

# MAECENATA FOUNDATION

## Author guidelines for the electronic publication series OPUSCULA

The Opuscula series of the Maecenata Foundation is an electronic publication in which research papers ("working papers", "occasional papers"), reports and excerpts from more comprehensive studies can be published free of charge. The aim of this series is to communicate scientifically grounded analyses and studies that contribute to current debates on civil society in all its breadth and depth, presenting its complexity and heterogeneity as well as its common features. The series includes scientific texts from all disciplines that are related to the work of the Maecenata Foundation.

The Opuscula series is edited by Dr Rupert Graf Strachwitz, Dr Eckhard Priller and Dr Siri Hummel. The editors decide on the inclusion and release of a text and reserve the right to shorten the text.

### Manuscripts

- Manuscripts can have a length of approx. 20-80 DIN A4 pages (standard page with approx. 250 words or 2000-2600 characters), decided ultimately in agreement with the editors.
- Margins: Normal (right, left and top 2.5 cm; bottom 2.0 cm).
- Font: Source Sans Pro, 11 point, black
- Paragraph: Justified, line spacing 1.5, new paragraphs either:
  - Begin with indentation (without line space between paragraphs)
  - Or begin with line space between paragraphs (without paragraph indentation)
- Page numbers: centred in footer, Source Sans Pro, 11 point
- Footnotes: Source Sans Pro, 09 point, without extra paragraph or line spacing.
- Manuscripts are to be submitted in a Microsoft Word file in doc format.
- The author shall prepare the manuscript as ready for printing as possible.
- The author will receive the edited text for final approval before publication.

### Headings

- All headings are Source Sans Pro, **bold** (to be numbered 1./1.1./1.1.1. if applicable).
- Headings of new chapters/sections (Level 1.) are to be started on a new page with a page break [Ctrl. + Enter].
- Subheadings (level 1.1/1.1.1) are to be formatted with line spacing.
- Blank strings and tabulator sequences are to be avoided. Instead, please work with line breaks [Shift. + Enter] and page breaks [Ctrl. + Enter].

### Citation Style

- References to external sources and quotations are to be marked according to the usual scientific standards.
- No particular citation method is prescribed, as long as the chosen form is used consistently.

### Notes

- Texts should begin with a short abstract and include a table of contents.
- Texts (in German) should be gendered. The way in which this is done is up to the author.
- Texts (in English) should use British English spelling and grammar.
- Refer to the [Microsoft Word Accessibility Guide](#) wherever possible.
- The Opuscula imprint includes a short text about the author and, if applicable, an acknowledgement (see [previous publications](#)). Please add a short biography (studies/work, framework of the text, relevant details) and, if applicable, an acknowledgement.

### Peer review

- As a rule, there is no formal peer review procedure.
- In the case of academic qualification theses (BA / MA), it may be noted the author's request at which university the thesis was accepted and by which supervisors it was supervised. In this case, a copy of the review must be submitted to the editors.
- In exceptional cases, a review procedure can be carried out at the author's request. In this case, the editors appoint the reviewers, and the peer review is noted (without indication of the reviewers).

### Publication

- The series bears the ISSN identification number 1868-1840; each issue is registered with the German National Library and given a permanent URN. This makes the individual issues citable and globally accessible ("grey literature"). The issues are linked to the Social Science Open Access Repository portal of Gesis, Leibniz Institute for the Social Sciences ([www.ssoar.info](http://www.ssoar.info)), on the website [www.opuscula.maecenata.eu](http://www.opuscula.maecenata.eu), and are protected by the [Creative Commons 3.0](https://creativecommons.org/licenses/by/3.0/) licence.
- All issues are published on the Maecenata Foundation's website and are available there for free download.
- Print editions can be produced in consultation with the Maecenata Foundation.
- New publications are announced in the Maecenata Foundation newsletter and sent out via a special e-paper distribution list.
- New publications are announced on the Maecenata Foundation's social media channels - ideally with **quotes, portrait photo, graphics** and **social media handle** of the author. For this purpose, please submit 1-3 short quotes highlighting key insights.

Deviations from the above guidelines are possible after consultation with the editors.

Last Updated: November 2023