

## Notes on manuscript submission

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### 1 Notes on our layout

All Brill books are set in a uniform typeface and layout. The Brill typeface, that is also applied for this stylesheet, is specially designed for Brill and can be downloaded here: <https://brill.com/page/290?language=en>.

With our font and layout design Brill Typographic Style (short BTS) we can guaranty a modern look of our books as well as uniformity and recognition value. You can find samples for texts already set on our homepages. The following requirements to our manuscripts are indispensable for the production as well and are a prerequisite for a smooth editing and publication process. This is how we are checking your text after submission as standard and reserve the right to make editorial adjustments if necessary. Therefore we ask you to pay attention to the following notes and to submit your texts meeting our requirements.

### 2 General

2.1 **What does „typeset ready“ mean?:** The final submitted manuscript is considered as ready to be typeset and is a typesetting template approved by the author and/or the editor. We are expecting a manuscript ready for typesetting in wording, spelling and punctuation. Please examine carefully, if your text meets the requirements of our publishing house and as well – under consideration of all standards of your specialist discipline – corresponds to the rules of scientific work. If you would like to book a proofreading or stylistic editing of your text, please contact us.

The correction runs are primarily used to correct pagination and to release the text in the new layout. A later post-processing (e.g. the deletion or insertion of text passages or illustrations) are not planned in the course of the pagination corrections („galley proof“) and may be charged to you in the event of extensive changes.

2.2 **Formalities for submission:** Please refrain from too detailed formatting, since the manuscript is set professionally by a typesetter in a program designed for this purpose. In doing so, we orientate ourselves on the existing formatting and recognize the same formatting as being in a sensual context. In case of any further questions please contact the editorial department.

2.3 **One file:** Please send us the manuscript in a single paginated Word file (.doc or .docx) and identical PDF file. This is how we make sure that the entire manuscript is in our possession. Please embed special characters and foreign fonts (Greek, Cyrillic, etc.) in the PDF, mark them there and attach the fonts/font files.

Even anthologies should be submitted in one file if possible. If you have any problems, please contact the editorial office.

- 2.4 **Transmission:** Manuscripts that do not exceed a file size of 20MB can be sent to us directly by e-mail. For larger files we provide you with a OneDrive-link. There you can upload your manuscript (and images).
- 2.5 **Images:** If the manuscript contains illustrations, please mark the position in the manuscript (e.g. by [here Fig. 1] or the caption). Please send the illustrations as separate files. Please find further information at our **Notes on Illustrations and Image Rights**.
- 2.6 **Title page, imprint and if applicable dedication page:** In addition to the complete manuscript, please submit a Word document containing all information necessary for title and imprint. In addition to your name or the name of the publisher (usually in alphabetical order), the document contains the final title (incl. subtitle) of your book, the source and license reference of the cover illustration, if applicable, as well as the reference to any funding or dissertation endorsement, if applicable, as agreed upon or stipulated in the notice of grant. Please also include the text for a possible dedication page here.

### 3 Principles of structure and table of contents

- 3.1 **Numbering:** Please number all headings/outline levels. Especially in the e-book, this ensures a better overview, and individual chapters can also be purchased separately via our website. Please number continuously in Arabic numerals starting with chapter 1; the introduction or preface are not numbered.

1	<b>Outline level 1– main chapter</b>
1.1	<i>Outline level 2</i>
1.1.1	Outline level 3
1.1.1.1	<i>Outline level 4</i>

The chapter headings of the main chapters (outline level 1) in monographs are also headed with "Chapter" + chapter number:

CHAPTER 1

**Headline chapter 1**

It is possible to subdivide the manuscript into different parts by means of intertitles; these parts may bear Roman or Arabic numerals. The chapters are then numbered consecutively in Arabic.

Also in anthologies the contributions must be numbered in the table of contents. The numbering no longer appears in the contributions themselves. Headings in the contributions must also be numbered consistently according to the above model and start at 1.

- 3.2 **Table of contents:** Please provide a table of contents in which only those outline levels are noted which should appear in the table of contents; the page numbers do not need to be included, they will be updated after the typesetting.
- 3.3 **Column titles:** The chapters of our books are headed with column titles in the header and usually show:

left	right	
„Chapter 1“	Chapter titel	(monography)
Name(s) of the contributor(s)	Chapter titel	(anthology)

Since the page number is also mentioned in the header, only 60 characters (including spaces) are available. We therefore request a list with any desired shortening of the chapter headings.

