

## Editorial Guidelines

### 1. File format and language

1. Please submit your manuscript in DOC or RTF format. Pure text files (ANSI or ASCII) are also possible. Please do not send us Mac files. Refer to 4.7 for instructions on the format for illustrations. If the material you send to the eDITion editor by email should contain more than one file, please compress each of the files into one single file and attach only the compressed file to your email.
2. Manuscripts may be submitted in German or in English.

### 2. Structure

Please, leave a single line of space between sections.

**<Title of the article>**

By <name surname>

**Abstract**

<Text>

**<Titel 1<sup>st</sup> chapter>**

<Text>

**Literature**

<Text>

**Brief biography**

<Text>

**Contact address (for publication in the review)**

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**Postal address (delivery of free copy)**

### 3. Length

1. Abstract: max. 50 words
2. Full text: max. 2,500 words
3. Brief biography: max. 50 words (3-4 full sentences in 3rd person singular and verbal style)

4. Please send us a photograph of yourself in a separate file (head and shoulders, 3 cm high, 2 cm wide). Refer to 4.7 for file format issues.
5. Please give your name, institute, company or organisation, e-mail address and website address for the contact address quoted at the end of the article in eDITion.

## 4. Text format

1. The manuscript should be written with left justification as far as possible and contain as few formatting instructions as possible. Please do not divide or hyphenate words.
2. Page format: 2.5 cm top, bottom, left and right; single-line spacing; font: Times New Roman; font size for title: 12 pt bold, main headers (with the exception of "Literature") in 10 pt bold, text 10 pt normal. Chapter header "Literature" in 8 pt bold, the literature data in 8 pt normal. Headers should not be numbered.
3. At the end of each paragraph, leave a single line of space (end-of-line (EOL)/ enter key). If you wish to include indentations or centring, please use the appropriate word processing functions (e.g. "Format - paragraph") and **do not** use the tab or space keys.
4. Please make only minimal use of word exaggeration. To place emphasis within the text, please do **not** d o u b l e – s p a c e or underline.
5. Please do not add footnotes but include remarks in the running text. Source references in the text should be consecutively numbered in square brackets ([1]).
6. Quotations of up to three lines shall appear in the body of the text and be contained within double quotation marks. Longer quotes shall be indented (1 cm left and right) without quotation marks.
7. You may include illustrations (screen shots, photographs, diagrams, etc.) in the text. Please do not use more than five illustrations. Please also attach illustrations integrated in the text as separate files. Please observe the following instructions to obtain printing results of acceptable quality:
  - When scanning photographs, graphics, etc., please select a ppi count (pixels per inch) of 300 or higher and save the resulting file in BMP or TIF format.
  - If you wish to use photographs in your article taken or still to be taken by a digital camera, please ensure that the photographs have as good a resolution or image quality as possible. By way of example:
    - Resolution: 2305x1728 (megapixels)
    - Image quality: fine (and not normal, etc.)
  - If you are using screen shots (graphic PC screen contents), please also ensure a high colour quality and normal or high type size. You will find the relevant settings in Windows by using the tabs "Settings" or "Display" in the dialog box "Display properties". You can open the dialog field "Display properties" through the "Start - Control Panel - Appearance and Themes" or you can click on the Desktop using the right mouse button and follow the menu option "Settings". Save the resulting file as a BMP or TIF file.

Please note that the page layouter as a rule will not be able to position illustrations in exactly the same place as you intended in the draft before layouting.

## 5. Literature

1. Publications from which you have quoted will appear at the end of your article in alphabetical order as per the following pattern:  
[1] Miller, Robert (1999): Flour production terminology. Rochester: Editorial Baker.

- [2] Miller, Robert; Smith, Carl (1999): Flour and knowledge. In: Wright, Janine (ed.): Knowledge management in flour trade. Methods and tools. London: Hayworth, 11-22.
  - [3] Smith, Carl (1999): The flour bag – Object and concept. In: Flour industry newsletter. No. 2/1999, 33-35.
2. Select a tab of 1.25 cm between the numbers in square brackets and the text proper.
  3. Please do not list more than five literature sources.

## 6. Quality

Please ensure that your manuscript not only demonstrates a polished content but is also formally correct. This means that you should check your manuscript for spelling, punctuation, consistency and uniform bibliographic details before you submit it for publication.

## 7. Deadlines

To be able to publish this specialised terminology journal on time, we have drawn up the following timetable:

- February issue
  - 15 November: Submission of the full texts for the February issue
  - 20 November: Despatch proposed alterations to the authors
  - 28 November: Return manuscripts corrected by the authors to eDITion editor
  - 08 January: Print version sent to the authors for proof-reading
  - 11 January: Return of the corrected, print version to eDITion editor
  - 01 February: Publication
- August issue
  - 15 May: Submission of the full texts for the February issue
  - 20 May: Despatch proposed alterations to the authors
  - 28 May: Return manuscripts corrected by the authors to eDITion editor
  - 08 July: Print version sent to the authors for proof-reading
  - 11 July: Return of the corrected, print version to eDITion editor
  - 01 August: Publication

## 8. Other points

- We shall be glad to help you if you have any difficulty with regards to the these instructions.

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