting them on the left and avoiding quotation marks.
- For cross-references, use the cross-references function in Microsoft Word; when using other programs, add a label or a reference to chapter numbers.
- Do not use cross-references between footnotes.
- For Greek fonts and other special signs, use Unicode; in other cases, please submit the relevant font with your manuscript.

Citation method and footnotes

Sources for quotations from primary and secondary literature must be in the footnotes, not the main text. Do not put footnotes in the captions.

Publications can only be used in the bibliography if they are at least 'in press'. Earlier stages of the publication process ('in preparation', etc.) cannot be used in the bibliography but must be fully quoted in a footnote.

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 and is quoted in square brackets: [[Anders2001]]. If there are page references to follow, they are separated by a comma: [[Anders2001]], 14–15. Please make sure that each key in the footnotes is identical to its respective reference in the database (or Excel spreadsheet). Only in this way is it possible to clearly assign the brief citation to the complete text in the database or Excel spreadsheet.

When a footnote refers to a sentence or clause, its superscript reference number should be placed after the punctuation.¹ Only if a footnote refers to a word should the footnote number also be placed directly after this word², even if punctuation follows. Footnotes should only be created using the footnote organizer of your word processing program. Do not use unspecific page references (f. or ff.); page references should always be specific (14–15, 17–28).

- It is not possible to cross-reference between footnotes.
- 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). You can generate an en dash using "Ctrl" + "-" (Word) or "Alt" + "-" (Mac) on the numeric keypad of your keyboard.

3.2 Literature

Bibliographical references should be dealt with by using a literature processing program (if possible Jabref, but Zotero, Citavi, EndNote, and similar programs are also possible). If a processing program is not used, please use an Excel table, which you can obtain with instructions from the editorial office. 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).
- **Author:** Surname, First name
- **Editor:** Surname, First name
- **Title of article, monograph, volume, etc.** (English book and essay titles must be capitalized), following the Chicago Manual of Style (headings of subchapters are not to be capitalized).

BRIEF CITATION ("KEY"):
[[ANDERS2001]]

SUPERSCRIP NUMBER
FOR FOOTNOTES

PAGE REFERENCES
(14–15, 17–28)

EN DASH
CTRL + NUM□ (WORD WIN)
ALT + NUM□ (MAC)
ALT + 0150

USE LITERATURE PROCESSING
PROGRAM FOR BIBLIOGRAPHICAL
REFERENCES (JABREF, CITAVI,
ENDNOTE...) OR EXCEL TABLE

[[ANDERS2001]]

THE KEY IS IN THE FOOTNOTE AND THE EXCEL TABLE OR DATABASE. 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. PLEASE NOTE THAT THE KEY DOES NOT CONTAIN ANY SPACES.

¹ This footnote refers to the whole sentence or a part of the sentence.

² This footnote refers to only one word.

- **Series and volume number**
- **Name of journal**
- **Vol./issue no. of journal**
- **Year of publication**
- **Publishing house**
- **Page references**
- **URL/DOI** (for electronic publications)
- **Date last accessed (for electronic publications)**

3.3 Index

It is very important to contact the editorial office early on 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.

3.4 List of abbreviations

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

3.5 Images (photographs, diagrams, tables)

When choosing images for a contribution in an edited volume, please bear in mind that the average number per contribution should not exceed ten images. Images should only be used if they offer an essential contribution to the understanding of the written text.

Maps and satellite imagery from Google (Google Maps and Google Earth) are not accepted, as the terms of use established by Google are not distinctly worded.

Please submit images and tables separately from the text; they may be sent by e-mail or on a CD/DVD. Save each table and image as a separate file and number them in the order they appear in the text, so that the table/image can be easily assigned.

Please add a list of figures (see example) that clearly lists the numbering, captions, and credits for each image.

Example list of figures:

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 fig. 12 (Photo: Olaf Thiel).

LIST OF IMAGES WITH:

- NUMBERS OF THE IMAGES
- CAPTIONS
- SOURCES OF THE IMAGES

Original images must have the required minimum resolution, depending on the type of illustration involved (with consideration for the final size in print):

- for photos (black and white, color): 300 dpi;
for black and white photos with line drawings: a minimum of 600 dpi
- for line drawings, diagrams, plans, etc.: 1200 dpi
- file formats: if possible tiff (not bitmap, no images embedded in Word documents)
- for 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 and tables are to be inserted and include the following information: number of the illustration or table, caption and the size of image desired (quarter, half, or whole page). Captions should end in a period (full stop).

Footnotes in tables are not accepted.

If the manuscript is to contain tables, please request the template from the editorial office in advance (publications@topoi.org).

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 their own. Please see our separate “Image Copyright Guidelines” for more information on permissions.

REQUIRED RESOLUTION

WRITTEN PRINTING PERMISSIONS
SEE IMAGE COPYRIGHT
GUIDELINES
[http://www.edition-topoi.org/
publishing_with_us/for-authors](http://www.edition-topoi.org/publishing_with_us/for-authors)

Please contact the editorial office:

- before you finish the manuscript for submission
- to obtain the required forms and lists
- if you wish to deviate from the Edition Topoi guidelines
- if your manuscript will contain an index
- if your manuscript will contain tables

Checklist for edited volumes

- ___ Table of contents
- ___ Cover information
- ___ Short biography of the editor(s), suggestions for blurb and cover image
- ___ List of credits for all images
- ___ Include with each article:
- ___ Text (word file) with notes and instructions on where to insert illustrations
- ___ Metadata sheet with abstracts, keywords, acknowledgments, and author(s) information
- ___ Bibliography (using a literature processing program or Excel table)
- ___ List of images (with numbers, captions, and sources of images)
- ___ Images as separate files according to the format requirements
- ___ 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)

Checklist for books

- ___ Table of contents
- ___ Cover information (suggestions for blurb and cover image)
- ___ Text (word file) with notes and instructions on where to insert illustrations
- ___ Metadata sheet with abstracts, keywords, acknowledgments and author(s) information
- ___ Bibliography (using a literature processing program or Excel table)
- ___ List of images (with numbers, captions, and sources of images)
- ___ Images as separate files according to the format requirements
- ___ 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)