

LIBRUM P&E recommendations for the submission of manuscripts

The professional typesetting work will be carried out by InDesign. Please observe the following rules so that your manuscript can be accepted completely and in an accurately structured form:

- Manuscripts may only be submitted as Word documents (please do not use open-office software!).
- Manuscripts may only be submitted as one single completely paginated data file.
- In addition, please submit a pdf of the complete manuscript.
- The pdf must be 100% identical to the Word document.
- Pictures and graphics which have been inserted in the Word document must be submitted separately as jpg or tif data files (see below).
- Tables created using Word will be directly replicated by the layout application and do not need to be submitted separately (recommended); they may also however be separately created in Excel format.
- Please indicate directly within the body text (e.g. “Fig. 2”), which pictures should be shown in conjunction with which parts of the text. If the same picture reference appears at many different points in the text, please indicate where the picture should be shown by marking that specific reference in red.
- Word formatting (style templates) can be imported by InDesign. However, attention is to be paid to the uniformity of different elements of the text (i.e. the same format or the same style template must be used across the whole document, especially in the case of titles).
- Captions to illustrations may be submitted in a separate data file (recommended) or within the manuscript itself.
- When using Word, please deactivate the syllable division function. It will be automatically carried out during the layout process within InDesign.

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