

Hard Times – style sheet

File format

Only Microsoft Word documents or RTF files will be accepted.

Important: Please submit picture files separately rather than inserting them in your text file.

Page layout:

- 2.5 cm margins on all sides

Body text:

- Line spacing 1.5
- Font: Times New Roman, 12 pt
- Italicise technical terms and terms in languages other than that of the article
- Mark paragraphs by a line break please
- Do not use tab-stops
- Do not hyphenate
- No colours, indentations, columns etc. Most formatting will have to be manually removed again before importing the text into Indesign and impede the process of creating the layout significantly.

Headings and subheadings:

- no automatic formatting. Please embolden headings and subheadings but do not use any other formatting.

Quotations:

- Longer quotations should be italicised but not indented. No quotation marks should be used.
- Double quotation marks for short quotations
- Single quotation marks for quotations within quotations and for ironic speech
- Please make sure you use typographic rather than straight quotation marks, and that their placing is consistent with the language you are using (bottom and top in German, both at the top in English).

References:

- Bear in mind that *Hard Times* is a magazine rather than an academic journal and keep references to a minimum
- use endnotes (rather than footnotes) in MLA style
- use Arabic rather than Roman numerals
- do not use the automatic footnote/endnote function in word – type a number into the text and add the same number and the text of the note at the end of the text.

Length:

The guest editors are responsible for deciding on the length of individual contributions. They should bear in mind that brevity and precision are virtues. In total, the contributions submitted through the guest editors should not exceed 50 pages (in Indesign), including the editorial. **50 pages in Indesign/the print edition of *Hard Times* are equivalent to 70 pages in MS Word following the formatting guidelines above.**

Illustrations:

As a minimum, contributors should submit one illustration with their contributions. Contributors should ensure they hold the copyright for such illustrations or that they have obtained the relevant rights from the copyright holder.

Texts and illustrations need to be submitted as separate files.

Contributors should indicate the desired location for each image in the text by inserting the file name as well as the caption in square brackets within the text.

Illustrations should be submitted with a minimum resolution of 300 dpi; 600 dpi are better.

Sub-headings:

The authors or guest editors are asked to use sub-headings (as many as possible) in each article.

Abstracts:

Each contribution should be submitted for layout with a short abstract (8-15 lines max.) in the magazine's other language, so English for German articles and German for English articles. Where authors cannot provide such an abstract themselves, it is the guest editors' responsibility to provide it. Each abstract should contain the name and geographical affiliation of the author. Academic affiliations, credentials, titles, educational background etc. are should not, as a rule, be included.

Native Speaker Policy

Contributors should write in German or English, depending on where they are more proficient. At least two thirds of the articles in each issue should be in English. Guest editors are responsible for proof reading.

Additional information for guest editors

1 March is the deadline for the spring/summer issue, 1 September the deadline for the autumn/winter issue. Guest editors are responsible for adhering to the deadlines.

Every article has to be edited and formatted according to the above specifications. The editors reserve the right to review the manuscripts as submitted by the guest editors and require further corrections if necessary.

Guest editors should ensure articles contain subheadings and are submitted to the editors together with an abstract and an appropriate number of illustrations (in separate files).

Please submit a list of contributors' addresses to ensure that contributors' copies can be sent out in time.