

## Information for Authors:

- Two to three volumes appear each year
- A contribution to printing costs is not required
- Authors do not receive a fee
- Manuscripts are to be 300,000 characters in length (including spaces, etc.)
- A style sheet with information on the formal conventions adopted for the series can be downloaded [here](#)

### Submissions of manuscripts:

- Send us a synopsis of your manuscript. This includes:
  - a) for monographs, an outline; for edited collections, a table of contents with all titles and authors
  - b) an estimate of the complete length (for edited editions, please provide the length of each contribution)
  - c) a summary of around three pages in length with details on the subject, the questions framed, the submission's place in the context of previous research, the sources used, and the most important theses if applicable.
  - d) a short CV of the author(s) including the most important publications
- This synopsis provides the basis for the editors to make an initial evaluation that we will return to you as soon as possible, and within three weeks at the latest. We will explain whether the topic fits in with the series, might make suggestions on your proposal, and will tell you when such a volume might be able to appear in the series. Our initial response does not constitute a binding decision on the acceptance of the submission.
- If both parties agree, upon this basis, that the manuscript should appear in *Zeitgeschichte im Gespräch*, a submission deadline will be arranged.
- Once we receive the complete manuscript, you will be sent the editors' binding decision on its acceptance within four weeks. This can come in the form of acceptance, rejection, or acceptance under certain conditions.
- If the editors accept the submission under certain conditions, you must then decide whether you accept such conditions.
- If both parties agree, the manuscript then undergoes the editorial process. This process is guided by one of the editors, who will be your contact for all questions through to the publication stage. The editorial process takes around three months and involves
  - a) a timetable agreed upon by the series editors and author/volume editors
  - b) the examination and formal corrections of the manuscript
  - c) proofreading of the manuscript with regard to academic content and language
- You will receive an author or editor contract during the editorial process
- We supervise the production process from formatting through to delivery. We remain in close contact with the publishers and with the authors/editors.