

# Guidelines for Authors

## Analyses / Opinion Pieces / Essays

### Formal Guidelines for the Text

**Scope:** Following consultation with the editors at SOM – as a rule max. 10 to 12 pages. For text and footnotes a maximum of about 40,000 characters including blanks. When using charts, tables, pictures the text has to be reduced accordingly.

**Font:** Times New roman, 12 pt., single line

**Outline:** Please use sub-headings that increase the understanding, but only a maximum of two different grades of sub-headings. The structure of the sub-division must be comprehensible (e.g., stage 1 bold, stage 2: italic)

### Format in the Text:

- Please do not use automatic syllable separation
- do not use manual word separation
- left-justified, no justification
- no indent at the beginning of a paragraph resp. tab-stops at the beginning of a new line
- use blank line between the paragraphs
- special characters can be used (e.g., Milošević). If possible, no Cyrillic or Greek signs, better transcribe these
- do not put name, institution, book title in the text in italics (book titles in quotation marks).
- Only use italics for emphasized content

### Footnotes:

- Use scarcely (max. 20 per cent of a page)
- Serial numbering at the end of the page
- Emphasize names of authors and editors (first name and family name) in italics
- Do not put book title in italics

### Information on the Author / short bio

- Title, first name, family name, year of birth
- Key reference points of professional career
- Main professional priorities / research fields
- Contact address (e-mail address)
- Time of completion of the manuscript (month / year)
- Scope: overall up to 600 characters including blanks

### Abstract

Please submit your abstract on the essay in English, which will be printed prior to the main text. Length: max. 15 lines (about 1,100 characters including blanks)

### Language Rules

Please use gender neutral language. Pronouns: avoid generalizing masculine forms like “he, his” and use “they, their” instead or replace “his” by “the / a(n)”: “A professor wants the thesis to be discussed.” Or use “his or her”, “he or she”.