# Archiv für Rechts- und Sozialphilosophie – Beihefte Guidelines

Version: August 2021  
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1. Welcome!

- Your contribution is to be included in a supplement of the *Archiv für Rechts- und Sozialphilosophie*. Here we have compiled a list of the things you need to pay attention to when creating your manuscript.

2. Procedure

- Submit your contribution in a revised but largely unformatted open Word file. The layout will then be done by the publisher. You do not therefore need to worry about the setting of margins, font types and sizes, line spacing or indents.
- After the layout has been completed, we send you the typeset text ("page proofs") for checking. Please note: this step is purely to correct errors that have arisen during the layout process (e.g. incorrect hyphenation, unclean microtypography, errors in the running heads, incorrectly placed images). Interventions in the text can wreck the proofs, so editorial revisions are no longer possible.

3. Contribution header

3.1 Heading and author details

- Keep your main heading as concise and precise as possible.
- Please split up long headings into main headings and subheadings, instead of dividing them up with dashes, colons or full stops.
- Headings do not end with punctuation, except for question marks or exclamation marks.
- The subheading starts on a new line.
- In English main headings and subheadings, please capitalise all nouns, adjectives and verbs, and use lower cases for articles, pronouns etc.
- Please state your full name (no academic titles or location) below the subheading (without "by")
- If there are several authors, their names will be separated by a slash:
  First name Surname / First name Surname

3.2 Heading translation, abstracts and keywords

- In addition to the original title, provide an English translation of the main heading and the subheading (unless they are already in English). These are written under the name of the contributor in base font size, the main heading in bold, the subheading in Roman on a new line.
• The English abstract of your contribution should be 600–800 characters in length (incl. spaces). Abstracts should begin with a side head in bold (instead of a main heading):
  Abstract: This is the abstract.
• Six keywords are usually sufficient. Please separate them with commas and without a full stop after the last keyword. Before the keywords, there is also a side head in bold:
  Keywords: first keyword, second keyword, third ...
• Do not include a “mini table of contents” at the front.

3.3 Sample head

<table>
<thead>
<tr>
<th>Main heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subheading</td>
</tr>
<tr>
<td>Adam Ahorn / Joe Bloggs</td>
</tr>
</tbody>
</table>

Abstract: This is the abstract.
Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5, keyword 6

4. Text body

4.1 Subheadings

• Subheadings consist of an Arabic number and at least one word.
• The second level of subheading is formed as follows: 1.1, 2.1, 2.2 etc.

1. First subheading
   Here follows the text of the first chapter of the contribution.

1.1 First sub-point of the first chapter of the contribution.
   Here follows the text of the first sub-point of the first chapter of the contribution.

2. Second subheading
   Here follows the text of the second chapter of the contribution.

4.2 Non-breaking spaces

• Please use non-breaking spaces and fixed spacing only very sparingly, if at all. In most cases (abbreviated first names, standard abbreviations, etc.) our technical copy editor makes sure that what belongs together, stays together. If awkward line breaks nevertheless occur, it is better to deal with them at the page proof correction stage.
4.3 Text formats

- For text mark-ups, please use *italics*. Avoid **bold type** and *underlining* wherever possible. Do not use CAPITAL LETTERS.
- Titles of works quoted in the text (literature, pieces of music, films) are usually italicised and are without inverted commas:
  - Goethe's Faust; Plato's Republic; Mozart's Zauberflöte; Coppola's The Godfather
- The same applies to foreign language terms. These are italicised:
  - *frontier, la terreur, polis*
- Foreign language names of institutions and associations are also italicised:
  - *Quai d’Orsay, Città del Vaticano*
- Double quotes can be used to relativise and problematise terms or to create distance:
  - the "Third Reich"; “ethnic cleansing”; the “weaker” sex

4.4 Numbers

- Numbers (except years) with more than three numerals must have a comma:
  - 1,000; 10,500
- Decimal places are separated with a dot:
  - 7.45; 1,564.90

