

Submission Guidelines

(<http://www.i-d-e.de/publikationen/schriften/>)

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Preliminaries

- For editors of volumes and authors of monographs: before you submit any text, please send requests for inclusion in the publication series SIDE to the IDE via the contact form: <https://www.i-d-e.de/uber-uns-about-us/kontakt/>
- These Submission Guidelines apply to:
 - authors of monographs that have been accepted to be included in the SIDE book series
 - authors of articles that are contributions to edited volumes planned to be published in the SIDE series

Publication Policy

Managing Editorial Board, Editorial Board, and Peer Review

The publications in the SIDE series are supervised in their editorial and publication process by a Managing Editorial Board of the IDE, which currently includes Dr. Roman Bleier, Prof. Franz Fischer, Dr. Frederike Neuber, Prof. Patrick Sahle, Gerlinde Schneider and Prof. Georg Vogeler. Individual volumes (especially edited volumes) also have an editorial board consisting of the respective editors and, if necessary, supplemented by further external experts.

Monographs, and in particular individual contributions to edited volumes, are generally subjected to a peer review process (*single blind*), in which experts from the respective fields are appointed as external reviewers. SIDE publications thus undergo quality assurance procedures according to high international standards.

Access, Copyright, and Licenses



The publications are made available both online and in print. The online versions are freely accessible (Open Access). Readers do not need to register to access the publications, and no fees are charged for access. Authors of papers also do not have to pay fees for submitting and publishing papers.



The IDE has a preference for publications under a CC-BY license. Previous volumes have been published under the licenses [Creative Commons Attribution 3.0 Unported](#), [Creative Commons BY-NC-ND](#), and [Creative Commons Attribution Share Alike](#) (see below).

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General Submission Guidelines

- Please submit your article or monograph as .odt, or .docx
- For articles: The length of your submission can vary from 7,000-15,000 words, bibliography excluded
- Please stick as close as possible to our style guidelines (see “Style Guidelines” below)
- Please attach images separately (see “Figures” below)
- With your article or monograph please submit also
 - a short biography of all authors (max. 80 words each)
 - a short abstract in English (max. 200 words)

Send your contribution as a zip-file to your contact person of the IDE. The submission should consist of (1) the article or monograph, containing at the end a bibliography of all references in the text, and an index of figures, (2) the images, (3) a bibliography of all authors, (4) a short abstract.

Style Guidelines

Text formatting

- to emphasize terms in the text use italics, not quotation marks
- quotes (if within a paragraph) go into “quotation marks”
- titles of books and projects are set in italics
- use single spaces after full stops, commas, exclamation marks, etc.
- decide whether to use British or American English and use it consistently
- insert code snippets as free-standing block (see also “Code snippets” below)
- Please give references in brackets as short and clear as possible in the main text. Indicate the page number if necessary. Usually the reference precedes the closing punctuation mark. If you refer to terms or titles within the text the reference should be put directly after the respective term.

References

The [Chicago-Style](#) (Author-Date) may be used as a guideline. For illustrative examples of references, in-text and in the reference list, see the citation guide:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

Generally, put a reference to your source material in parentheses in the text and list all the sources to which you have referred in alphabetical order at the end of the paper.

General formatting rules of references:

- titles of books and journals are set in italics
- book chapters or journal articles go into quotation marks
- please follow the rules of punctuation in bibliographic references

We recommend archiving online resources with a service such as Internet Archive (<https://archive.org/web/>, use the “Save page now”-service).

Example Reference list

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

Example In-text

(Smith 2016, 315–16)

Quotations

To indicate short quotations (fewer than four typed lines of prose) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation and include a complete reference in your bibliography. Punctuation marks appear after the citation. Gaps in quotations are marked with [...]. Mark every change and addition in quotations with square brackets: [].

Example 1

M.R. James once wrote “I cannot teach the art of assigning dates to manuscripts; I am even inclined to think that it cannot be taught” (Pfaff 1977, 103).

If the quotation is longer than three lines, place quotations in a free-standing block of text (indent ½ inch, line space) and omit quotation marks. The parenthetical citation should come after the closing punctuation mark.

Example 2

[...] as studies have shown that digital humanities resources tend to be poorly documented and therefore not be trusted by users:

In the absence of technical documentation, it was impossible to reuse files [...] Although users require procedural documentation, about the status and completeness of sources, and selection methods, this is often difficult to locate [...] and shows that this makes reuse of digital resources almost impossible.
(Warwick et al. 2009, 33)

Furthermore, the persuasive nature of the visualization and display can mean [...]

Footnotes

Convert longer notes in brackets into text or into footnotes. Please do not use footnotes for ‘pure’ URL-references, instead insert them into the bibliography and refer to them. Footnote references follow the punctuation marks as long as the note doesn't refer only to a part of the sentence. Every footnote ends with a full stop.

Code snippets

Please insert code snippets as a free-standing block. Please make sure that formatting and indentation is semantically correct.

Example XML-code:

```
<pb facs="#f0021" n="15"/>
  <div xml:id="dtdl_2">
    <head rend="right">II</head>
      <l>
        <l>Gieb mir den grossen feierlichen hauch</l>
        <l>Gieb jene glut mir wieder die verjünge</l>
      </l>
```

Example JavaScript:

```
function myFunction(name,job) {
  document.getElementById("demo").innerHTML =
  "Welcome " + name + ", the " + job + ".";
}
```

Figures

If you want to include figures (images, diagrams, etc.) and tables, please make sure that captions are provided. Figures and tables have to be consecutively numbered and each figure and table caption has to start with either 'Figure' or 'Table' followed by the figure number, a colon and the figure title, i.e.:

Figure 1: Interface of the Beckett-Archive.

Table 1: Use of digital editions by medievalists.

The title of the figure caption should summarize briefly what the figure is about. In the article itself insert only the figure number and the caption as placeholder for the image in square brackets as free-standing block, i.e.

[Figure 1: Interface of the Beckett-Archive.]

Please make sure that the licenses for any images, diagrams, etc. allow for a re-use and that there won't be issues of copyright. Please attach

- at the end of your file: an index of figures in order of their appearance with complete bibliographic information and the copyright statement.
- separately: the respective figures as image files (.png or .jpg - no PDFs!). The images must have a resolution of 300 dpi relative to the print size of 12cm width x 16,86 cm height. Images will be printed in grayscale if you do not indicate otherwise. As file name use the placeholder (i.e. figure1.jpg)

We encourage you to use grayscale images where colors are not necessary.