- **Text:** The main text should have a minimum length of 12,000 characters and the total length should not exceed 25,000 characters, including spaces. The typical *easy* article has a length from 15,000 to 18,000 characters.

- **Title:** The title of the article should be concise and short with max. 60 characters (2 lines, 30pt font size). The article can also have a subtitle (2 lines, 18pt font size).

- **Abstract:** Articles are to be prefaced by an abstract briefly outlining /teasing the article's content. The length of the abstract should be 600 to 1,000 characters, including spaces. We need one German and one English version of each. Of course, we will assist you in translating.

- **Author info**: Each contribution requires affiliation, email address and current work and research interests of the author. Please do not exceed 250 characters.

- **Keyword list**: Every article needs 3 to 8 keywords.

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- We would ask you to reduce the number and length of **footnotes** and use max. 100 characters (9pt font size) per footnote.

- **Tables**: Please note that the max. width of 16 cm is not exceeded and a 9pt font is used for the tables.

- **Figures**: Since we adapt the used graphics/illustrations to the layout (proportions, colors and font sizes), we ask you to send us the corresponding data tables (Excel). If you generate your graphs from a statistics program, then we also ask for a high-resolution eps and/or pdf export (vector formats). Once saved as jpg-, png- gif- etc. (bitmap), format can unfortunately no longer be processed. Please provide photos with a resolution of min. 300 dpi.

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