

# Guidelines for Editors

The following guidelines are designed to provide a uniform formal standard for all those involved in preparing the contributions. Editors' attention is also drawn to the following information on style and presentation guidelines. We adopt US style.

## Accessibility and Identification

Each contribution to the journal – as well as any other individual texts – is assigned an individual DOI number and must therefore be prepared in such a way that they contain all the necessary information about the authors, even if they stand-alone. Therefore please include the following information:

### DOI

The DOI number consist of the fixed web address »<https://doi.org/10.14361/dak>« plus the respective year and issue number and an additional suffix of the respective article. For contents please use the suffix -toc plus the issue-number, for the frontmatter please use -frontmatter plus the issue number, i.e. »<https://doi.org/10.14361/dak-2021-toc02>«, »<https://doi.org/10.14361/dak-2021-frontmatter02>«. Contributions are chronologically with chunk-numbers, i.e. »<https://doi.org/10.14361/dak-2021-0201>«, »<https://doi.org/10.14361/dak-2021-0202>«.

To have an overview of the DOI numbers, please list them in the chunk number document, which contains the name of the author(s), the title of the article, possible remarks and notes, first page of the respective section, chunk number and full DOI. Please note that every section of the book (also introductions, separating pages and so forth) need to be attributed to an individual chunk number to make sure to separate them from the other article.

As a consequence of the individual indexing of any part of the issue, editors should be aware to also give reasonable full titles to the editorial and introductory texts, as they will be referenced in their personal digital bibliography.

### Authors

Please make sure to be clear about the hierarchies of authors, if there is more than one author of a text. To authors of equal contribution and rights should both be treated as main authors and be listed either in alphabetic order or differentiated in first and second author according to their contribution to the text, i.e.:

Corresponding authors: Katharina Voigt (Technical University of Munich, Germany); [katharina.voigt@tum.de](mailto:katharina.voigt@tum.de); <http://orcid.org/0000-0002-2547-8292>; Virginie Roy (Music and Art University, Vienna, Austria); [v.roy@muk.ac.at](mailto:v.roy@muk.ac.at); <http://orcid.org/0000-0003-2879-1839>.

Open Access. © 2021 Katharina Voigt and Virginie Roy published by transcript Verlag.  
This work is licensed under the Creative Commons Attribution 4.0 (BY) license.

If there are more than two authors, it is proposed to identify one main author and the Co-authors, also indicating these roles in the caption, i.e.:

Corresponding author: Sören Schöbel (Technical University of Munich, Germany) [schoebel@tum.de](mailto:schoebel@tum.de); <https://orcid.org/0000-0002-0018-2014>

Co-authors: Julian Schäfer; [julian.schaefer@tum.de](mailto:julian.schaefer@tum.de); <https://orcid.org/0000-0003-3865-8791>;  
Georg Hausladen; [georg.hausladen@wzw.tum.de](mailto:georg.hausladen@wzw.tum.de); <https://orcid.org/0000-0003-2341-2246>

Open Access. © 2021 Sören Schöbel, Georg Hausladen, Julian Schäfer published by transcript Verlag.  
This work is licensed under the Creative Commons Attribution 4.0 (BY) license.

### Affiliation and Contact

For all authors information on their affiliation and contact are required. Please include the institution of affiliation, place, and country as well as an e-mail contact and ORCID-ID.

## Text, Quotations, and References

For any information on spelling and punctuation please consider the Guidelines for Authors. Remarks on quotations and references are also to be found there. Please note that all texts are to be written in American English, quotations are to be set in French adverted comas, and that all quotations and references should be formatted in Harvard Style.

### Layout and Graphics

Please set the text in the respective paragraph style provided in the template.

### Headlines and Hierarchies

Please make sure to structure the articles in a legible way. For the main headline of the article please use Headline 1, as it references both to the header of the page as well as the

### Quotations

Quotations integrated into the continuous text are marked by quotation marks. Quotations longer than approx. 300 characters (usually more than four or five lines) should be separated from the body text by a smaller font size and a blank line (the same size as the body text) before and after the quotation. Please use the appropriate style sheet for this purpose (> Long Quote).

### References

Please make sure to check the references according to the Guidelines for Authors.

### Embedding Links

All links need to be embedded in the file to be accessed in the digital format.

## Figures and Images

Any images and figures are usually set on the verso pages. Please make sure to earliest set images on the second page of each contribution, as contributions always begin on the recto page. Besides small images it is possible to include full-page images. The amount of full-page images should rather be scarce in percentage to the overall amount of images and figures.

The journal's current budget only allows for black and white images in the printed version. If you want to include color images please be aware that you will need to cover the extra costs and make sure to check with transcript publishers beforehand.

Please make sure that any figure and image contains a responsive reference, including a figure caption and copyright information. It is the author's responsibility to clarify the rights and make sure to hold the rights of reprint for any image and figure included to their work. Nevertheless editors need to make sure that the copyrights are respected and that the information given in the caption is correct and complete.