Guidelines for Authors at the
International Institute for Religious Freedom (IIRF)

First of all: Much of the technical advice given here will be familiar or even everyday life for technically experienced users. Quite a few authors, however, use the computer rather in 'typewriter mode', they are not familiar with many details. The following tips are the result of years of concrete experience with a large number of authors – and **the publisher would like to thank all those who read and consider these tips carefully**!

When **texts** are submitted to IIRF, they should actually be **finished**, both **editorially** and **orthographically**.[1] Of course, it is always possible to make technical changes afterwards, but depending on the size of the text, this can take quite some time, which could be avoided if the text had been completely finished in advance. This means that after the typesetting process has been completed, only typesetting errors and obvious misprints can be corrected, but the text itself cannot be proofread / edit / revised at this late stage.

Here are some hints on technical matters:

The file

- Text files should be delivered as **doc(x)** files, not as pages or odt files and never as LaTeX[2] files. Even if you do not use MS-Word, you can always save/export text files in doc(x) format.

The text

- Please make sure that your text has been well proofread. Experience has shown that in addition to 'manual' **proofreading**, a check should be carried out using the **automatic spell checker** available in Word (which is basically very solid). Even if Word does not know many technical terms, such a check should definitely be carried out at the end. (In addition, you can add terms to the user's own dictionary, so that the spelling check is much faster with each

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[1] Proofreading of submitted texts is usually not provided for by the publisher. Any exceptions would have to be discussed individually and specifically.

[2] At least texts with footnotes can only be converted with a great deal of manual effort into a format that we can process further.

additional check.) Experience has shown that this often eliminates several dozen typing errors that were overlooked in the 'manual' correction process and which the publisher then no longer has to worry about.

- Use a **uniform spelling** throughout, i.e. British or American (or ...) English. (An exception are of course quotations, which are written in original spelling.)

- For the **paragraph formatting** of the text, **style sheets** should be used as consistently as possible, NO hard formatting. Every common word processing program provides many such paragraph styles, they just have to be used. A first-order heading should be formatted with "heading 1" (which is important to be able to create the table of contents automatically at the end), normal set text e.g. with "body text", bibliography with a self-made style sheet "bibliography"[3] etc. Please **do not use** the **"standard"** style sheet, which is the basis for all other style sheets.

- The actual formatting of the paragraph style sheets (font, font size, indents, spacing, etc.) is completely irrelevant as long as it is uniform.

- 'Hard' formatted texts and specifications can only be changed individually by hand, which makes a lot of work.

- If the usual format templates ("heading 1", "h... 2", "h... 3") are not used for the headings, it must be otherwise ensured that the **levels of structure** are clearly recognizable, if necessary by numbering.

- The text of headings should **not** be written in **CAPITAL LETTERS**. (We usually copy the main headings automatically into the running header. Latest at this point CAPITAL LETTERS definitively prove to be unsuitable.)

- In headings of English texts, all main words in the text (nouns, verbs, adjectives, etc.; not "and", "or", "the", "a", etc.) are often capitalized.[4] You are welcome to do this. If you decide to use this spelling, you must make sure that ALL headings in the document are actually written consistently in this way.

- As a rule, we use **footnotes** (i.e. footnotes on the same page as the text), only in exceptional cases we use endnotes (i.e. all footnotes at the end). If you use the format templates correctly, you can switch from one to the other with little effort. Please never use the procedure to append endnotes at the end of each chapter.

- Footnotes are always and without exception created with the corresponding function of the word processing program, NEVER manually.[5]

- Select a common scientific **citation** method to cite, preferably APA.[6] Most importantly, the selected method must be used consistently throughout the document.

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[3] However, you can also use the existing format template "body text 2", for example. It is only a matter of marking text that is uniformly formatted differently with a style sheet.

[4] For example: "God's Commandments Require Us to Read and Think Carefully".

[5] In 'typewriter mode', you would type a number in the appropriate place, place it in the upper case by hand and then place the footnote text at the end of the page or collectively at the end of the chapter or the whole book using spaces. In any case, such footnotes must be reworked before the manuscript is submitted to the publisher.

[6] For more information see https://apastyle.apa.org.

- Please never use **hyperlinks** in the body text. Instead, create footnotes with the full URL and all relevant information on author, title, and source.

- **Indents and spacing** are NEVER created using spaces and / or blank lines. Since indents and spacing are created by the publisher during layout anyway, the easiest thing to do is to simply do without special indents and spacing.

