

Guidelines for submitting publication proposals

Please submit your proposals for publication in Word format to the President, Prof. Gerda Haßler (g.hassler@leibnizsozietaet.de). We expect the author to hold full copyright over their contribution (including images) and to cite the sources of any quoted texts, illustrations, graphs and tables correctly and in full. Contributions in which this information is missing will not be published. In addition, we ask that you complete the relevant author's declaration.

Please note the following guidelines:

1. Your contribution must contain the following in the order specified:
 1. Title
 2. First name(s) of the author(s) and affiliation
 3. Abstract (in English), summary (in German), each of a maximum of 15 lines
 4. Keywords
 5. Text of the paper
 6. Bibliography
2. Please do not apply any custom formatting. Do not insert additional blank lines or tabs between paragraphs; simply mark paragraphs with a paragraph mark at the end. Use the default font and paragraph settings on your computer. Please write paragraphs as continuous text and do not insert a paragraph mark at the end of a line.
3. For papers requested for the conference proceedings (Sitzungsberichte), additional length restrictions may apply. These will be communicated to you by the editors.
4. For articles in German, please use the 'new' spelling rules in force since 1996. Quotations from older sources should, 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. Emphasis in the text should be used sparingly and set in *italics*. Should two types of emphasis be necessary in certain cases, **bold** type (used even more sparingly) is also permissible.
7. Images and graphics that cannot be displayed in Word must be attached as separate files in an image format (preferably with a resolution >300 dpi and formats such as .jpg or .png). Their position in the text must be clearly indicated. They must be labelled with a source reference and a caption. Please ensure that

you hold the rights to the image. The fact that images can be copied from the internet does not mean that you have the right to use them!

8. Quotations no longer than 3 lines should be integrated into the text and marked with quotation marks in the following format: "Quotation". Longer quotations should be placed outside the main text with a 1 cm indent. The source reference must follow immediately after the quotation in the following format: "Quotation" (Schulze 2019: 45), "Quotation" (Meier/Müller 1980: 145), "Quotation" (Lehmann et al. 2020: 38). References to sources that are not linked to direct quotations must also be indicated in the text: As Schulze (2015: 316) writes... Please avoid references such as 'ibid.', 'ebd.', 'a.a.O.', 'op. cit.' and abbreviations such as 'f.' and 'ff.'; instead, always provide the exact details.
9. Footnotes may be used for further discussion and additional information that should not be incorporated into the main text. The sole inclusion of bibliographical information in footnotes is not permitted.

10. Please note the following guidelines for the bibliography:

Arrange the entries consistently in alphabetical order by the names of the authors or editors. If an author has published several works, please repeat the names and do not write 'ders.' or '–'.

1. Monographs:

Surname, first name (year of publication): *Title*. Place: Publisher.

e.g.: Schmidt, Bernd (2020): *How to Cite Correctly: A Guide for Students*. Berlin: Springer.

Details regarding the edition, translation, etc. may be added after the title.

2. Anthologies:

Surname, first name; Surname, first name (eds.) (year of publication): *Title*. Place: Publisher.

e.g.: Schmidt, Bernd; Müller, Otto (eds.) (2020): *The Correct Way to Cite*. Berlin: Springer.

3. Articles in edited volumes:

Surname, first name (year of publication): Title of the contribution. In: *Title of the edited volume*, ed. by first name surname of the editor. Place: Publisher, page range.

e.g.: Neumann, Luise (2020): The Skyscrapers of References. In: *Manhattan Citations*, edited by Mark Zuckerberg. New York: Big Editions, 56–112.

4. Articles in journals:

Surname, First name (Year of publication): Title. In: *Journal title*, volume number/issue number (if applicable), page range.

e.g.: Meier, Hans (2020): Correct and Incorrect Citation. In: *International Citations Journal* 45/2, 16–32.

Particularly for journal articles, it is advisable to include the DOI, where available.

5. Online publications:

Where the information relates to publications issued by a publisher or an institution, these are treated as described above; in addition, the web address or the DOI is included:

Marras, Cristina/Schino, Anna Lisa (eds.) (2015): *Language, Philosophy and Physiology in the Modern Age. Proceedings of the Conference, Rome, 23–25 January 2014*. Rome: 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 state the author and the title of the work, together with the web address, which must include the date of last access:

Arndt, Hans Werner (2011): *The Stages of Development of Leibniz's Concept of a Lingua Universalis*. http://www.vordenker.de/downloads/arndt_leibniz-lingua-universalis.pdf
(12 October 2021)