

ZOrA – Checklist for manuscript preparation

Components		
Text (max. 50 pages)	<input type="checkbox"/>	text (with notes, proof-read)
	<input type="checkbox"/>	bibliography (style: short quotation + author-year-system)
	<input type="checkbox"/>	list of abbreviations (except when using the current DAI system)
	<input type="checkbox"/>	All illustrations are numbered consecutively and are cited in the text
	<input type="checkbox"/>	list of all captions (figures, plates, tables) and corresponding credits
	<input type="checkbox"/>	summary/abstract (German and English, max. 900 characters each)
	<input type="checkbox"/>	keywords (max. five, German and English)
	<input type="checkbox"/>	address with e-mail, ORCID-ID, ROR-ID (if applicable)
Illustrations	<input type="checkbox"/>	digital images (see below); reproductions and original b/w prints, colour prints, transparencies, drawings (max. DIN A 0) only in exceptional cases
	<input type="checkbox"/>	layout suggestions are required for plates
	<input type="checkbox"/>	for assembled plates: please contact the editing department beforehand
	<input type="checkbox"/>	unlimited permission to publish and/or reproduce (print and digital) has to be granted via author's agreement
Format and style		
Text + Notes	<input type="checkbox"/>	text and notes should be written in a common text processing program, preferably using a Unicode character set
	<input type="checkbox"/>	references to literature should be placed in footnotes
	<input type="checkbox"/>	footnote numbers should be typed behind punctuation marks
	<input type="checkbox"/>	illustration references in the text should be given in brackets
	<input type="checkbox"/>	the hierarchy of the headings should be characterised by a template or numbering (1, 1.1, 1.1.1) (max. 3 hierarchies after the article heading)
	<input type="checkbox"/>	special characters: if necessary the used font should be supplied
Formatting	<input type="checkbox"/>	left-justified
	<input type="checkbox"/>	font size uniformly 12 pt (footnotes as well)
	<input type="checkbox"/>	line spacing uniformly 1.5 (footnotes as well)
	<input type="checkbox"/>	continuous pagination
	<input type="checkbox"/>	superscript or subscript
	<input type="checkbox"/>	non-breaking spaces (see 3.1))
	<input type="checkbox"/>	avoid other formatting (indentations, word-division, columns, etc.)
Illustrations	<input type="checkbox"/>	TIFF files, EPS files (JPG if necessary); other formats are possible in consultation with the editorial team
	<input type="checkbox"/>	Resolution in relation to the final print size: 400 dpi for greyscale and colour images, at least 1200 dpi for line drawings (b&w)