DE GRUYTER

Formal guidelines

We are pleased to welcome you to De Gruyter (DG). In this document, we will give you some general information regarding publishing with the Social Sciences team. These guidelines are obligatory, so please study them carefully. To ensure that your text is well and clearly written, it is worth having someone else read the text before submitting it.

Extent

Please note that the layout of your word processing program does not reflect the final number of pages in the book. The house style for DG is based on an average count of 380 words per printed page (or 2,800 characters including blanks).

Orthography

In general, you are free to use either the British English or the American English conventions; whichever style you choose, please be consistent. For further information, please turn to the *Chicago Manual of Style* and the *Oxford English Dictionary*. Nevertheless, there are some important rules, which we would like to emphasize:

- Spell check: Please confirm with your contact at De Gruyter if a professional copy edit will be undertaken for your project. If not, please deliver the manuscript in a polished and proofread state. If necessary, please organize your own copy editing. If you need the contact of a professional copy editor, please contact us.
- Consistency: Make sure that all scientific terms and academic expressions are standardized throughout the whole book. If you are a volume editor, please agree on consistent reoccurring terms. If you are the author of a chapter or article within an edited volume, please contact your volume editor with questions about consistent terms.
- Abbreviations: If you choose to abbreviate certain words, use that abbreviation continuously throughout the text, e.g., IOT vs. IoT
- Measurements, numbers, dates: Please make sure that measurement units are spelled consistently, e.g., EUR vs. Euro vs. €; July 3, 1973 vs. July 3rd, 1973 vs. 3 July 1973

Formal Aspects

- If this is an edited volume, please make sure that all chapters/articles are consistent concerning formal aspects.
- Number ranges should be consistent (preferably maximum range), e.g., pp. 1235–1237
- Inclusive numbers should have en dashes (–) not hyphens (-): pp. 125–127 and 1995–1997 (not pp. 125-127 or 1995-1997)
- Be consistent in the use of en (–) or em dash (—).
- Please do not use "&" within the text.
- Lists should be consistent. The preferable format would be caps for the first word of each entry, and no punctuation at end of entries unless they are full sentences.

- Be consistent in the use of punctuation within or outside quote marks.
- Please maintain consistency in capitalization of terms (minimum capitalization preferred).
- There should be no punctuation preceding parentheses.
- Do not use all-caps for accentuating of terms or headings.
- No spaces before or after "/".
- Please use search function before submitting manuscript for double spaces in the text and delete them.

Contents and Structure

- Your manuscript should be subdivided into sections/chapters (and, if necessary, subsections).
- All sections should be labelled with headings.
- Headings, including chapter and contribution headings should have a consistent heading style (Sentence Style or Title Style).
- Headings should be concise and expressive, and should not be concluded with a full stop. Headings do not have footnotes.
- To assist the comprehensibility of your text the manuscript should preferably not exceed three section levels.
- Headings should be numbered with Arabic numerals. To indicate the hierarchy of different heading levels please use the following numbering system:
  1 Main heading
  1.1 Section heading
  1.1.1 Subsection heading

References

- Short quotations (up to 60 words) should be integrated into the body of the text with quotation marks.
- Longer quotes (more than three lines) should be formatted as block quotations without quotation marks.
- All direct quotes should have source page numbers cited.
- Please use "round" quotation marks, not "square" ones.
- When quoting a source, please make sure to faithfully transcribe spelling and punctuation. To add information or paraphrasing for clarity, use square brackets []. To jump over a section of the source material use ellipsis [...].
- Regardless of the reference list at the end, every mention of a source must be indicated, even if this source is paraphrased. There are many ways to give reference in the text, please make sure that the chosen one is used consistently throughout the text.
- In order to keep certain references short you are welcome to use "et al." for sources with four or more authors.
- You should not use abbreviations like "ibid.", but instead repeat the whole reference even when the same source is mentioned several times in a row.
- Cross-references within the text: Please cross-reference to chapters/sections instead of page numbers, e.g. (see Chapter 3) or (see Section 3.2).
- For the sake of readability, please provide – if possible – translations of foreign-language quotes.

Reference list

We do not require a specific reference style but prefer to let our authors work with the style of their choice. Whichever reference style you prefer, please be sure to use it consistently. Please also pay attention to the following aspects:

- The list must be arranged in alphabetic order.
- Several texts by the same author should be arranged by the year of publication.
- Please do not replace repeating authors' names by dashes.
- Do not use "et al." in the reference list, but list all authors/editors instead.
- Internet URLs should be referenced with the last access date, i.e., https://www.degruyterbrill.com/ (accessed July 23, 2026).

Footnotes

- Footnotes are considered sentences, so please always begin with a capital letter and end with a full stop.
- Footnotes can be numbered by chapter or throughout the whole manuscript. You can prepare your manuscript with continuous footnotes. If it makes sense for the book we might assign footnotes per chapter later in the process of typesetting.
- As a general rule, headings never contain footnote cues.
- Please note: There are no endnotes according to our DG house style.

Formulas

Please use the formula editor in Word (or programmes like Math Type). Do not insert formulas as images.

Accentuation

In general, accentuation is a stylistic device that serves well as long as it is not used all the time. So please keep in mind what you really want to stress.

- To emphasize a certain expression or part of the sentence use italics. Please do not underline.
- Names should not be written in capitals or small caps. This also applies to the reference list.