

Guidelines Melusina Press

These guidelines provide an overview for the creation process of manuscripts and the use of styles for publications with Melusina Press.

General information

- This document deals with questions regarding the correct use of the *manuscript template*, and the *styles* it contains. The editors of a publication provide additional information in the sense of classical **style definitions** such as citation style, the form of English used or rules of italicization etc. If no information is available, Melusina recommends following the *Chicago Manual of Style*.
- The consistent use of the formats, described in this document or, in certain circumstances, discussed before manuscript preparation is a **precondition for the publication** and processing of manuscripts by Melusina. It is the responsibility of authors and, in the case of publications within a series, editors to format the manuscript respectively.
- Customize the **file** and **folder name** of the manuscript template. The name follows the convention SERIESACCRONYM_01_SURNAME_TITLEFIRSTWORD, which is *ctls_01_doeheimer_aspekte* for Caroline Döhmer “Aspekte der luxemburgischen Syntax” within the series *Current Trends in Luxembourg Studies*. Special characters in file names should be avoided.
- Create an **ORCID-ID** for all authors at <https://orcid.org/signin> (please include at least surname, first name, institutional affiliation and title of the publication on Melusina). More information about ORCID at <https://orcid.org/about>.
- In the header area, please fill in the **metadata fields** for Title, Subtitle, Author and Keywords. Write one abstract in the language of the publication itself and one in English (ENG Abstract).
- For all images, AV- or other resources used in the manuscript, information on the source, copyrights and **rights of use** on the basis of which the resource is used (e.g. image citation, open licence, permission obtained from author) must be given in the document **rights**.
- Attach **portrait** images of all authors to the manuscript folder (PNG/JPG, min. 1024x1024px at 90dpi, file name=surname)
- Include an image with an open license for the book **cover** to the manuscript folder (PNG/JPG, min. 1280x800px at 90dpi, suggestions e.g. at <https://unsplash.com/>)
- The enclosed **checklist** helps to check all necessary steps before submitting the manuscript.

General Formatting instructions

- Formatting is not done for **visual appearance**, but for the consistent, structured marking of text and typesetting elements. Typesetting and design will look differently in the various target formats your publication (depending on the media) anyway.
- **Never** use **direct formatting** such as *bold*, *italics*, *text size*, *lists* etc. from the *toolbar* or *context menu*. Formatting is done exclusively by using styles from the styles list/pane and here, in most cases, special Melusina styles. The use of these styles is explained in this document.
- If you want to **copy** content into the manuscript (e.g. from another document), please *always* paste it! *without formatting* (Paste -> Keep Text Only) and then reformat by applying Melusina styles. Footnotes are lost during this process and must be reset.
- **No empty paragraphs** (single return) to create vertical spacing.
- The use of **spaces and tabs** for horizontal alignment should be avoided, because they are displayed differently in different output formats
- **Check** that apart from those described in this document no other style has been used in the document. The *style pane* in Word (press Ctrl+Shift+Alt+S in Windows) that frames the style used at the current cursor position helps in this respect. You can delete any unallowed formatting within the text by applying Clear Formatting from the *context menu* -> *Styles*, or Clear All from the *style pane*.
- If you run into **formatting issues** of any kind, first use Clear All and then reformat with Melusina styles only.
- Use (sub)chapter numbers instead of page numbers for **references** within the publication (EPub and web versions of the publication have no pagination)
- Turn off the automatic **spell and grammar checking** before you save the document for the last time before submitting it.
- Never insert **images** directly into the document. Instead, copy all images into the assets folder, while using the image **placeholder** (see below) format at relevant places in the document. Image files should be named, using the document name together with a number, e. g.: *ctls_01_doeheimer_aspekte_01.png*. Images should come in the **png** or **jpg** format and provide a **minimum width** of 1024px (digital only publications) or 1400px (digital + print publications). Always add **numbering** and **source** (in case there is no index of figures) to the image caption. Remove any white margin or border around the image. If you must add text inside the images, use the **Noto Sans font** with 10pt or 11pt size.
- Do not use Word **SmartArt** or **OLE** objects (SmartArt objects can be converted to an image and then used with Melusina's image formatting for publication)

TYPESETTING ELEMENT	STYLE	NOTES
Headlines	Melusina Heading 1-3	
Block quotations	Melusina Blockquote	
Lists		Use Word's native support for (un)ordered lists
Tables	<i>Insert Table</i> (in Word) Melusina Table Column Labels Melusina Table Row Labels	Create tables using Word's insert table from the toolbar. Do not use Word's <i>table design</i> tools. Create <i>table captions</i> using Word's insert caption. Do not use <i>Return</i> in table cells. Do not <i>merge</i> table cells vertically. If necessary, format the <i>header row</i> and <i>index column</i> of the table with the corresponding Melusina styles.
Images and multimedia	Melusina AV Resource	Format for image placeholders, meant to include images from the assets folder. A placeholder consist of 2 lines, such as in the following example: ctls_01_doeheimer_aspekte_01.png Die Semperoper in Dresden im Jahr 1923 Line 1 contains the <i>filename</i> of the image in the assets folder Line 2 contains the <i>caption</i> of the image Images need to have the png/jpg format and provide a width of 1024px or 1400px (print) Image <i>filenames</i> must be placed in the assets folder under the name pattern document-name + number, e. g.: ctls_01_doeheimer_aspekte_01.png)
Highlighting	Melusina Strong	Only use for good reasons
Italics	Melusina Emphasize	
Underline	Melusina Underline	Should be avoided as much as possible
Reference, image- and other lists	Melusina Reference List	
Programming Code or Data	Melusina Code	
Epigraph	Melusina Motto	
External links		The automatic formatting of links by Word can be retained.
Table of contents	Melusina Heading 1	Placeholder with the value %%TOC%%, formatted as 1 st level heading (auto-generated later on)
Poetry	Melusina Verse	Use for poems Use soft-break (shift + return) for new line within a verse and return between two verses
Info/Text box	Melusina Infobox	Content for info-/text boxes needs to be surrounded by line containing BOXSTART and BOXEND Those lines require format Melusina Infobox