- Indents of single words should never be made by many single **spaces**. Tabs should be used for this purpose. If necessary, the use of a table is even easier.

- Please do not use manual **hyphenation** with a (hard) hyphen. The hyphenation is created automatically.

- You should **NOT** try to create a quasi-**finished layout**, e.g. by setting the text narrower, in order to make a specific page break look better. Such additional formatting is usually well-intentioned, but in the end it's just extra work and will be consistently removed by us before the final layout is created.

- You do not have to create page numbers in the running headers; these are created by the publisher and supplemented by appropriate title and chapter information.

Punctuation marks

- The correct typographic quotation marks should be used (https://en.wikipedia.org/wiki/Quotation_mark). We usually use the normal "curved quotes", not the French «angle quotes» (guillemets).

- **Quotation marks and foreign language text**: *Attention:* WORD normally recognizes the correct language automatically during the writing process. This leads to an English quotation mark at the beginning of the sentence/quotation/citation, but then the quotation mark of the new language at the end. In such cases, the quotation mark at the end of the quotation must be changed by hand into the correct English quotation mark.

- The correct typographic character should also be used for the **apostrophe** (https://en.wikipedia.org/wiki/Apostrophe), not the typewriter form, nor the accented characters Akut or Gravis, i.e.: "Hans' book" (not "Hans' book" [typewriter style] or "Hans´ book" [Akut] or "Hans` book" [Gravis]).

- Also the – **dash** – should actually be one (and no hyphen = minus sign; see https://en.wikipedia.org/wiki/Dash). Whether you use an – *en dash* – or an— *em dash*—is up to you, but it should be uniform.

Photos and graphics

- If the book is to contain photos, first of all the **rights** must (!) be clarified (if they are not your own photos), which are then usually mentioned in the book. The rights are usually clarified in advance and by the author.[7]

- In consultation with the publisher, photos can also be reproduced in **color**, which naturally increases the printing costs and thus the sales price somewhat, but is sometimes desirable and useful. Whether the photos appear collected (e.g. in the middle or at the end of the book) or scattered throughout the book

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[7] Please don't: "Look in the Google image search for the keyword xyz in the fourth line of the third image ..." (This example really happened like this!)

makes no difference in price. (In the end, the printer simply counts the pages that contain color images, no matter where they are placed.)

- Photos should be delivered as **jpg** files if possible and have a resolution of **300 dpi** (but at least 200 dpi). Anything with a lower resolution will result in a lower quality print.[8] Anything with a higher resolution does not add any value to the print quality, it only unnecessarily increases the file size of the print file.

- Photos should always be delivered in **CMYK** format (not RGB).

- Photos should be **sent as separate files** and should not yet be included directly in the text file (especially with many images the file will otherwise quickly become very large). In the text file itself, there should be a clear indication where the photo should be placed. For a clear and quick assignment, it is useful to **number the photos**.

- **Graphics** with clear lines / edges / boundaries should be delivered as **vector graphics,**[9] so that they can be scaled without loss of size. We prefer the file format **svg** (or emf). In principle, however, eps is also possible.[10]

Corrections

- As soon as the text is formatted, the author receives a **PDF** file to be **checked** (paragraph formatting, headings, hyphenation, etc.). Individual minor (!) corrections, especially of typos, are still possible.

- In order to make all the desired changes recognizable, the **markup and comment tools** of the (free) **Adobe Reader** should be used if at all possible. This makes further processing much easier. A short technical introduction can be found, for example, in the following YouTube video: https://youtu.be/7rjInL-p9Mg.
  Note: If the view in your Adobe Reader version is newer than the one in the YouTube video, you can change it to the previous view by going to "Menu →Disable new Acrobat Reader".[11] Then it should look like the tutorial video again.

- Alternatively, you can also send a simple **list**. The **relevant passage** should be **clearly identified** (e.g. "Page 10, 2nd paragraph, 3rd line:..."). It is also helpful to include a few words of the text to clearly identify the desired correction location.

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8 The normal resolution of a computer screen is much lower. (A 15.4-inch WXGA resolution [1280x800 pixels] screen reaches just under 100 ppi [pixels per inch]). A photo with low(er) resolution that looks good on the screen will therefore not look good in print, but rather rather pixelated.

9 A good illustration of the difference between vector and raster graphics can be found at https://en.wikipedia.org/wiki/Vector_graphics.

10 To convert from one file format to another one can in many cases use the free of charge offer of https://cloudconvert.com very well.

11 https://youtu.be/lIV8iKREunw.