4.5 Dates

- Please write out in full the names of the months in the body of the text. In footnotes, tables and graphics, please use the abbreviated form:
  - *text body:* 10 December 1723
  - *in footnotes, tables and graphics:* 10.12.1723
- Decades are given in numbers:
  - the 1970s

4.6 Quotations

- All quotations need to be referenced. The reference is given in a footnote, not in the text.
- Please mark longer quotations by indenting them as a separate text block. In this case, omit the quotation marks.
- When quoting within a quotation, please use single quotation marks unless the quotation is indented (see above) – then use double quotation marks for quoting within a quotation.
- Omissions in quotes: please use an ellipsis, three dots in square brackets […]. There is a space before and after an ellipsis that replaces a whole word. If the ellipsis only replaces a part of a word, there is no space. As a rule, there is no ellipsis at the beginning and end of a quotation.
• Insertions, amendments, comments and grammatical adjustments are likewise in square brackets:
  [sic!]
[author's italics]
• Full stops, questions marks and exclamation marks are placed before the closing inverted commas if they are part of the quotation. No full stop is then placed after the inverted commas:
  “Let’s save the planet!” That was their most fervent wish.
• If you are quoting only part of a sentence, the punctuation will follow the quotation marks.
  Their most fervent wish was to “save the planet”.
• Commas and semicolons are always placed after the closing inverted commas:
  “I dreamed,” she said, “that we would save the planet.”

4.7 Tables
• Please create your tables directly in the Word document using the table function.
• Please put a heading above each table (not below).
• When reproducing data from another source, put the source and copyright notice below the table (see also → Section 3.1).

4.8 Footnotes
• Footnote numbers appear after the punctuation of the phrase or clause to which the note refers, except if the footnote refers exclusively to the last word before the punctuation.
• The footnote text begins with a capital letter and ends with a full stop.
• If the first footnote of your contribution contains general information (e. g. an acknowledgement, a dedication or a reference to the underlying discourse), it is inserted as an asterisked footnote at the end of the main title.
• Cross references to page numbers which are not finalised until the page-proof stage should be marked using square bullets (■■■) or bold pound signs (###) as placeholders.

4.9 Lists
• Lists of figures and tables as well as the bibliography are located at the end of your contribution (before the author information, see Section 4.10).
4.10 About the author

- Information about the author comes directly after the bibliography. The resumé begins with a side head in bold:

  **About the author:** here follows a short text about the position of the author, main areas of research, important projects etc.

5. Images and graphics

5.1 Picture captions

- In addition to a caption, images and graphics should include a location/source reference (in the case of self-created graphics: “own illustration”) and, if applicable, a copyright notice. It is very important to observe any requirements of the licensor:

  Joe Bloggs on his way to work, London 1993
  Oil on canvas, National Canvas Collection, Anytown
  © icanvas Agency

- Location, source and copyright information are placed directly after the picture caption.

5.2 Reproduction rights

- The author is responsible for clearing the rights to images beforehand. When submitting your contribution, please provide your editor with the necessary permission for the reprint.

- Searching for copyright holders can be a laborious paperchase. Unfortunately, there is no general rule as to who holds the rights to which images – careful research is required.

- Go as far “back to the roots” as possible, e.g. to the museum where the picture or the statue is held, or to the archive where the document is kept.

- Rights may still also be attached to images of centuries old material (depending on who the owner is, where it is exhibited or stored, or who produced the picture).

- The fact that an image has already been published (more than once) in other books or on the internet does not mean anything legally. If, for example, a museum grants author A permission to use an image in a publication, this permission is usually valid for this one specific case only. Author B may not include the image in a publication with reference to author A, even if author A agrees to it. If the author is not the owner of the rights, they cannot pass the rights on. Author B must approach the museum.

