International Institute for Religious Freedom

Guidelines for Authors

Much of the technical advice given here will be familiar or even everyday life for technically experienced users. However, a few authors use the computer in "typewriter mode" because they are not familiar with many functions. 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 be **finished**, both **editorially** and **orthographically**. Proofreading of submitted texts is not provided for by the publisher. Any exceptions would have to be discussed individually.

It is always possible to make technical changes afterwards but depending on the size of the text, this can take time, which could be avoided if the text had been finished in advance. This means that after the typesetting process has been completed, only typesetting errors and obvious misprints will be corrected, but the text itself won't be proofread, edited or revised at this late stage.

Please observe the following guidelines:

The file

- Text files may be submitted in the following formats: Office Open XML **(docx)**, Open Document Format **(odf)** or Markdown **(md)**. If your text is in a different format, please convert it to one of the listed formats before submitting it. You can use Pandoc for this purpose.

The text

- Please make sure that your text has been well proofread. In addition to "manual" **proofreading**, a check should be carried out using the **automatic spell checker** available in your word processor.
- Use a **uniform spelling** throughout (e.g., British or American English). An exception are quotations, which are written in original spelling.
- For the **paragraph formatting** of the text, **style sheets** should be used as consistently as possible. Please avoid hard formatting because it is cumbersome and time-consuming to change. Every common word processing program provides many paragraph styles (e.g., Libre Office (PDF), Microsoft Word, Markdown) you may use.
- The used formatting of the paragraph style sheets (font, font size, indents, spacing, etc.) is irrelevant as long as it is uniform.
- The text of headings must **not** be written in **CAPITAL LETTERS**.
- In headings of English texts, all main words in the text (e.g., nouns, verbs, adjectives; not e.g., "and", "or", "the", "a") are sometimes capitalized. You are welcome to do this. If you decide to use this spelling, you must make sure to use it consistently throughout the whole document.
- Please use **footnotes** instead of endnotes and create footnotes always with the corresponding function of the word processing program, never manually.
- Select a common scientific **citation** method to cite, preferably APA. Importantly, the selected method must be used consistently throughout the document.
- Please avoid the use of **hyperlinks** in the body text. Instead, please create footnotes with the full URL and all relevant information on author, title and source.
- **Indents and spacing** must not be created using spaces and/or blank lines. Please avoid special indents and spacing. They will be created by us during the layout process.
- Indents of single words should never be made by many single spaces. Instead, 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 should be created automatically by the word processor or it will be set in the layout process.
- You should not try to create a **finished layout**, e.g., by setting the text narrower, in order to make a specific page break look better. Such additional formatting is well-intentioned, but it causes extra work and will be consistently removed by us in the layout process.
- Please do not set up a page header or a page footer. That will be done during the layout process.

Punctuation marks

- The correct <u>typographic quotation marks</u> should be used. Please use the normal "curved quotes", not the French «angle quotes» (guillemets).
- **Quotation marks and foreign language text**: Please use the quotation marks customary for the language of the text throughout the document, even when quoting texts in other languages.
- For the **<u>apostrophe</u>** use the <u>correct typographic character,</u> 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]).
- Please do not use a <u>hyphen</u> to display a **<u>dash</u>**. Whether you use an <u>en dash</u> or an <u>em dash</u> is up to you, but it should be constant throughout the whole text.

Photos and graphics

- If the document contains photos, please make sure that all **rights** are clarified (if they are not your own work), which must be mentioned in the published document.
- Photos should be delivered as **jpg** files if possible and have a high resolution of **300 dpi** (but at least 200 dpi).
- Photos must be **sent as separate files** and should not be included directly in the text file. In the text file itself, there should be a clear indication where a photo should be placed. For a clear and quick assignment, it is useful to number the photos.
- **Graphics** with clear lines, edges, and boundaries should be delivered as <u>vector graphics</u> in svg format, so that they can be scaled without loss of size.

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.
- Please use a PDF editing software to **mark and comment** your desired changes. If you do not have any PDF editing software installed on your computer you may use the free <u>PDFgear online annotating tool</u>.
- Alternatively, you can 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 better identify the desired correction location.

Thank you very much!