

ICOMON e-Proceedings: Submission guidelines for authors

Manuscripts submitted via e-mail for review must not have been published previously or simultaneously submitted elsewhere. Original contributions, in English, French or Spanish, should be emailed to the Managing Editor, Dr Reiner Cunz, Hanover/Berlin (reiner.cunz@t-online.de).

Experts in the field review all articles, and following review, articles are returned via e-mail for revision if required before final acceptance. Once a paper is accepted for publication, the editors are willing to work with the author(s) to ensure appropriate English/French/Spanish usage. An abstract in English will be included in the published version. It has to be prepared and inserted into the manuscript by the author.

All accepted articles are edited as necessary for clarity and conformity to ICOMON standards.

1. Authors should submit manuscripts electronically only in MICROSOFT WORD in the latest available version. All submissions must include a title page and a listing of all authors, their email address, their institutional affiliation, their full mailing addresses, and their telephone and fax numbers (include country code).

2. The recommended length of an article is 8-12 pages. Don't work with hyphenation by hand. Please use the automatic hyphenation of your word processor.

Submissions should include an abstract of no more than 200 words (highlighting the scope, methodology, and conclusions of the paper) at the beginning of each manuscript.

3. If using copyrighted material (quotations, tables, illustrations, etc.), the author is responsible for obtaining permission from the copyright holder.

4. If there are references use footnotes OR make sure that they are placed at the end of the manuscript as a list in alphabetical order by the first author. Use the following general format when listing references. If you're not sure, provide all the relevant information (editions, editors, translators, etc.).

5. References should be listed alphabetically at the end of the paper, in the following way:

Grierson, Philip (1982): Byzantine Coins, London 1982.

Adams, John W. and Bentley, Anne E. (2007): Comitia Americana and related medals, Underappreciated Monuments to Our Heritage, Crestline 2007.

Cunz, Reiner (2010): Thomas Lutz, Zur Erinnerung an einen Numismatiker, Weltreisenden und ungewöhnlichen Museumsmann, Jahrbuch für Numismatik und Geldgeschichte 60, 2010, pp 259-278.

Cunz, Reiner (ed, 2002): Währungsunionen, Beiträge zur Geschichte überregionaler Münz- und Geldpolitik, Hamburg 2002 (= Numismatische Studien 15).

Please mention titles and subtitles.

Do not use any abbreviations for periodicals.

Follow the usual English rules for capital letters in titles.

In footnotes, refer to the author by name, publication date, and if necessary also the pages, such as: Grierson, 1982, pp xx-zz.

For multiple authors include all names, such as: Adams and Bentley, 2007, p 4.

6. Diagrams and tables must be submitted in the same file as the article and should be placed in their expected final position within the text.

Tables may be created within the document.

Do not forget the subtitles *in italics*, for instance: *Figure 2: Data warehousing lifecycle*.

7. The body text should be in 12 -point Verdana type, 1,5 spaced throughout, the footnotes are single spaced. The body of the text is justified at both the left and the right margin. Clearly indicate levels of headings. Footnotes can be used. Notes are marked with 1, 2 and included under each page. Place the number after the full stop.¹

Do not switch between British or American English in your text. Please decide for one, if possible for British English.

¹ Example: Place the number after the full stop.