

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\[a\]uni-siegen.de](mailto:karina.kirsten[a]uni-siegen.de).

Publication process

- 1 Submission
incl. all documents
- 2 InDesign typesetting
- 3 Proof
as a PDF for last revisions
- 4 Implementation of changes
after receiving your revisions
- 5 Final Proof for approval
as a PDF
- 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 x 1536 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)