Instructions for the preparation of publication proposals

Please submit your publication proposals in Word format to the President, Gerda Haßler (g.hassler@leibnizsozietaet.de). We expect the author to hold full copyright to their contribution and to indicate the sources of quoted texts, figures, graphs and tables correctly and completely. Contributions lacking this information will not be published. In addition, we ask you to fill in a corresponding author's declaration.

Please note the following:

1. Your contribution must contain the following in the order given:
    1. Title
    2. First name(s) Author(s) name(s) and affiliation
    3. Abstract (in English)
    4. Keywords
    5. Text of the contribution
    6. Bibliography

2. Please do not include any individual formatting. Do not use extra blank lines or tabs between paragraphs, simply mark paragraphs with the paragraph mark at the end. Use the default font and paragraphs set on your computer. Please write the paragraphs in continuous text and do not put a paragraph mark at the end of the line.

3. For contributions requested for a miscellany or the proceedings, additional limitations on length may apply. These will be communicated to you by the editors.

4. For articles in German, please use the "new" orthography valid since 1996. Quotations from older sources will of course retain their original form.

5. Please use subheadings to structure the text and number them with Arabic numerals. Please set subheadings in bold.

6. Highlights in the text should be used sparingly and set in italics. If two types of emphasis are necessary in certain cases, bold print (even more sparingly) is also possible.

7. Images and graphics that cannot be displayed in Word should be attached as separate files in an image format (preferably a resolution >300dpi and formats such as .jpg or .png). Their place in the text must be clearly marked. They should be labelled with an indication of the source and a caption. Make sure that you own the rights to the image.

8. Quotations that are no longer than 3 lines are to be integrated into the text and marked with quotation marks in the graphic form: "Quote". Longer quotations are to be placed outside the text with an indent of 1 cm. Immediately after the citation follows the source reference in the following form: "Citation" (Schulze 2019: 45), "Quotation" (Meier/Müller 1980: 145), "Quotation" (Lehmann et al. 2020: 38). References to sources that do not involve direct quotations should also be marked in the text: As Schulze (2015: 316) writes....

9. Footnotes are possible for further considerations and additional information that should not be integrated into the text. The mere indication of bibliographical information is excluded in the footnotes.

10. For the bibliography, please note the following:

1. Monographs:
Name, first name (year of publication): Title. Place: Publisher.
E.g.: Schmidt, Bernd (2020): Richtig zitieren: eine Anleitung für Studierende. Berlin: Springer.
Information on the edition, translation etc. can be added after the title.

2. Anthologies, miscellanies:
Last name, first name/last name, first name (ed.) (year of publication): Title. Place: Publisher.
e.g.: Schmidt, Bernd/Müller, Otto (eds.) (2020): The correct way to cite. Berlin: Springer.

3. Contributions in anthologies, miscellanies:
Name, first name (year of publication): "Title of the contribution". Title of anthology, ed. by first name last name of editor. Place: publisher, opening page–end page.
E.g.: Neumann, Luise (2020): "The skylines of source citations". Manhattan Citations, ed. by Mark Zuckerberg. New York: Big Editions, 56-112.

4. journal articles:
Last name, first name (year of publication): "Title". Journal title volume name/issue number if applicable, opening page–end page.
E.g.: Meier, Hans (2020): "The right and the wrong citation". International Citations Journal 45/2, 16-32.

For journal articles in particular, it is desirable to include the DOI, if available.

5.Internet publications:
If these are details of publications published by a publisher or institution, they are treated as above; in addition, the internet address or DOI is added:

Marras, Cristina/Schino, Anna Lisa (eds.) (2015): Linguaggio, filosofia, fisiologia nell'età moderna. Atti del Convegno Roma 23-25 gennaio 2014. Roma: Istituto per il Lessico Intellettuale Europeo e Storia delle Idee, 73-96. http://www.iliesi.cnr.it/pubblicazioni/Ricerche-01-Marras_Schino.pdf.

In other cases, it is sufficient to indicate the author and the title of the work as well as the internet address, which should be provided with the last date of access:

Arndt, Hans Werner (2011): Die Entwicklungsstufen von Leibniz' Begriff einer Lingua Universalis. http://www.vordenker.de/downloads/arndt_leibniz-lingua-universalis.pdf (12.10.2021).