

Guidelines for Authors

Delivery	Deliver your error-free text in electronic form by email. When possible use templates. No empty lines before or after headlines/quotations or between paragraphs. Do not divide words manually.
Fonts	Times New Roman; Greek font: Unicode font (preferably KadmosU).
Explanatory notes	Use the automatic function for making footnotes. Explanatory notes always begin with a capital letter and end with a full stop. The explanatory note numbers are placed as a rule after the punctuation mark.
Emphasis	As a rule emphasis is shown by using Italics (not bold, no elongated spacing, no underlining, no words written with all letters capitalized). Titles of works or articles in texts as well as foreign words or expressions are always italicised (but not quotations). Punctuation following an italicised word is also italicised.
Special characters	Use the table of special characters in Word (insert symbol or insert special character) and mark them in colour.
Apostrophe	Use the typographically correct character: l'auteur, not: l'auteur.
Citations	Citations run into the text are put between French quotation marks («...»), use of words in other than their literal sense as well as quotations within quotations are put between single English quotation marks ('...'). In principle, full stops are placed after the quotation marks in sentences with incomplete quotations. Longer citations (more than 4 lines) are indented without quotation marks in a smaller font as block text. Ellipses: three dots (Unicode 2026; ASCII 133) between square brackets [...]; no ellipses at the beginning or end of quotations.
Abbreviations	For texts in foreign languages follow the customary usage. Avoid when possible using abbreviations in running text. Likewise numerals 1 to 12 as well as 20, 30 etc. are written in words, not digits. Bibliographical references are in the language of the title: ed., eds, éd., a cura di, hg., Hg., vol., Bd. A list of single-letter abbreviations is given without spaces between the words, as for example: e.g.; B.C.; A.D.
Dashes	A difference is made between a hyphen or minus sign (-) and a long dash (–). The hyphen or minus sign (-) is used to connect words (for example: Graeco-Roman; 19 th -century philosophy). The en-dash (–) is used without spaces to indicate a range of values or a span of time or numerical quantities (i.e.: 12–27; 1749–1832) and with a space before and after the dash for text insertions (i.e.: that is – if that is what you want – very important).

Bibliography

A consistent form should be used for bibliographical references. The following is only an example. Other standards can be agreed upon.

Bibliography (as a rule only in monographs) in alphabetical order at the end:

Brock, Sebastian: Two letters of the Patriarch Timothy from the late eighth century on translations from Greek, in: *Arabic Sciences and Philosophy* 9 (1999) 233–246.

Fichte, Johann Gottlieb: *Sämtliche Werke*, hg. von Immanuel Hermann Fichte, I (Berlin 1845) 37.

Gianformaggio, Letizia: Su Helvétius, Beccaria e Bentham, in: Riccardo Faucci (a cura di): *Gli italiani e Bentham. Dalla «felicità pubblica» all'economia del benessere*, I (Milano 1982) 49–54.

Hammacher, Klaus: Fichte, Maimon und Jacobi. *Transzendentaler Idealismus und Realismus*, in: Albert Mues (Hg.): *Transzendentalphilosophie als System. Die Auseinandersetzung zwischen 1794–1806* (Hamburg 1989) 243–263.

The names of multiple authors are separated by a semi-colon, multiple places of publication by a comma.

In footnotes of monographs (with their own bibliographies) only short titles are given, initials only for first names, no small capitals for surnames:

S. Brock: Two letters of the Patriarch Timothy, 235.

J. G. Fichte: *Sämtliche Werke*, I 37.

L. Gianformaggio: Su Helvétius, Beccaria e Bentham, 125–127.

K. Hammacher: Fichte, 243–248.

In footnotes of articles (as a rule without bibliographies) full details are given the first time mentioned but small capitals are not used in names (when mentioned again, use short titles):

Sebastian Brock: Two letters of the Patriarch Timothy from the late eighth century on translations from Greek, in: *Arabic Sciences and Philosophy* 9 (1999) 233–246.

Please avoid using «f.» und «ff.» and give instead the next or final page (instead of 11f.: 11–12; instead of 245ff.: 245–251).

Cite classical texts with internal structuring (i.e., book, chapter, act, scene, among others) and according to the relevant usage.

Platon: *Politeia* V 449a–450a.

Aristoteles: *Nikomachische Ethik* IX 9, 1170a29–1170b1.

Thomas von Aquin: *Summa theologica* Ia qu., 11 art. 1 ad 1.

Molière: *Le Tartuffe*, acte IV, sc. 5, v. 1437–1442.

When giving references to Internet addresses, please always give the date the site was visited.

Illustrations

Deliver if possible in TIFF format in a high-resolution (at least 350 dpi) or as a scanned template. Have prints or copies made of all illustrations and present them in the order they should appear in the book, number them and indicate the desired size of the illustration (¼, ½, full-page, double-page, etc.) and indicate which illustrations should be printed in colour. Use their number in the relevant captions. (Provide a list of the captions in a separate Word document.) Indicate in the printed and digital manuscript the desired positions of the illustrations.

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