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AUTHOR'S GUIDE I

Brill | Fink & Brill | mentis – Notes on Manuscript Submission

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1 Notes on our layout

All Brill books are set in a uniform typeface and layout. With our font and layout design *Brill Typographic Style* (short BTS) we can guarantee a modern look of our books as well as uniformity and recognition value. The Brill typeface, that is also applied for this handout, is specially designed for Brill and adapted to the needs of a publication in the humanities. It can be downloaded here: [Download-The-Brill-Typeface](#). Please submit the manuscript using this font if possible, especially if your text contains non-Latin characters. We take care of the typesetting and layout. You can find samples of typeset texts on our websites (e.g. monograph: [Ethics and the Limits of Technology | mentis Verlag](#); anthology: [The Many Meanings of Home | Wilhelm Fink Verlag](#)).

The following formal requirements for our manuscripts are indispensable for the production and a prerequisite for a smooth editing and publication process. This is the standard by which we check your text after submission. We reserve the right to make editorial adjustments if necessary. Please go through the following notes carefully and submit your manuscript according to these requirements.

2 General information

2.1 **The „ready for typesetting“-manuscript:** The final submitted manuscript is considered as ready to be typeset, meaning that it has been approved for printing by the author(s) and/or editor(s). The publisher does not perform a proofreading process. Therefore, we ask you to carefully check whether your text complies with both the publisher’s specifications and – taking into account the standards of your discipline – the rules of scientific work as well as current spelling. If you would like to have your manuscript professionally proofread and/or stylistically edited, please contact us.

The typeset page proofs are primarily used to correct pagination and to approve the text in the new layout. Further editing (e.g. deleting or inserting text passages or illustrations) is not intended during this phase and may entail additional costs in the event of extensive changes. This also applies for the subsequent editing of illustrations.

2.2 **Formalities of submission:** Please refrain from formatting that goes beyond the requirements provided in this handout. The manuscript is set professionally by a typesetter in a program designed for this purpose. In case of further questions, please contact the editorial office.



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2.3 **One file:** Please send us the manuscript in a single, continuously paginated Word file (.doc or .docx) and an identical PDF file. By this, we can make sure to have received the entire manuscript.

Anthologies, too, should be submitted in one file, if possible and with contributions in the correct order. If you have any problems, please contact the editorial office.

Please make sure that the file naming is consistent, logical and concise. The file names must not contain special characters and/or diacritics.

2.4 **Transmission:** Manuscripts that do not exceed a file size of 20 MB can be sent to us directly via e-mail. For larger files we provide you with a OneDrive-link, where you can upload your manuscript (and images, if applicable).

2.5 **Images:** If the manuscript contains illustrations, please mark the position in the manuscript (e.g. by adding **[insert Fig. 1 here]** or the caption). Please always send the illustrations as separate files. Further information can be found in our **Notes on Illustrations and Image Rights**.

2.6 **Title pages, imprint and dedication page:** In addition to the complete manuscript, please submit a Word file containing the following information for title pages and imprint:

- Name(s) of the author(s) and/or editor(s) (usually in alphabetical order)
- Final title (incl. subtitle)
- If applicable, the source and licensing note for the cover illustration
- If applicable, the agreed upon or required reference to any funding institution (as stipulated in the grant letter) as well as any logos specified by the funding institution (image files with appropriate resolution and printing size information)
- If applicable, a dissertation endorsement (usually in a short form e.g. “This book was accepted as a doctoral thesis by the [name of institution], [year].”)
- If applicable, the wording for a dedication page

3 Principles of structure and table of contents

3.1 **Numbering:** Numbering the heading levels ensures better clarity, especially for e-book publications, since individual chapters can be accessed separately via our website.

- Please number all chapters – also subchapters – continuously in Arabic numerals, starting with chapter 1 (1, 1.1, 1.1.1, 2, 2.1, 2.1.1 etc.).
- Introduction or preface are not numbered and ideally don't contain subheadings. The bibliography and appendix are also not numbered.
- It is possible to subdivide the manuscript into different sections by means of section titles; these parts bear Roman numerals. The chapters across all sections are numbered consecutively in Arabic.

Particularities for monographs:

- The chapter headings of the main chapters (outline level 1) are headed with “Chapter” + chapter number, which will look like this:



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Headline chapter 1

(You do not have to set this up yourself; we will do this for you.)

Particularities for anthologies:

- In anthologies, the contributions must be numbered consecutively in Arabic only in the table of contents (outline level 1). The name of the author(s) follow(s) the title of the article:

1. Title of contribution 1

Name of author/s

- The numbering does not appear in the contributions themselves.
- Headings within the contributions must also be numbered consistently according to the above-mentioned model (1, 1.1, 1.1.1 etc.) and should start with 1.

3.2 **Table of contents:** Please provide a table of contents in which only those outline levels are noted which are supposed to appear in the table of contents; the page numbers do not need to be indicated as they will be updated after typesetting.

