

# Guide for the preparation of a manuscript

for the

## Working Paper Series

of the Collaborative Research Center 1187 Media of Cooperation

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The Working Paper Series of the Collaborative Research Center 1187 „Media of Cooperation“ promotes inter- and transdisciplinary media research. The CRC Working Paper Series provides an avenue for rapid publication and dissemination of ongoing research located at or associated with the CRC.

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We ask interested parties to send a paper proposal (max. 300 words) and a short biographical note (max. 50 words) to [karina.kirsten\[at\]uni-siegen.de](mailto:karina.kirsten[at]uni-siegen.de).

### Publication process

- 1 Formal correction run without feedback on content
- 2 InDesign typesetting
- 3 Proof as a PDF for revision to you
- 4 Implementation of changes after receiving your revision
- 5 Final Proof for approval as a PDF for you
- 6 Publication via our Uniserver Opus
- 7 Promotion of the publication via our website & social media

### Contents

Please submit the following documents:

- Your **manuscript** incl. references as a Word file
- Images/graphics** as separate image file(s) (please note copyright)
- Title** of your Working Paper in English
- Abstract** (100-300 Wörter) in English
- Keywords** (5-10) in English
- Names and short bio** of contributors (200-400 characters in total), including ORCID(s), links to projects, Twitter/X handle (if available) and an acknowledgement (if needed)
- Cover image** with caption and author (please note copyright)
- Signed **licence agreement** (an English translation can be found [here](#))



### Quotation marks

#### German

”	’	‘	“
double opening	simple opening	simple closing	double closing
⌨ Alt + 0132	⌨ Alt + 0130	⌨ Alt + 0145	⌨ Alt + 0147
🍏 ⌘ + ^	🍏 ⌘ + S	🍏 ⌘ + #	🍏 ⌘ + 2a

#### English

“	’	’	”
double opening	simple opening	simple closing	double closing
⌨ Alt + 0147	⌨ Alt + 0145	⌨ Alt + 0146	⌨ Alt + 0148
🍏 ⌘ + 2	🍏 ⌘ + #	🍏 ⌘ + #	🍏 ⌘ + 2



### Picture size

The dpi number and the image size ensure that a sharp and fine print result can be achieved.

The cover image measures 16 x 10 cm, so it should have at least **1800 x 1200 pixels**, better 2048 x 1536 pixels at a resolution of 300 dpi.

How do I find out the size of my image/graphic?


- ⌨ Right click on file → Properties → Details → Dimensions/ Horizontal & Vertical Resolution
- 🍏 Right click on file → Get Info → Expand the More Info section → Dimensions. For DPI: Open Image with ‚Preview‘ → Tools → Image DPI

[Here](#) you can find out how to adjust the image size in Adobe Photoshop.


## Guidelines

Please pay attention to the following guidelines when preparing the manuscript and selecting images/graphics


### Images/Graphics

- Send all images in a **Picture size**  of **1800 x 1200 pixels** (at least 2048 x1536 pixels would be preferred), at a resolution of **300 dpi** as separate image file (.jpg, .png) including information about the copyright holder or sources.
- Please **do not insert images into the Word file**.
- Please only refer to the corresponding graphic in the main text.  
E.g. Fig. 1 → rename the graphic file to Fig. 1.
- Insert the **Figure number** (e.g. Fig. 1), a **caption** and the **complete source reference** at the appropriate place in the text.
- Make sure you have the rights to publish the graphic. CRC 1187 assumes no liability in case of violation of any rights, e.g. copyright, art copyright and personal rights.
- Image citations are permitted according to § 51 UrhG (German copyright law) insofar as they are needed for an intellectual discussion, for argumentation and as a basis for your further work.

### Style

- **Do not use style sheets.**
- Use a consistent font. *Italic* and **boldface** will be carried over into the typeset document.
- Use a different font size and boldface for each heading level.  
For Example: level 1 → 16 pt, level 2 → 14 pt and level 3 → 12 pt or use decimal numbering.  
Note: The numbering will be taken over as well.
- Avoid manual line breaks in the main text. Paragraph breaks are desired.
- Please ensure that the **Quotation marks**  are **typographically correct and correspond to the language**.

### Citation

- Use a **consistent and complete Citation** .
- It is possible to work with short references in the text and a comprehensive bibliography at the end, or with footnotes or endnotes that contain the full bibliographic information.
- Submit a **complete bibliography that is consistent in citation style**.  
We recommend the Chicago Manual of Style 17th Edition (Author-Date). A different citation style may be used as long as all relevant verifiability information is provided and the style is used consistently.
- Include a **DOI or URL** if available.

### Citation

We recommend the Chicago Manual of Style 17th Edition Author-Date citation style used on our website.  
The most common forms of citation in brief:

#### Book:

##### Bibliography:

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York, NY: Simon & Schuster.

##### Short reference in the text:

(Grazer and Fishman 2015, 12)

#### Chapter of an edited book:

##### Bibliography:

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–195. Minneapolis, MN: Graywolf Press.

##### Short reference in the text:

(Thoreau 2016, 177–178)

#### Journal article:

##### Bibliography:

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014." *Journal of Human Capital* 11, No. 1 (Spring): 1–34. DOI: <https://doi.org/10.1086/690235>.

##### Short reference in the text:

(Keng, Lin, and Orazem 2017, 9–10)