



## Guidelines for Contributors

In order for your paper to be considered by the DWJ editors, please follow the guidelines below in preparing your paper. The DWJ does not accept papers that are being considered for publication elsewhere and it is assumed that once submitted to the DWJ, the paper will not be sent to other publishers until a decision has been reached.

### 1) Articles

- The length of the paper should be a minimum of 3000 words (approx. 8 pages) but should not exceed 6000 (approx. 16 pages), including footnotes but excluding the bibliography and images.
- The paper should be clearly organised and may include subheadings for sections.
- The figures should be placed within the text, so in order to make your article visually appealing, please do not overload it with images.
- Papers can be written in either German or English (BE).
- Papers should be submitted via email to [dw-journal@mzaw.lmu.de](mailto:dw-journal@mzaw.lmu.de)
- Each paper should be submitted with a short abstract that informs the readers about its content (150 words).
- Please submit each paper both as a Microsoft Word and as a PDF file.

### 2) Review Process

Each paper shall undergo a rigorous blind review process. In order to assure anonymity we ask that you take the follow steps in preparing your article for submission:

- Please remove your name from any of the documents that you submit. If you cite your own publications, please substitute your name for 'author'.
- Please don't forget to remove any authorship from the document properties.
- Once the review process is complete, the paper will be emailed to the author for revision. Papers are then being edited by the editorial team and will again be sent back to the authors if changes are still necessary. Afterwards, papers are prepared for publication.

### 3) Style

All articles submitted for publication should conform to the following style rules:

- Submissions should be Word processed using Times New Roman 12 point font

and with 1.5 line spacing. Sections which quote at length (more than three lines) should be indented without punctuation marks and use Times New Roman 11 point font.

- Shorter quotations should be set in single quotation marks. For quotations in languages other than English/ German a translation should be given in brackets.
- All kind of names (including time periods, material types etc.) should be capitalised.
- All non-English/ non-German terms should be italicised.
- All non-Roman alphabets should use romanised transliteration systems, although original characters (e.g. Chinese) may be retained when necessary. All diacritic marks or ideograms should be in a Unicode font.
- Please do not write out but abbreviate the following terms: e.g., etc., i.e., ca.
- Measurement units and percentage should not be written out but abbreviated (e.g. m for metres, km for kilometres).
- Please indicate numbers in units of length, area, volume, weight, and temperature according to the decimal system (e.g. use metres and kilometres instead of foot, inches, yards and miles).
- Use CE and BCE for any dates provided, unless directly quoted.
- Consecutive numbers (spreads e.g. of years) should be separated by a hyphen without spaces (e.g. 27–25 BCE).
- Designations of gender should be avoided where possible. It is recommended that personal pronouns be used in the plural.
- Pages should be numbered throughout.
- All notes and references should be given as footnotes after punctuation.
- For all references short forms have to be used (see below). Any referenced works and abbreviations must be fully stated at the back of the paper.
- All figures must be captioned and numbered consecutively and should provide information concerning the source in the caption, e.g. “(reproduced with permission of...)”. Authors should have the permission to use the image themselves.
- All kind of figures (photographs, line drawings, maps) are referred to as “(fig. 1)” or “Figure 1”, tables are referred to as “(tab. 1)” or “Table 1” in the text.
- Acknowledgements can be made at the end of the text, in a separate section before the bibliography.

#### **4) Referencing in the text**

- Every reference should have a footnote including: the name of the author/ editor, the year (Good 2013). Every direct quote: the name of the author, year and page number (Good 2013, 44). Several authors/ editors are separated by a hyphen with spaces (Example – Beispiel 2015).
- Spreads of page numbers are indicated by a hyphen without spaces (Good 2013, 20–25), several different pages separated by a dot with a space (Good 2013, 40. 45–47. 82).
- When listing several works (by the same author or different authors) in a row, please separate them with a semicolon and use an alphabetical order (Good 2013; Öse 1988; 2001 or Good 2013, 83; Öse 1988, 5).
- All references and quotes to non-modern works should be given with an abbreviated title along with volume and section (e.g. Tac. Ann. 15, 8).

## 5) Bibliography

- Sources should be listed alphabetically by author.
- When two sources from the same author occur in the same year, please indicate the distinction alphabetically (Müller 2015a; Müller 2015b).
- Primary sources (ancient texts) should be listed separately.

### Examples

Monographs: Author, Title (place of publication year of publication)

A. N. Example, This is an Example for an Authored Monograph (London 2012)

A. N. Example – D. A. S. Beispiel, This is an Example for a Monograph by Several Authors (London 2013)

A. N. Example (ed.), This is an Example for an Edited Monograph (London 2014)

A. N. Example – D. A. S. Beispiel (eds.), This is an Example for a Monograph by Several Editors (London 2015)

Book chapters: Author, Title, in: Short Form of Monograph, page–page

B. Good, To Yourself, in: Example – Beispiel 2013, 20–85

Journal articles: Author, Title, Name of Journal and volume, year, page–page

P. Müller, How to Write a Good Article, Journal of Life 13, 2012, 45–82

Unpublished works: Author, Title, Kind of work (university and year of submission)

B. Öse, Don't Dare to Hand in Your Paper after the Deadline, Unpublished PhD dissertation (Ruprecht-Karls-Universität Heidelberg 1988)

Webpages: Author, Title (link, date of last access to the page)

H. Albery – L. Zurhake – P. Lohmann, Looking Forward to Your Contributions (www.inagoodmood.dwj.com, 20.05.2015)

## 6) Figures

- Figures should be of a high quality (300 dpi minimum).
- Figures should be send as jpeg and tiff via email or wetransfer.
- Authors should obtain permission to publish their figures. The DWJ does not assume responsibility for figures published without permission from the competent authority.