



Notes on Manuscript Submission – Brill | Fink and Brill | mentis

Notes on manuscript submission	- 1 -
1 Notes on our layout	- 1 -
2 General information	- 1 -
3 Principles of structure and table of contents	- 2 -
4 Formalities in the text	- 3 -
5 Correction procedure	- 4 -
6 Checklist manuscript handover	- 5 -

1 Notes on our layout

All Brill books are set in a uniform typeface and layout. With our font and layout design *Brill Typographic Style* (short BTS) we can guarantee a modern look of our books as well as uniformity and recognition value. The Brill typeface, that is also applied for this handout, is specially designed for Brill and adapted to the needs of a publication in humanities. It can be downloaded here: https://brill.com/page/resources_fontsdownloads. Please submit the manuscript using this font if possible, especially if your text contains non-Latin characters. We take care of the typesetting and layout. You can find samples of typeset texts on our websites (e.g. monograph: [Ethics and the Limits of Technology | Brill](#); anthology: [The Many Meanings of Home – Cultural Representations of Housing across Media | Brill](#)).

The following formal requirements for our manuscripts are indispensable for the production and a prerequisite for a smooth editing and publication process. This is the standard by which we check your text after submission. We reserve the right to make editorial adjustments if necessary. Please go through the following notes carefully and submit your manuscript according to these requirements.

2 General information

2.1 **The „ready for typesetting“-manuscript:** The final submitted manuscript is considered as ready to be typeset, meaning that it has been approved for printing by the author(s) and/or editor(s). The publisher does not perform a proofreading process. Therefore, we ask you to check very carefully whether your text complies with both the publisher’s specifications and – taking into account the standards of your discipline – the rules of scientific work as well as current spelling. If you would like a professional proofreading of your text, please contact us.

The correction runs („galley proof“) are primarily used to correct pagination and to approve the text in the new layout. Subsequent editing (e.g. deleting or inserting text passages or illustrations) is not intended during this phase and may be charged to you in the event of extensive changes. This also applies for the subsequent manipulation of illustrations.

2.2 **Formalities for submission:** Please refrain from too detailed formatting that goes beyond the requirements provided in this handout. The manuscript is set professionally by a typesetter in a program designed for this purpose. In case of further questions, please contact the editorial office.



2.3 **One file:** Please send us the manuscript in a single, continuously paginated Word file (.doc or .docx) and an identical PDF file. This is how we make sure that the entire manuscript is in our possession.

Anthologies, too, should be submitted in one file, if possible. If you have any problems, please contact the editorial office.

Please make sure that the file naming is consistent, logical and concise. The file names must not contain special characters and/or diacritics.

2.4 **Transmission:** Manuscripts that do not exceed a file size of 20 MB can be sent to us directly by e-mail. For larger files we provide you with a OneDrive-link, where you can upload your manuscript (and images, if applicable).

2.5 **Images:** If the manuscript contains illustrations, please mark the position in the manuscript (e.g. by **here Fig. 1**) or the caption). In addition to the captions, “alt texts” must be provided for the illustrations. Please refer to the information in the document **Accessible manuscript preparation – A guide to alt texts**. Please send the illustrations as separate files. Further information can be found in our **Notes on Illustrations and Image Rights**.

2.6 **Title pages, imprint and dedication page:** In addition to the complete manuscript, please submit a Word document containing the following information for title pages and imprint:

- Name(s) of the author(s) and/or editor(s) (usually in alphabetical order)
- Final title (incl. subtitle)
- If applicable, the source and license reference for the cover illustration
- If applicable, the agreed upon or required (as stipulated in the notice of grant) reference to any funding institution as well as any logos specified by the funding institution (image files with appropriate resolution and printing size information)
- If applicable, a dissertation endorsement (usually in a short form like “The book was admitted as a doctoral thesis by the University [name], [year].”)
- If applicable, the wording for a dedication page

3 Principles of structure and table of contents

3.1 **Numbering:** Numbering the heading levels ensures better clarity, especially in the e-book, since individual chapters can be accessed separately via our website.

- Please number all chapters – also subchapters – continuously in Arabic numerals, starting with chapter 1 (1, 1.1, 1.1.1, 2, 2.1, 2.1.1 etc.).
- Introduction or preface are not numbered and ideally don’t contain subheadings. The bibliography and appendix are also not numbered.
- It is possible to subdivide the manuscript into different parts by means of section titles; these parts bear Roman numerals. The chapters across all sections are numbered consecutively in Arabic.

Specifically in monographs:

- The chapter headings of the main chapters (outline level 1) are headed with “Chapter” + chapter number, which looks like this:

CHAPTER 1

Headline chapter 1



- (You don't have to set this up yourself, we will do it for you.)

Specifically in anthologies:

- In anthologies, too, the contributions must be numbered in Arabic in the table of contents (outline level 1). The name of the author(s) is given below the title of the article:

1. Title of contribution 1

Name of author(s)

- The numbering does not appear in the contributions themselves.
- Headings within the contributions must also be numbered consistently according to the above-mentioned model (1, 1.1, 1.1.1 etc.) and start with 1.

