

Layout-Guidelines for Contributors of the Handwoerterbuch der antiken Sklaverei

The following print format is meant to simplify adherence to the length requirements. It will help you to arrange your article. A conversion is not necessary.

Text Characters and Paragraph Formatting

Head-Word

Font: Times New Roman
Font Style: Bold
Font Size: 10 pt
Line Spacing: 12 pt
Special: None
Alignment/Margin: Justified

Author

Font: Times New Roman
Font Style: Italic
Font Size: 10 pt
Line Spacing: 12 pt
Spacing Before: 6 pt
Alignment/Margin: Right

Body Text

Font: Times New Roman
Font Style: regular
Font Size: 10 pt
Line Spacing: 12 pt
Special: None
Alignment/Margin: Justified

Captions for Figures, Photographs, Tables, Charts and Maps

Font: Times New Roman
Font Style: regular
Font Size: 9 pt
Line Spacing: 11 pt
Special: None
Alignment/Margin: Justified

Heading

Font: Times New Roman
Font Style: Small Caps
Font Size: 10 pt
Line Spacing: 12 pt
Spacing Before: 12 pt
Special: None
Alignment/Margin: Justified

Bibliography

Font: Times New Roman
Font Style: regular
Font Size: 9 pt
Line Spacing: 11 pt
Special: None
Alignment/Margin: Justified

Column Lay-Out

If contributors want to imitate the column lay-out, they should use the following specifications. Otherwise we recommend to compose a simple text (width: 7.5 cm / 2.95" height: 22.0 cm / 8.66"). Please do not use auto-hyphenation or any manual word division.

Margins:

Top: 3.7 cm / 1.46"
Bottom: 4.0 cm / 1.58"
Left: 2.75 cm / 1.08"
Right: 2.75 cm / 1.08"
Gutter: 0 cm / 0"
Header: 2.7 cm / 1.06"
Footer: 1.25 cm / 0.49"

Paper Size:

DIN A 4 (Width: 21 cm x Height: 29.7 cm)

Columns:

Columns: 2
Width: 7.5 cm / 2.95"
Spacing: 0.5 cm / 0.2"