

Editorial Guidelines

May 2020

Contributions are subject to approval in order to ensure that their quality and content is representative of all work published at the Deutsches Museum (DM) and to avoid exceeding the capacity of our in-house editorial team. To ensure adherence to these editorial guidelines, the DM reserves the right to request authors to revise articles.

1. Submitting text

The requested file format is a Microsoft Word document. Submissions should include the following:

- Your manuscript as one file
- Figures as separate files
- Numbered sections, if applicable. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. A subsection may be given a brief heading. Please do not use more than four levels of subsections.
- Full contact information for the author or the volume's editor. Please clearly indicate the name(s) and family name(s) of each author. Include the affiliation address(es) (where the actual work was carried out) below each author's name(s).
- Brief biographical details (approximately 45 words)

2. Format

Try to avoid any extra formatting, such as indents, underlining, extra blank lines, etc. Paragraphs should be indicated by a single return. Numbered headings and subheadings, based on the table of contents, help to structure the text; the hierarchy must be clear to the editor.

It is possible to use British *or* American English, but for all formatting questions, please refer to the Chicago Manual of Style:

http://www.chicagomanualofstyle.org/tools_citationguide.html. Formatting must be consistent throughout the whole manuscript. The editors reserve the right to make slight changes.

Please find below some of our preferred in-house style preferences:

- Quotation marks: please use single typographic quotation marks. Double quotation marks should only be used inside quotations.
- Hyphens: between two numbers of a pair, e.g. 1868–1942, a long hyphen (en dash) should be used.
- Numbers: up to one hundred, numbers should be spelled out in words, e.g. the music of the fifteenth century. Thereafter, numerals should be used.
- Birth and death year: when a person is first introduced, please add her or his birth and death year in brackets after the full name, e.g. John Crosby Brown (1842–1918).

3. Footnotes

An abbreviated form, consisting of surname and short-form title should be used in footnotes (if the original title is longer than four words). A full reference should either be given in the bibliography at the end of the manuscript or at the end of each chapter in case of proceedings.

Examples

Books

- D'Agata, *American Essay*, 182.
- Grazer and Fishman, *Curious Mind*, 37.

News or magazine article, chapter or other part of an edited book

- Mead, "Dystopia," 47.
- Otterstedt, "Fiddles," 223.
- Sodhi, Brook, and Bradshaw, "Causes and Consequences," 516.
- Thoreau, "Walking," 182.

Online publications

- Borel, *Fact-Checking*, 104–5.
- Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
- Melville, *Moby-Dick*, 722–23.

4. Illustrations

Each image should be saved as a separate TIFF or JPG file with a minimum resolution of 300 dpi. All reproduction permissions must be obtained from the author.

At the approximate position in the text where an illustration will be inserted, please type the name of the picture file in double brackets. The sequential picture number must appear on the next line, followed by a picture caption:

((crucifer_LW001.tif))

Fig. 1: The name crucifer derives from the shape of the blossom, which consists of four petals facing each other like a cross.

If you are using pictures from the DM picture archive, please do not change the file names – this makes it harder for us to assign them correctly.

Picture credits, i.e. sources, are usually detailed in the list of illustrations in the appendix. Please include the name of the copyright holder and, if applicable, the signature and any other details stipulated by the rights' holder.

DMA, BN 34261, Deutsches Museum Photo Studio (if the photographer is known): Hans-Joachim Becker. If the DM is not the copyright holder, please write as follows:
Serjey Nivens/Fotolia.com

5. Bibliographical entries

Examples of bibliography entries

Books

- D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.
- Grazer, Brian, and Charles, Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.
- Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Translated books

- Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Theses

- Rutz, Cynthia Lillian. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago, 2013.

Online publications

- Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/> (accessed 11 April 2009).
- Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html> (accessed 1 May 2010).
- Rüdiger, Mogens. 2014. "The 1973 Oil Crisis and the Designing of a Danish Energy Policy." *Historical Social Research* 39 (4):94–112. doi: 10.12759/hsr.39.2014.4.94–112.

Chapter or other part of an edited book

- Sodhi, Navjot S., Barry W. Brook, and Corey J.A. Bradshaw. "Causes and Consequences of Species Extinctions". In *The Princeton Guide to Ecology*, ed. by Simon A. Levin, 514–20. Princeton: Princeton University Press, 2009.
- Thoreau, Henry David. "Walking." In *The Making of the American Essay*, ed. by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

News or magazine article

- Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.
- Otterstedt, Annette. "What Old Fiddles Can Teach US." *The Galpin Society Journal* 52 (1992), 219–42.
- Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

6. Cover texts, author profiles, etc.

Early on in the process, please confirm with the volume's editor and the copy editor in charge whether any blurb for the dust jacket, marketing texts, preface, acknowledgments to sponsors etc. is required.

The author's profile should be written in full sentences and be approximately 300–500 characters long. The editorial board reserves the right to make profiles consistent.

If you have further questions, please contact your copy editor at verlag@deutsches-museum.de.

We look forward to receiving your manuscript and to working together!