Yearbook for Philosophy of Complex Systems
Style Sheet – Guidelines for Authors, Duncker & Humblot

Content Text

General Information

– The yearbook is preceded by a table of contents (the individual articles do not have a table of contents).
– Use either new or old German spelling; pay attention to consistency!
– Check spelling in Word before submission;
– the structure should correspond to the following pattern: I., 1., a), aa), (1), (a), (aa), (α), (αα).

Punctuation

Punctuation Marks in General

– Outside of italicized passages, always use punctuation marks, even if they follow italics.

Quotation Marks & Apostrophes

– Only use typographical quotation marks (" " bzw. '), not " and ';
– in foreign-language quotations, change quotation marks to the usual German ones if necessary;
– use ‚real' apostrophes ' , (e.g. Leibniz' philosophy), not ';
– pay attention to the correct direction of apostrophes and quotation marks!

Hyphen and En Dash

– Use a hyphen (-) only as a hyphen (e.g. well-being), otherwise use an em dash (–) as a dash and for numerical information, e.g. p. 1–2, not p. 1-2.

Citations

– All quotations should be in normal type, not *italics*; **bold**, <u>underlined</u>, and other emphasis in quotations should be in *italics*;
– indent all quotations that form their own paragraph on the left and set them in small print.

Field Functions

– Field functions such as Citavi fields or similar should be converted to text if possible.

Highlighting

– Only use *italics* for emphasis, no CAPITALS, SMALL CAPS, **bold** or <u>underlined</u>;
– no emphasis on personal names and institutions such as courts and court decisions outside of bibliographical references.

Cross-References

– Cross-references can be coded in Word and adopted in the sentence;
– manually inserted cross-references must be marked in color for the typesetter's guidance; these must be updated by the author after final typesetting.

Gender- and Discrimination-Sensitive Language

– May be used as long as consistency within the anthology is ensured.
– The publisher does not specify how gender- and discrimination-sensitive language should be used.

Bibliographical Information

– Bibliographic information and citation style must be uniform and consistent throughout the work.

– URLs must be marked as hyperlinks using the Word function "Hyperlink".

Footnotes

– Always begin footnote text with capital letters and end with a period;

– separate several references with a semicolon;

– if authors and editors are given with first names in the footnotes, these must appear in *italics* if they appear before the surname, or regualr and separated by a comma if they appear after the surname.

Examples

Michael Adams/Till Tolkemitt, Das staatliche Lotterieunwesen, p. 512.
Stringer, Peter A. (ed.), The Nuremberg Trial.
Bock, in: Ambos/König/Rackow, 3rd HT, para. 443.

Bibliography

– Create as continuous text, not in table form;

– *italicize* last names, first names should be regular; place a colon between the author's name and the title. Editors of anthologies should be regular if a specific contribution with author's name is given first.

– Sort alphabetically by author's surname;

– sort texts without authors alphabetically by title;

– authors with an aristocratic title should be arranged alphabetically according to the surname, not the aristocratic predicate; the aristocratic predicates should be placed after the first name: Müller, Hans von;

– if there are several titles by the same author, repeat the name (do not use an ellipsis for the author's name!); sort titles alphabetically or in ascending or descending order by year of publication; in case of the same year of publication, sort alphabetically;

– separate several authors/publishers and places of publication with a slash (/) without spaces.

Examples

Adams, Michael/*Tolkemitt*, Till: Das staatliche Lotterieunwesen. An Economic and Legal Policy Analysis of the German Toto-Lotto Block, ZRP 2001, p. 511 ff.
Nolte, Martin: German gambling law in the tension between Union law requirements and national regulatory leeway, in: Schmittmann, Michael (ed.), Auf dem Weg zum Glücksspielstaatsvertrag 2012, Munich 2011, p. 15 et seq.
Stringer, Peter A. (ed.): The Nuremberg Trial, 5th edition, Berlin 1962.

Illustrations

– Submit tables and graphics created in Microsoft Excel in original format (.xls);

– use separate, printable image files, indicate position in the text using placeholders if necessary, e.g. [Fig. 1], title files accordingly;

– printable files = min. 300 dpi, image width min. 11 cm;

– raster images in .tif or .jpeg format; line graphics, diagrams and other text-heavy illustrations as vector graphics (.pdf, .eps, .svg);

– sources should be left-aligned under the illustration;

– illustrations are generally printed in black and white; in the case of line graphics such as diagrams, please pay attention to the design of the individual elements, which must stand out clearly from one another.

Notes on Accessibility

– Figures, tables, graphics/diagrams and formulas must comply with the legal requirements for accessibility. Therefore, certain requirements apply to illustrations and the like.

Illustrations

– Resolution min. 300 dpi; high contrast required, also in grayscale; easily legible fonts and font sizes;
– alternative text required (see below).

Tables

– Create as a table, not as an image; should contain as little nesting as possible.
– Alternative text required (see below) if the table is created as an image or contains a lot of nesting.

Graphics/Diagrams

– Keep as simple as possible; high contrasts required, also in grayscale, clarify with patterns if necessary; easily legible fonts and font sizes;
– clear assignment of labels, no labels within diagrams, but next to the diagram, if necessary, allocation by connecting line;
– alternative text required (see below); interpretation in continuous text.

Formulas

– Create as a formula, not as an image;
– alternative text required (see below).

Alternative Texts

In General

– An effective alternative text for an accessible image etc. should summarize the key message of the image briefly and concisely, be contextual and only provide information that is not already contained in the surrounding text or caption.
– Please submit as a separate Word file in the language of the text, approx. 80–100 characters per illustration etc.; descriptive, i.e. non-judgmental and non-interpretative; comprehensiveness and level of detail depend on context: as short as possible, as long as necessary.

For Illustrations

– In the case of comparative illustrations, differences should be emphasized.

Examples
Portrait of Erika Müller, 1976, black and white photograph. (57 characters)
Woman from behind in black veil in front of a mosque. (62 characters)

For Graphics/Diagrams

– The level of detail depends on whether the description and values are given in the text; in the case of pure analysis in continuous text, the most important values should be given in the alternative text.

For Formulas

– For simple mathematical formulas, a brief description of the formula is sufficient. For more complex formulas, a more detailed description may be necessary to convey the meaning and structure of the formula.

Example
nGK equals open parenthesis xGT minus 1 close parenthesis times fraction xGT over 2 fraction end. (97 characters)