3.3 **Running heads:** The chapters of our books are headed with running heads/titles in the header and usually show:

| | Left hand page | Right hand page |
|-----------|---|-----------------|
| monograph | “Chapter 1” [usually only main chapters] | Chapter title |
| anthology | Name(s) of the contributor(s) | Chapter title |

Since the page number is also mentioned in the header, max. 60 characters (incl. spaces) are available. We therefore request a list with any desired shortening of the chapter headings.

4 Formalities in the text

4.1 **Paragraphs and mental breaks:** The first line of a paragraph should be indented, except after a blank line, a (sub-)heading or a block quotation.

- If you want to represent a mental break that should not have a heading, this can be marked by asterisks *** (instead of blank lines). In the typeset manuscript, these are represented by separation dots “ ∴ ”.

4.2 **Quotations:** Please indent quotations longer than three lines (= from the beginning of a fourth line), e.g. using tabs or Word’s “indentation” function. Block quotations are not marked with quotation marks.

4.3 **Footnotes:** Please use footnotes rather than endnotes. Footnote numbering should restart at 1 in every chapter (of a monograph) or in every contribution (of an anthology).



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- If explicitly requested, footnotes can be placed as endnotes at the end of the chapter/contribution.
 - Unfortunately, footnotes at first level headings (chapter titles/titles of contributions) are not possible due to technical reasons. If you want to make a general note at the beginning of a chapter/contribution, please mark it with an asterisk (*) in the footer line.
 - Please do not place illustrations in the footnotes.
- 4.4 **Cross-reference:** Please mark cross-references to other page numbers of your manuscript so that you can find and correct them (e.g. with “##”, which can easily be found by using the search function in the PDF). Since the page numbers change through typesetting, it is important to correct them in the first page proof.
- 4.5 **Marking of special characters and foreign fonts:** Please mark in a striking colour (e.g. yellow)
- all special characters (e.g., \varnothing , σ , \dagger),
 - foreign characters (e.g., Greek, Cyrillic, Hebrew), and
 - blocks.
- 4.6 **List of contributors for anthologies:** Please complete your manuscript with a list of short biographical information about the authors/editor(s) of the anthology (approx. 500 characters incl. spaces each). Add the information under the heading "List of contributors" at the end of the manuscript.

5 Proof and Corrections

- 5.1 **Time frame:** Upon submission of the manuscript, the editorial office checks for completeness, image resolution and the above-mentioned requirements and makes editorial adjustments if necessary. You will receive the first page proof about one or two months later. Two correction runs are planned – the second run only serves to check that corrections from the first run have been and to get your final approval for printing. You will receive the final book cover (complete cover with blurb) from us as soon as the definite dimensions of the book have been determined. Printing and delivery take about four to six weeks depending on capacity (complementary copies are usually sent out once a month), so the entire production process may take five to six months.
- 5.2 **Page Proofs:** The correction runs are primarily pagination corrections – You check whether the changed layout still preserves the context of the text and whether any incorrect separations have occurred at the end of lines. Of course, some spelling or punctuation mistakes can be corrected at this point. But it is no longer possible to insert text parts, annotations or illustrations.
- 5.3 **Form of Correction:** The page proofs will be send to you as PDF files, together with a manual for inserting corrections and comments. Please return the corrections only in digital form and according to these guidelines, as we have adjusted the correction periods accordingly.
- 5.4 **Index:** Together with the first page proof, we kindly ask you to create the index of your work; whether this is an index of persons/places/terms should be discussed with the editorial office or is determined by the layout of the series in which the book is published. You will receive information on how to create the index from the production editor when receiving the first proof.



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If you have created the index in your manuscript using the Word index function, please let us know by the time you submit your manuscript. In this case, an index can also be created automatically.

- 5.5 **List for complementary copies (in anthologies):** Please provide the publisher with a list of the mailing addresses for the complementary copies. The shipping of the copies is then carried out by our publishing office. Please refer to your publishing contract to find out how many copies can be sent.

We look forward to your book project and to a good cooperation!

6 Checklist manuscript submission

- The manuscript
 - is set up according to the guidelines of this handout and ready for typesetting!
 - is available as a complete Word document with page count
 - is also available as a complete PDF document with page count
- The following things have been marked with colour:
 - special characters
 - foreign fonts
 - blocks
 - cross-references (incl. place holders for illustrations)
- There's an additional Word document with all necessary information on
 - title pages and imprint as well as logos of funding provider, if applicable, as .jpg- or .eps-files
 - if applicable, dissertation endorsement
 - if applicable, dedication page
- The address list for sending the complementary copies is available or will be requested and sent to the publisher as soon as possible
- If applicable: If chapter titles consist of more than 60 characters, an additional Word document with suggestions for shortened running heads has been prepared
- If applicable: In case the index was created with the Word index function, the editorial office has been informed
- In anthologies: A list of contributors is included at the very end of the manuscript
- Images
 - are available in sufficient quality and resolution
 - the necessary printing permissions have been obtained
 - captions and sources are set up according to the publisher's specifications
 - in anthologies: captions are included in the respective article, full sources of all illustrations are listed at the end of each contribution.