

# Guidelines for Manuscript Preparation Information for Authors



If you would like to submit an article for publication in the journal *online – Heidelberg Journal of Religions on the Internet* (<http://www.online.uni-hd.de/>), it should be in sound editorial shape before being sent to the editors. The following guidelines are meant to assist you in this process.

### General information

The language of the journal is English, for articles in other languages, please contact the editors ([online.religion@zegk.uni-heidelberg.de](mailto:online.religion@zegk.uni-heidelberg.de)) beforehand.

After submission, your article will be peer reviewed by two experts. It will usually take about two months until you receive a decision on whether your article is accepted for the journal.

It is assumed that all submitted manuscripts have not been published already, nor are they under consideration for publication or in press elsewhere. Authors who fail to adhere to this condition will be charged with all costs which *online* might incur and their papers will not be published.

### Format and Style

- Articles  
Typical articles will have around 5.000 to 10.000 words. The journal does not impose a fixed word limit, the editors' emphasis is on quality. However, during the review process reviewers might suggest to elaborate or to shorten an article.
- Book Reviews  
Usually, book reviews will have around 900 to 1.500 words. The authors are responsible for the content and citations within their articles. The reviewed books should be recent (published between the last two years), focussing on the scopes of the journal.
- Abstracts of about 150 words are required for all papers submitted.
- Each paper should additionally have three to eight keywords.
- You may use any consistent spelling style (of English).
- The document should have margins of 1" (2,5 cm) with 12 pt. Times New Roman font. The text should be 1,5 spaced.
- Do not insert any automatic Microsoft Word functions ("auto format") in your submitted article (such as automatic headlines, numeration etc.)!
- Please provide your manuscript with a clear structure (chapters, headings and subheadings). The article should consist of a headline, the text and the bibliography (bibliography and referred internet sources). The text can be divided into several sub-chapters.
- Indent all paragraphs, including after the initial paragraph and all headings. Please use a tab, not spaces for indentation.

- For citations and bibliographical data, use parentheses (round brackets) in the text, according to the *Harvard Referencing System / Parenthetical Referencing*. For detailed examples also on the referencing of electronic and internet sources according to the Harvard system, please see *University of Southern Queensland: Harvard AGPS Referencing guide*, last access 2013/07/15 (<http://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide>).
- Use footnotes (not endnotes) sparingly, numbered consecutively throughout the article, using superscript Arabic numbers.
- Please send the article as .doc(x), .rtf or .odt file (Microsoft Word, Rich Text Format, Open Document Format for Office Applications) to the editor(s) in chief or the official online journal's address: [online.religion@zegk.uni-heidelberg.de](mailto:online.religion@zegk.uni-heidelberg.de).
- If you want to include visuals into your article, please make sure you own the copyright to do so. Please include the picture(s) in your article. In addition, please **also** send all visuals as .jpg file(s) to the editors, for it might become necessary to re-edit the file(s) for publication.
- Quotation marks: Single quotation marks ( ‘ ’ ) are used to distinguish words, concepts or short phrases under discussion. Direct quotations of fewer than 25 words should be enclosed in double quotation marks ( “ ” ) and run on in the text. For larger sections of quoted text (i.e. anything over two lines): Set these off from other text by inserting a blank line above and below the section, and indent the block of text on the left. These larger sections, or ‘block quotations’, should not be enclosed in quotation marks.

## Biographical Data

- All the authors of a paper should include their full names and affiliations on the cover page of the manuscript.
- Additionally the article will close with a biographical note on the author that follows the example below and your institutional address as well as your email address.

Dr. NADJA MICZEK is a postdoctoral researcher at the Department for the Study of Religions at the University of Lucerne, Switzerland. Her doctoral thesis, published in 2013 as “Biography, Ritual and Media: Discursive Constructions of Contemporary Religiosity”, was written as a fellow of the Collaborative Research Center 619, “Ritual Dynamics”, at the University of Heidelberg (Germany). Her interests include the study of religions and rituals in modern media environments, New Age religion, the relation of religion to media and economics.

(Please insert your address **here** according to the instructions above!)

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# Copyright Declaration

Hereby, I

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(name of author)

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