#### 4 Formalities in the text

4.1 **Paragraphs and mental breaks:** A new paragraph is indicated by an indentation in the first line, separation by blank lines is not possible. If you want to represent a mental break that should not have a heading, this can be marked in the text by separating points „ :: “. Please refer to these passages in the manuscript, preferably with an asterisk \*\*\*.

4.2 **Footnote:** The footnotes begin anew with 1 for each chapter, both in anthologies and monographs. Only in exceptional cases with very few footnotes they can be numbered consecutively throughout the book. They appear either at the bottom of the respective page or as endnotes after the chapter/article.

For technical reasons, footnotes cannot be placed in headings. If you would like to make a general remark of a chapter/ contribution, please mark it with an asterisk in the footnote line.

4.3 **Cross-reference:** Please mark cross-references in the text so that you can find and check them in the correction (e.g. with "##", which can easily be found by using the search function in the PDF). Since the page numbers shift through the set, it is important to correct them in the first pagination.

4.4 **Marking of special characters and foreign fonts:** Please mark in the PDF of your manuscript all special characters (e.g. ☺, ☹), foreign characters (e.g. Greek, Cyrillic, Hebrew) and blocks in a striking color (e.g. yellow).

4.5 **Supplement for anthologies:** Please complete your manuscript with a list of short biographical information about the authors/editors of the anthology (approx. 500 characters each including spaces). Add the information under the heading "List of contributors" at the end of the full manuscript.

#### 5 Correction procedure

5.1 **Timetable:** Upon submission of the manuscript, the editorial office checks for completeness, images for resolution and the manuscript for the above-mentioned requirements and makes editorial adjustments if necessary. You will receive the first pagination correction about one to two months later. Two correction runs are planned until we send you the finished proofs for approval along with the book cover. Printing and delivery takes about one month (voucher copies are usually sent out once a month), so the entire production process can take five to six months.

5.2 **Pagination corrections:** The correction steps are primarily pagination corrections – You are checking whether the changed layout still preserves the context of the text and whether any incorrect separations have occurred at the end of lines. Of course, some spelling or punctuation mistakes can be corrected at this point. It is no longer possible to insert text parts, annotations or illustrations.

5.3 **Form of correction:** You will receive the galley proofs from us as PDF files, together with a manual for inserting corrections and comments. Please send us the corrections in digital form and according to these guidelines, as we have adjusted the correction periods accordingly. Delivery as a printout is only possible in exceptional cases after prior consultation and may mean a delay in production.

5.4 **Index:** With the first pagination correction, we also ask for the creation of the index; whether the register of persons/places/terms is agreed with the editor or is determined by the series in which the volume

appears. You will receive instructions for the creation of an index from the production department by sending the first proofs.

If you have created an automatic index in your manuscript using the Word index function, please let us know when you submit your manuscript. In this case an index can also be created automatically.

- 5.5 **Supplement for anthologies: List for voucher copies:** Please provide the publisher with a list of the mailing addresses of the voucher copies. The shipping of the copies is then carried out by our publishing office. Please refer to your publishing contract to find out how many copies can be sent.

**We are looking forward to your book project and to a good cooperation!**

## 6 Checklist manuscript handover

- ✓ The manuscript is set up according to the guidelines of Brill Typographic Style and is ready for typesetting
- ✓ The manuscript is available as a complete Word document including page count
- ✓ The manuscript is also available as a complete PDF document including page count
- ✓ The manuscript is divided into table of contents and text according to BTS specifications
- ✓ In the PDF, special characters, foreign fonts, blocks and cross-references (incl. placeholders) are clearly marked by color
- ✓ optional: A list of keywords has been inserted at the end of the manuscript and a note on the use of the Word Index function has been sent to the editorial office
- ✓ An additional Word document with all necessary information on title pages, imprint and, if applicable, dedication page as well as logos of funding agencies as jpg and eps files are available
- ✓ An additional Word document with suggestions for column titles is available
- ✓ The address list for the shipping of voucher copies is available or will be requested and sent to the publisher as soon as possible
- ✓ In the manuscript, illustrations, legends and references are arranged according to the publisher's specifications
- ✓ Images are available in sufficient quality and resolution
- ✓ The necessary printing permissions are available for all illustrations

### For anthologies:

- ✓ A list of contributors is included at the end of the manuscript
- ✓ Image legends are inserted in the respective article and references to images are inserted at the end of each article

Please note: We are happy to coordinate the layout and design of your book with you and work out optimal solutions together. However, we ask for your understanding that the final decision on the design lies with the publisher for production and sales reasons.