

Authors' Guidelines for the Preparation of Manuscripts for Publication

Important: Manuscripts of over 25 pages will no longer be accepted for review.

Manuscripts for publication in „KREDIT und KAPITAL" may be submitted in the German and in the English language. They are accepted free of charge. To ensure their contentual quality, all manuscripts are, according to international practice, invariably submitted at the publishers' expense to a double-blind review process. This means that authors and referees do not know one another's identity. The outcome of such review decides on whether or not the publishers accept the article submitted for publication. The review process takes between two and eight months, as a rule. Another eight to ten months will go by before an article is ultimately published. The editors undertake to do their best to publish accepted papers as early as possible. Since the number of pages is limited per issue and year, it may happen that more time will pass before an article ultimately goes to press.

Submitting a contribution means for its authors that they have undertaken not to publish their manuscript and not to offer it for publication elsewhere before a decision has been made on its acceptance and to abstain from secondary publication during a period of up to one year after publication in „KREDIT und KAPITAL“.

Kindly use in all cases for the manuscript you plan to submit to us for publication one of the templates – preferably MS-Word – we are offering for downloading from our homepage in the file-formats MS-Word, LaTeX und OpenOffice. To a large extent, these templates already meet the formatting requirements customary for „KREDIT und KAPITAL". Using them would give authors an idea at an early stage about the layout of their articles in the typesetting format applied by „KREDIT und KAPITAL“. In addition, this would expedite editing and publication after an article has been accepted.

Manuscripts prepared with the help of such a template may be transmitted by e-mail to the address Redaktion.Kredit-und-Kapital@dsgv.de. as a PDF file.

Moreover, we wish to draw your attention to the general requirements concerning the formal layout of manuscripts submitted to „KREDIT und KAPITAL" for publication:

In order to be eligible for acceptance, manuscripts must have been made available without cover page, though with all tables, figures and reference notes, in Times New Roman font,

size 12, 1.5 line space; they must have been typed on one side of the page only and may not comprise more than 25 consecutively numbered DIN-A4 pages.

2 Cover Pages

- One cover page bearing the title of the article, the name/s, academic degrees and the address/es of the author/s and the e-mail address and the telephone number of the corresponding author as well as a brief summary of not more than 10 to 15 lines showing the article's essential arguments plus the classification numbers and the classification descriptors of the Journal of Economic Literature.
- Another cover page for the evaluation procedure without showing the identity of the author/s.

Structure of text

I. Headline of chapters (heavy print, centered, Roman numbers),

II.

1. *Subtitle of chapter* (italics, centered, Arabic numbers),

2.

a) Headlines of chapter paragraphs (centered)

b)

aa) further sub-divisions of chapters (centered)

bb)

It is not customary for "KREDIT und KAPITAL" to make text passages stand out by letterspace print, italics or by underlining; italics may exclusively be used for the names of authors quoted as well as for individual terms and quotations.

Brackets are exclusively used in formulae, never in the text.

Please use slashes for separating the names of authors quoted in the text.

Tables (example: *Table 1* plus new line for the **headline of the table**) and **figures** (with legends below - example: *Figure 1: Text of legend*) **must be consecutively numbered.**

Footnotes

Footnotes are to be consecutively numbered. The texts of footnote shall appear on the same page as the numbers of the footnotes.

Please use italics in all cases for the names (no given names) of the authors quoted.

Enumerations are to be separated by semicolons.

Examples: *Mustermann* (1996), p. 12; *Musterfrau* et al. (2000), p. 10 ff.

Slashes must be used for separating two or more names.

Example: *Mustermann/Musterrfrau* (2004), p. 111 f.; where parentheses have been used: (*Mustermann* (2002), p. 12) or *Musterrfrau* ((2006), p. 10)

Bibliographical Notes

All sources of literature quoted in footnotes are to be given in alphabetic order – though separated by hyphens – in text form under the heading of literature. In this context, the family names of the authors and/or the names of institutions are to be italicised.

Example: *Mustermann, A./Musterrfrau, B.* (1996): Title of publication quoted in: year/copy No./(in the case of books) place and year of publication, page... -