Guidelines for Manuscripts of Collections of Articles

1. Title:
The articles for the collection should start with the title, the subtitle - if there is one - and below this the author's first name and surname (without the academic title).

2. Subheadings:
The articles should be divided by subheadings. The subheadings should if necessary be provided with Roman numerals and Arabic numerals, and lowercase letters should be in round brackets. Any further breakdown should be avoided.

3. Overview of Divisions and Literature:
The articles should not be preceded by an overview of the divisions, and no overview of the literature should be added.

4. Footnotes:
The footnotes should be numbered consecutively. Excessively long footnotes should be avoided.

5. Italics:
The subheadings should be *italicized*; authors' names (first name and surname separated by a comma from the title) in the footnotes should be *italicized.* Anything else which is highlighted in the text should also be *italicized*.

6. Internal References:
Internal references should be avoided, at any rate no allusions should be made to the page numbers of the manuscript.

7. Indication of Sources:
When indicating your sources, please use the proposals for quotation, if they are available, made in the works concerned.

8. Data Carrier:
Please send a CD-ROM with the stored data of your article along with the manuscripts. The CD-ROM should be labeled with the author's name, the title of the article and the word processor.

9. Addresses:
The articles should contain the author's complete address so that we can send the proofs to him/her. If you have an e-mail address, please include this as well.

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