Dear author,

We would like to thank you for your willingness to contribute to the S+F. You will find the information about the length and layout of your contribution below.

1. The length of your contribution should be about 30,000 characters long (including spaces, abstract and footnotes!). (This only applies if no other information has been given beforehand).

2. Please send us your contribution (as Word file or compatible with it) by E-mail: S+F@ifsh.de.

3. The second line (after the title) should contain the name(s) of the author(s). Please do not include academic titles.

4. This should be followed by an abstract of 700 characters (including spaces, in English) and 3-5 keywords (in English and German). The words “Abstract” and “Keywords” should be written in bold.

5. Your contribution should have sub-headings. A simple division would be sufficient. The sub-headings should be numbered (1., 1.1 etc.).

6. You are very welcome to use tables, maps and graphs to supplement your text. Please ensure that you own the copyright or that you have the permission to print.

7. When used for the first time, abbreviations have to be spelled out in full.

8. The numbers from one to twelve have to be spelled out in full. Large numbers have to be displayed in the right format: thus 1,000, not 1000.

9. Since issue 3-2015, author information is printed together with a photo of the author. (A starred footnote at the title is not needed then and is only used when the article was peer-reviewed (double-blind) and the author wishes to express a note of gratitude.)

10. Author disclosures: The publisher asks for 280 signs (without spaces) or respective 310 signs (with spaces) for each author. Information should contain the name, academic grade, function, organization/institution, place (plus area of expertise and/or projects).

11. Portrait photo: The image should at least have the size of 2.5cm x 3cm and a resolution of 300dpi. A resolution above 300 x 350 pixel is appreciated. The resolution of an image is found in the properties.

12. Your contribution should have the following layout:
13. Your text may include footnotes but no endnotes.

14. All scientific and common citation styles are accepted, as long as they are used consistently. Please include page numbers wherever possible.

15. A full stop has to be set after the brackets of a short citation: Not: ...end.” (Schneider 1977: 103), correct: ...end” (Schneider 1977: 103). A full stop normally has to be set in front of the footnote (except when the footnote only refers to the last word): Not: ..end1.; correct: ..end.1

16. Insert blank lines: Please insert two blank lines before every heading and one blank line before sub-headings, and one following the headings. Every paragraph should be followed by a blank line.

17. Gender-sensitive language: Please use language that is gender-sensitive, when relevant. For example: “he/she” or “chairman”, “chairwoman” or “chairperson”.

18. Language check: Please only submit contributions that have been checked for spelling and grammar.

19. We would like you to acknowledge that we cannot make any alterations to texts once they have been sent to the publisher.

Finally, please understand that we are not in a position to pay fees to the authors, reviewers and editors working for S+F.
Dear authors,

We would like to thank you for your willingness to contribute to the S+F Quarterly. You will find information about the length and layout of your contributions below.

1. **Before choosing your books to review, please discuss the title with the editorial team.** This is to avoid duplicate reviews. (For reviewers based at the IFSH: Please note your choice in the provided list in the Poststelle (room 03/016). Please send your finished work to: S+F@ifsh.de.)

2. The **length** of a review should be between ca. 1-3 pages (refer to format below).

3. Reviews should begin with the **full bibliographical information** of the reviewed works: Author, Title, Place of Publication (Publisher) and Year; (written in bold) Leave a blank line before you begin the first paragraph, proceed the same with all subsequent paragraphs and take this into account for the maximum length.

4. If you chose an anthology for your review, it is recommended that you focus on 2-3 essays (the reasons for your choices should be mentioned, and editor parts such as introduction and conclusion should always be considered) and give only brief information on the remaining essay subjects. **Examples of reviews** can be found in previous S+F publications on [http://www.nomos-elibrary.de](http://www.nomos-elibrary.de).

5. If **quotations** are to be included in the text, please include the relevant page numbers from the book.

6. At the **end of the piece**, please include your full name directly below the last paragraph on the right, as well as your post and email address (will not be published). We will use your address for the shipping of your copies of S+F.

7. Please apply the following **layout requirements**:

<table>
<thead>
<tr>
<th>General text</th>
<th>Times New Roman</th>
<th>12 pt</th>
<th>1.5 spacing, justified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphases</td>
<td>Times New Roman</td>
<td>12 pt</td>
<td>Italic</td>
</tr>
<tr>
<td>Page numbering</td>
<td>Times New Roman</td>
<td>12 pt</td>
<td>bottom middle</td>
</tr>
</tbody>
</table>

8. Reviews may be written in **German or English** (but must be proofread by a native speaker, which is your responsibility).

9. **Gender-sensitive language**: Please use language that is gender-sensitive, when relevant. For example: “he/she” or “chairman”, “chairwoman” or “chairperson”.

10. Please be aware that any alterations to the **text(s)** cannot be accepted once the publication process has begun.

11. **For reviewers based at the IFSH**: Please return all books to the Poststelle once your assignment is complete, and add a slip of paper with your name and the date of the review. Please do not make marks or notes in the books.

Please ensure that there are no typos and language errors before submitting your review. Finally, please be aware that the authors, reviewers and editors of S+F work on an honorary basis.

---

**Style guide for authors of book reviews**

**S+F. Sicherheit und Frieden – Security and Peace**

---

[295x38]3