

Guidelines for Authors of the OPUSCULA Series (ISSN 1868-1840)

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Manuscript and Length

1. Length: 20-100 pages (DIN A4) / standard page approx. 250 words or 2000-2600 keystrokes
2. Font: Arial, size 11, spacing 1,5, centre justification
3. Margins: right and left 2,5 cm, top 2,5 cm, bottom 2,0 cm
4. Page number at the bottom of every page, centre justification, Arial, size 11
5. The author finalises the manuscript (ready for printing).
6. The text is to be handed in as a Word Document (Microsoft Office)
7. The text includes a brief reference to the author(s) (examples see second page of previously published issues). This reference is to be handed in by the author.

Citations and Spelling

1. No specific system is required as long as the citation is consistent.
2. List of references at the end of the text to be divided into print and online references
3. In case the article includes any figures the list of references to include a list of figures at the end
4. Indication of source:
 - a) Monography
Surname, name (year): Title. Subtitle. City: Publishing house.
 - b) Anthology
Surname, name (year): Title. Subtitle. In: Surname, name (Ed.): Title. Subtitle. City: Publishing House, p. xx-xx.
 - c) Online reference
Name of author/editor/organisation/institution: Title. URL: www.xyzxyz.com (retrieving date: dd/mm/yyyy)

Further indications

1. Headings (Arial, size 12, bold, left-justified) should be numbered as follows: 1. / 1.1 / 1.2 / 1.1.1 / 1.1.2 and so on
2. Headings should be defined as proper format template in order to be able to create an automatic table of contents
3. The document shall not include (automatic) hyphenation
4. The document shall avoid any empty string; please do use page, sections and line break function
5. The editor has the right to make necessary changes and reductions, as well as comments, after discussing these with the author. The author will be asked to approve the final text prior to publication.