

Guidelines for Authors

Before submitting please use the following checklist and guidelines for authors of **Der Donauraum**. No matter if you **submit a manuscript in English**, the submission should include the following information in English:

- **Abstract:** The paper should contain an unstructured abstract of not more than 1200 characters (spaces included).
- **Author details:** Please list your full name with academic title, institute you are currently affiliated to plus some short biographical note (not more than 500 characters). Authors' affiliations are the affiliations where the research was conducted.
- **Footnotes:** Please use footnotes, not endnotes. Further references should be listed at the end of the article according to author's surnames.
- **Funding details:** Please supply all details required by your funding and grant-awarding bodies as a footnote at the beginning of your manuscript.
e.g.: "This work was supported by the [Funding Agency] under Grant [number xxxx]."
- **Figures/Tables:** Generally, *Der Donauraum* uses monochrome printing only. Please provide high quality pictures (300 dpi) as separate files, preferred format for figures is JPEG. Tables and graphs should be provided as separate PDF files, fonts embedded. Please note that the publishing house does not accept Microsoft Word or Excel file types. Please note that the ideal width for figures in landscape format is 18cm. For figures in upright format it is 12 cm.
- Please provide figures with **complete copyright information**. Files without this information will not be printed. Captions should be included in the paper.

Reference Style and formatting

As an author you do not need to worry much about formatting your manuscript to meet the style requirements of **Der Donauraum**. Instead, please only take note of the following:

- Please submit your document in **electronic form**: Microsoft Word
- **Submit a coherent text** – not a transcript of a presentation you gave; minimum length: 10 pages (approximately 20.000 characters including spaces), maximum length: 40.000 characters; please include a cover page (title of paper, author's information, abstract, contact details)
- **Structure:** 1st headline: bold, 2nd level: bold italics, 3rd level: plain italics
- **Reference Style:** In order to guarantee consistent citations, please only use **The Chicago Manual of Style** (Notes and Bibliography). In general, it is essential to use footnotes for citations instead of in-text citations (no author-date system). Every submission has to provide an alphabetically-ordered bibliography at the end of the manuscript. References must include author name(s), journal or book title, article or chapter title, year of publication, volume and issue (where appropriate) and page numbers. Detailed information and tutorials on The Chicago Manual of Style can be found here:
<https://www.chicagomanualofstyle.org>
(Citation Quick Guide, Notes and Bibliography: Sample Citations)

For questions and submissions, please contact

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