

# Guidelines for Authors

## Analyses / Opinion Pieces / Essays

### Length and Structure

**Scope:** Following consultation with the editors at SOM – as a rule max. 10 to 12 pages. For text and footnotes a maximum of about 48,000 characters including blanks. When using charts, tables, pictures the text has to be reduced accordingly.

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

### Format in the Text:

- Font: Times New Roman, 12 pt, single-spacing
- No automatic or manual hyphenation
- Left-aligned, no justification
- No indents at the beginning of paragraphs or tab-stops at the beginning of a new line
- Use blank lines between paragraphs
- Please use special characters where necessary (e.g., Milošević) but transcribe Cyrillic or Greek characters.
- Do not put name, institution, book title in the text in italics (book titles in quotation marks).
- Only use italics for emphasized content

### Footnotes:

- Please provide references in footnotes only, no bibliography at the end of the text!
- 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
- 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 680 characters including blanks

### Abstract

Please submit your abstract on the essay in English. It will appear as the very beginning of the text. Length: max. 15 lines (about 1,100 characters including blanks)

### Orthography and Gender-Neutral Language

Please be consistent in using either British or American English orthography. Please use gender-neutral language: Avoid generic masculine expressions such as “man” and “he” when referring to all genders and instead use expressions such as “people” and “they”.