
Instructions for authors

Dear Authors,

We have compiled this “Instructions for Authors” guide in order to be able to perform the necessary editing, typesetting, layout, and printing work as effectively as possible. All requirements are listed in detail. You will find a checklist at the end of this guide. Please double-check that your text fulfills these requirements before sending in your submission.

Please send your manuscript to:

Redaktion VDR „Beiträge zur Erhaltung von Kunst- und Kulturgut“
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We look forward to receiving your submissions! We will make every effort to publish your articles in the best possible form.

Sincerely,

The editors of the VDR-Beiträge

Your manuscript should have the following structure:

Cover sheet

- Name of the author
- Address of the author (to be mentioned in the article)
- Telephone number and email address of the author for editorial inquiries
- Complete title of the article
- Brief title suggestion for the running heading (which will later be used as a heading in the layout, making it possible to categorize the individual articles)
- Details about
 - file format and the processing program used
 - number of characters, if possible
 - number of illustrations
- Please indicate whether your article has already been published elsewhere in a similar form.

Article

This document consists of (in the following order):

1. Title of the article

2. Name of the author

3. Summary in German and in English

- The summary should briefly list the essential chains of argument, contents, and conclusions of the article
- Length: max. 150 words (approximately 1,000 characters)

4. Article text with illustrations

- Length: every topic should receive appropriate space – in which there are neither unnecessary repetitions nor glaring omissions. A length of approximately 3,000 words and/or 25,000 characters could serve as a useful point of reference
- Please do not add unnecessary formatting:
 - No headers or footers
 - No indentation
 - No manual hyphenation
 - Do not place text blocks in frames

Illustrations are to be:

- Continuously numbered
- Captioned
- Designated with the following reference in the text: (Fig. 7) and/or (Tab. 3)

5. Author's address at the end of the text

6. Annotations

- Superscripted footnote numbers are to be placed after the reference word and/or after the punctuation mark when they relate to the preceding sentence
- Footnotes serve as evidence for the assertions made in the text
- Avoid digressions
- Do not place illustrations in the footnotes
- Abbreviated references are used to refer to literature (e.g.: REITH 1991a, p. 256), though references may also be fully cited when there are only a few bibliographic references
- Do without cross-references (e.g. "see paragraph 7", "ibid.")

7. Literature

- All publications listed and cited in the text are to be listed here
- List entries by author in alphabetical order
- Write first names out in full where possible
- The order of several titles by the same author is determined by the copyright year of the cited publication (older literature first)
- If several titles by the same author from the same copyright year are cited, then they are to be listed alphabetically by title and distinguished by a, b, c, etc. (i.e. 1969a, 1969b, ...)
- Examples:

Monographs:

Claudia Schmölders, Hitler's Face. A Physiognomic Biography. Munich 2000

Reinhold Reith, Encyclopedia of Olden Trades and Crafts. Facts, Numbers, and Regulations. 2nd ed. Munich 1991

Anthologies:

Heinrich Magirus, Late Gothic Hall Churches in Upper Saxony. In: The Silver Soil – Art and Mining in Saxony. Eds. Manfred Bachmann, Harald Marx and Eberhard Wächler. Leipzig 1990, pp. 110–130

Magazines:

Stephen Leo Carr, Verbal-Visual Relationships. In: Art History 3, December 1980, pp. 375–387

8. Illustration credits

- The author assumes responsibility for the illustration material and the reproduction rights
- The origin and rights to the illustrations are to be specified in the illustration credits

Example:

Fig. 4, 7–9 Städtisches Museum Karlsruhe
Fig. 3, 10 From: Reinhold Reith, Encyclopedia of Ancient Trades and Crafts. Facts, Numbers, and Regulations. 2nd ed. Munich 1991, p. 30
Or in case abbreviated references are used:
From: REITH 1991, p. 30

General guidelines

- In case you are writing your text in German: please use the new German orthography in your article. Make specific mention if you consciously wish to adhere to the old German style.
- Submit your article in the following sections:
 - The printed manuscript
 - The text on a data storage medium (i.e. diskette, CD) or as a file attachment per email
 - The illustrations as photographic prints, slides, or on a data storage medium if available in digital form
 - Two copies of serially numbered control color print-outs and/or copies of the illustrations which clearly show the page alignment and positioning of the illustration. If necessary, please also make mention of size requirements here (if you have a text version with integrated pictures, you can also print these out)
 - A priority list of the illustrations: which ones are absolutely necessary and which ones could be left out if need be?

Technical guidelines for the text

- Save texts as .doc files (MS Word) or .rtf files (multi-compatible)
- Font: Arial, if possible (11 point size), lines 1.5 spaced
- Leave at least a 3 cm margin
- Please do not add any unnecessary formatting (compare page 2 – indentations, hyphenation, frames, headers and footers)

Technical Guidelines for Illustration Quality

Please check whether your illustration suggestions fulfill normal international quality standards. Do not use poor-quality illustration material unless it has an important documentary character. If you send us digital files, please bear in mind that they need to be printable.

The illustrations can be submitted as photographic prints, slides, or also in digital form.

- Do not integrate graphics or illustrations into the text files; always supply a separate individual file/copy
- Clearly label the illustrations in relation to the articles (authors name or article title, illustration number)
- Be sure to bear in mind the minimum resolution for graphics and photos

Graphics are possible as

- Photographic prints/print-outs suitable for scanning
- “Line drawing” file (no gray scaling!) saved in TIF format with a 1,200 dpi resolution (not interpolated) corresponding to 100 % of the desired final size format to appear in the articles
- “Vector graphic” file from FreeHand or Illustrator in EPS format
- No additional retouching of submitted photos is planned: therefore be absolutely sure to also send in a high-contrast print-out suitable for making a high-quality scan. Images with hairlines (very fine lines) are to be avoided, as these details may not be fully captured during the color separation process necessary for professional printing

Illustrations

- Photographic prints or slides (small picture in a glassless frame, 6 cm x 6 cm or larger) may be submitted
- Files with black & white or color illustrations must be saved in TIF or EPS format with a resolution of at least 300 dpi, corresponding to 100 % of the desired final size format to appear in the articles (not interpolated)

VDR-Beiträge Checklist

Cover sheet

- Name and address of the author
- Telephone number and email address
- Complete article title
- Brief title for the running heading
- Specifications regarding file format and number of illustrations

Text

- As printed copy
- On a data storage medium (diskette, CD)
- Summary in German + English
- Article text
- Annotations
- Bibliographical references
- Illustration credits

Illustrations

- Clearly labeled in relation to the article
- Serially numbered
- Marked at the top/bottom, right/left
- Copies/print-outs of the illustrations (if possible with size specifications)
- Illustration priority list