

Manuscript Preparation Guidelines

Please adhere to the following guidelines when preparing your manuscript. More detailed aspects of the layout will be carried out by the GIDS' copy editors. Please submit your manuscript using a standard word processing application (e.g. MS Word). As for spelling, please use British English, except in quotations from U.S. sources. Only use American English if your text is intended for an American audience.

1. Formatting

- Paper size: A4
- Page margins: 2.5 cm top, 2 cm bottom, 2 cm left, 3 cm right
- All pages should be numbered consecutively; page numbers should appear centrally at the bottom

2. Font and text

- Main text: Times New Roman, 12 pt
- Text in Footnotes: Times New Roman, 10 pt
- Line spacing: 1.5
- Please use justified text
- Please do not use automatic hyphenation

3. Headings

- Please use consecutively numbered headings on levels 1 to 3; lower-level headings remain unnumbered
- 1st level: bold, 14 pt
- 2nd level: bold, 13 pt
- 3rd level: bold, 12 pt
- 4th level and lower: italics, 12 pt

Example:

1 First-Level Heading

1.1 Second-Level Heading

1.1.1 Third-Level Heading

Fourth-Level Heading

- All headings should be flush left
- Line spacing: Please use double spacing before each heading and no space between headings and the main body of text

Example:

ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

First-Level Heading

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4. Quotations and Footnotes

- All quotations are to be accompanied by a reference to their source
- Quotations should be enclosed by single quotation marks: ‘ ’ (for American English, please use double quotation marks)
- Please use double quotation marks for a quote within a quote: “ ” (for American English, please use single quotation marks)
- Please use a lower type size (10 pt) for longer quotes (more than 3 lines) and separate them from the main text by adding some space before and after the quote
- Please do not use in-text citations, indicate each reference in a footnote
- Please use only auto-numbered footnotes
- Footnote numbers should follow punctuation marks
- Each footnote entry must end with a full stop
- References to the literature consist of the author’s name, the publication year and the page number(s) referenced: Name of author publication year, page(s).

e.g.: Hoberg 2019: 5–22.

- When there are two authors, both should be named; with three or more authors only the first author is named plus “et al.”:

e.g.: Bächler/Bühning 2020: 3–15.

e.g.: Pieper et al. 2023: 1–5.

5. List of References

- The bibliography contains all sources cited in your text in alphabetical order. The reference format is as follows:
- **Book:** Last Name, First Name (Publication year): Title. Subtitle, Publishing House: Place of Publication.

Single-author work:

Hoberg, Kai-Alexander (2017): Abschreckung im Cyberspace. Strategische Überlegungen zur fünften Domäne der Kriegsführung, Budrich Press: Opladen/Berlin/Toronto.

Multi-author work:

Schmidt, Anne/Müller, Hans (2017): Der Titel als Konzept. Formale Gestaltung neu betrachtet, Musterverlag: Berlin.

- Collective volume:

Bayer, Stefan/Rogg, Matthias/Meißner, Burkhard (eds.) (2018), Militär, Strategie und Forschung. Studien zu Verteidigungskapital, Economic Statecraft, Data Envelopment und Verhaltensökonomie, Budrich UniPress: Opladen/Berlin/Toronto.

- Journal article: Last Name, First Name (Publication year), Title of the Article. Subtitle, in: Name of the Journal Volume number, page(s).

Müller, Hans (2017), Der Titel als Konzept. Formale Gestaltung auf der Metaebene, in: Zeitschrift für aktuelle Titelgestaltung 25, pp. 1–56.

- Book chapter: Last Name, First Name (Publication year), Title. Subtitle, in: Editor's First Name Editor's Last Name (ed.), Title. Subtitle, Publishing house: Publication Place, page(s).

Becker, Sebastian (2018), Analyse des Verteidigungskapitals am Beispiel eines Kampftruppenverbandes, in: Stefan Bayer, Burkhard Meißner and Matthias Rogg (eds.), Militär, Strategie und Forschung. Studien zu Verteidigungskapital, Economic Statecraft, Data Envelopment und Verhaltensökonomie (GIDS Analysis 1), pp. 14–49.

- Online publication: Last Name, First Name (Publication year), Title. Subtitle, website, last accessed on: date.

Müller, Hans (2017), Der Titel als Konzept. Formale Gestaltung auf der Metaebene, <https://www.spiegel.de/thema/meinung/titel-als-konzept-a-1234567890.html>, last accessed on: 02-06-2019.

6. Figures

- Please note: It is your responsibility to obtain any permission required from the copyright holders for the use of figures or tables.
- The figures should be submitted as separate files in any of the following formats: eps, bmp, jpg, tiff, psd or pdf (PowerPoint files are not accepted).

- Please set a placeholder to indicate to the copy editor where to place a figure:

Include Figure 1 here

- Please give each figure a concise caption (figures from other sources should be fully acknowledged in the caption)
- Figures are to be numbered using Arabic numerals in the order in which they are cited in the text:

Fig. 1: Concise caption (taken from: Müller 2017, 12).

Fig. 2: Concise caption (photo by the author).

Fig. 3: Concise caption © Trustees of the British Museum.

7. Tables

- Please give each table a concise caption:

Tab. 1: Comparison of titles from different epochs.