- Images from Wikimedia and similar databases may not be used because of the legal difficulties – even when they claim to be in the public domain.
• Materials that are authorised for non-commercial use only are also ruled out because book publication usually entails the commercial use of materials.
• A fast method of obtaining images, but with associated costs, is to use picture agencies such as akg-images, Alamy, Getty Images.
• Even if you have often read such comments as “We have made every effort to identify all copyright holders and to obtain the reproduction rights. Should, despite the most careful research ...“, they have no place in a publication. They are just inviting a warning notice.

5.3 Technical guidelines

• Images and graphics should not be inserted into the manuscript, but provided as separate, consecutively numbered files.
• Please send images and pictures as JPG or TIF with at least 300 dpi in the desired print size. If you are scanning photographic prints yourself, please make sure to de-screen the scan.
• Export charts and graphics from Excel as a PDF file (not as pictures!). Graphics are also welcome as SVG and EPS files.
• Please indicate clearly in the text where each item should approximately be placed (“insert image/graphic 1 here”) and provide captions there.
• The count starts anew in each contribution with Figure 1. Please include your name in the file name of the image (e.g. Bloggs_Fig_1), so that it can clearly be allocated to your contribution.

6. Bibliographic references

6.1 Bibliography

• Sources and references are given in the footnotes in abbreviated form, and the detailed bibliographic information is provided in a bibliography at the end of each contribution.
• The bibliography includes all titles cited in the contribution, and only these.
• On the first level it is sorted alphabetically by person, on the second by year of publication.

6.2 Abbreviated references in the footnotes

- An abbreviated reference follows the author-year principle:
  Meier (2020), 99
  In the case of two: Miller/Meier (2020), 2 f.
  In the case of more than two: Miller et al. (2020), 11 f.

- If there are several publications by one person from the same year, they are differentiated by a lowercase letter after the year:
  Meier (1999a), 5 f.
  Meier (1999b), 17–23 f.

- Two consecutive pages are cited with an f., more than two pages with a from-to reference:
  Keitel (2018), 202 f.
  Vasold (2008), 276–288.

- Several cited passages within one work are separated by commas:

- In multi-volume works, there is a colon between the volume and the page number:

- A consecutively repeated reference is abbreviated with “ibid.” or “ibid., page number”:
  Hempfer (2014), 22.
  cf. Ibid.
  Ibid., 61.

- Several abbreviated references of different works one after the other are separated by semicolons:

- If a note is being referenced, an n plus the note number is inserted in brackets. The same applies to figures:
  Heitsch (2014), 4 f. (n8).
  Lückoff (2005), 72 (Fig. 4).
6.3 Citation guidelines

Monographs

- Surname, First Name (Year): Title. Subtitle (2nd or later Editions, Year of Original Publication etc.). Place: Publisher.
  

Journal Article

- Surname, First Name (Year): “Title”. In: Full Journal Title Volume (Issue/Part Number), Page Numbers.
  

Chapter in an Edited Volume

- Surname, First Name (Year): “Chapter Title. Subtitle” (Year of Original Publication, etc.). In: Surname, First Name (Ed.): Title of Volume. Subtitle (2nd or later Editions, Year of Original Publication, etc.). Place: Publisher, Page Numbers.
  

Contributions from collected writings/works

- Surname, First Name (Year): “Title. Subtitle” (Year of Original Publication etc.). In: Ibid.: Title. Subtitle (2nd or later Editions, Year of Original Publication etc.). Number of Volumes (Sections, Parts, etc.). Ed. Surname, First name. Place: Publisher, Volume: Page Numbers.
  

Multi-Volume Works

- Surname, First Name (Year): Title. Subtitle. (2nd or later Editions, Year of Original Publication etc.). Number of Volumes. Place: Publisher.
  
**Newspaper Article**

- Surname, First Name (Year): “Title of the Article”. In: Newspaper Title, DD.MM.YYYY, Page Numbers, column.

**Online-Sources**

- Surname, First Name (Year): “Title“. In: Full Title of Online Journal Volume (Issue/Part Number), Page Numbers. DOI [or] URL; Access Date DD.MM.YYYY.