3.2 **Table of contents:** Please provide a table of contents in which only those outline levels are noted which are supposed to appear in the table of contents; the page numbers do not need to be indicated resp. they will be updated after typesetting.

3.3 **Running heads:** The chapters of our books are headed with running heads/column titles in the header and usually show:

	Left page	Right page
Monograph	“Chapter 1” [usually only main chapters]	Chapter title
Anthology	Name(s) of the contributor(s)	Chapter title

Since the page number is also mentioned in the header, only 60 characters (incl. spaces) are available. We therefore request a list with any desired shortening of the chapter headings.

4 Formalities in the text

4.1 **Paragraphs and mental breaks:** A new paragraph is indicated by an indentation in the first line. There will not be an indentation after headings and block quotations.

- If you want to represent a mental break that should not have a heading, this can be marked by asterisks *** (instead of blank lines). In the book, we represent them by separating dots “ ∴ ”.

4.2 **Quotations:** Please indent quotations of more than three lines (= from the beginning of a fourth line) as a block, e.g. using Word's “left indent” function. Quotation marks are not used for block quotations.

4.3 **Footnotes:** The footnote numbering starts at 1 in every main chapter (in monographs) or in every contribution (in anthologies).

- Footnotes preferably appear at the bottom of the page. If explicitly requested, they can be placed as endnotes after the chapter/contribution.
- Unfortunately, footnotes at first level headings are not possible due to technical reasons. If you want to make a general note at the beginning of a chapter/contribution, please mark it with an asterisk (*) in the footer line.
- Please do not place illustrations in the footnotes.



- 4.4 **Cross-reference:** Please mark cross-references to other page numbers in the text so that you can find and check them in the correction run (e.g. with “##”, which can easily be found by using the search function in the PDF). Since the page numbers shift through typesetting, it is important to correct them in the first galley run.
- 4.5 **Marking of special characters and foreign fonts:** Please mark in a striking color (e.g. yellow)
- All special characters (e.g. ♀, ♂, †)
 - Foreign characters (e.g. Greek, Cyrillic, Hebrew) and
 - blocks.
- 4.6 **List of contributors for anthologies:** Please complete your manuscript with a list of short biographical information about the authors/editor(s) of the anthology (approx. 500 characters incl. spaces each). Add the information under the heading "List of contributors" at the end of the full manuscript.

5 Correction procedure

- 5.1 **Timetable:** Upon submission of the manuscript, the editorial office checks for completeness, image resolution and the above-mentioned requirements and makes editorial adjustments if necessary. You will receive the first galley run about one or two months later. Two correction runs are planned – the second run only serves to check the corrections from the first run and to get your final approval for printing. You will receive the final book cover (complete cover with blurb) from us as soon as the definite dimensions of the book have been determined. Printing and delivery take about four to six weeks depending on capacity (complementary copies are usually sent out once a month), so the entire production process may take five to six months.
- 5.2 **Pagination correction:** The correction runs are primarily pagination corrections – You check whether the changed layout still preserves the context of the text and whether any incorrect separations have occurred at the end of lines. Of course, some spelling or punctuation mistakes can be corrected at this point. But it is no longer possible to insert text parts, annotations or illustrations.
- 5.3 **Form of correction:** You will receive the correction runs from us as PDF files, together with a manual for inserting corrections and comments. Please send us the corrections in digital form and according to these guidelines, as we have adjusted the correction periods accordingly.
- 5.4 **Index:** When sending the first pagination correction, we ask for the creation of an index; whether this is an index of persons/places/terms has been discussed with the editorial office or is determined by the series in which the book is published. You will receive information on how to create the index from the production department together with the first proof.
- If you have created an automatic index in your manuscript using the Word index function, please let us know when you submit your manuscript. In this case, an index can be created automatically.
- 5.5 **List for complementary copies (in anthologies):** Please provide the publisher with a list of the mailing addresses for the complementary copies. The shipping of the copies is then carried out by our publishing office. Please refer to your publishing contract to find out how many copies can be sent.

We are looking forward to your book project and to a good cooperation!



6 Checklist manuscript submission

- The manuscript
 - is set up according to the guidelines of this handout and ready for typesetting!
 - is available as a complete Word document with page count
 - is also available as a complete PDF document with page count
- The following things have been marked with color:
 - special characters
 - foreign fonts
 - blocks
 - cross-references (incl. placeholders)
- There's an additional Word document with all necessary information on
 - title pages and imprint as well as logos of funding agencies, if applicable, as .jpg- and .eps-files
 - if applicable, dissertation endorsement
 - if applicable, dedication page
- The address list for sending the complementary copies is available or will be requested and sent to the publisher as soon as possible
- If applicable: In case that chapter titles of the first outline level consist of more than 60 characters, an additional Word document with suggestions for shortened running heads is available
- If applicable: In case the index was created with the Word index function, a note has been sent to the editorial office
- In anthologies: A list of contributors is included at the end of the manuscript
- Images
 - are available in sufficient quality and resolution
 - The necessary printing permissions are available
 - Alt-texts have been created
 - Captions and credits are set up according to the publisher's specifications
 - in anthologies: Captions are included in the respective article as well as credits at the end of the article