

# Elemente der Naturwissenschaft – Guidelines for submissions

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To avoid unnecessary editing and layout work, please follow these guidelines when submitting a contribution. If you have any questions, please contact Mara Born (science@goetheanum.ch)

## **Format: Word file, A-4 size**

## **Language: Manuscripts can be submitted in German or English**

### **Manuscripts in German language**

- use new German spelling (Language: Deutsch/Schweiz)
- When using common names as adjectives, use apostrophe + “(i)sch” as in Goethe’sche

### **Structure of articles: Abstract, article, references, address**

- All major contributions should be preceded by a brief (ca. 10-line) abstract (summary) in both German and English. When needed, the editor will translate the abstract into German. Both versions will be proofread by native speakers.
- At the end of your contribution, please give your address (either private or work) as well as your email address (voluntary).

### **Illustrations: separate from the text, either as tiffs, pngs or jpegs**

- Illustrations and illustration titles should be submitted as separate files. Illustrations as tiff, png or jpeg files (resolution: 450-600 dpi).
- Please indicate the position of the illustrations in the text in square brackets, i.e., [Figure 1 here].
- Please send illustrations as early as possible so that any technical problems can be dealt with in a timely manner.

### **copyright**

- All verbatim quotations, paraphrases, illustrations, graphics, tables are subject to copyright. Before submitting the manuscript, please clarify the permission for the use of images etc. that were not created by you or whose copyright is held by others.

### **Do not format text**

- Please do not format titles or create other formatting such as leaving empty lines between paragraphs, or using headers, footers, hyperlinks, or line feed.
- Use emphasis (*italics*) sparingly
- Follow programmed procedures when creating footnotes or ellipses.
- Use em and en dashes and hyphens appropriately.
- Leave single space between numbers and units of measurement.
- Use no space between i.e., e.g. and similar abbreviations
- When occurring in text, numbers from one to twelve and units of measurement (meter, milligram) are generally written out (except in number series).

### **Key words for internet searches**

- If the article is to be found on the internet by specific key words, please supply them if they are not already contained in the abstract.

## References: short format within text

- Indicate sources in parentheses: *Name* (italics) and year.
- When quoting, give page number after year (of publication given in bibliography).
- In references to classics or old works, give year of first edition; give year of lectures.
- In the case of two Authors: list both with a &-sign between them.
- In the case of three and more authors: list only the first with the addendum et al.

## Examples for References within the text

(Dullo 1999, p. 65); (Pigliucci & Müller 2010); (Wells 1956, Alberch et al. 1979)

## Bibliography

- Use Initials for given names.
- Separate multiple authors with commas.
- In references to classics or old works, give year of first edition and of the edition used.
- In references to Steiner lectures, give date of lecture and GA (CW) number.
- Do not list publishers.
- References to journals: Do not bold issue numbers; do not use quotation marks for article titles.
- Use conventional (English) abbreviations (vol., p., ed., etc.) – even if the referenced work was published in a foreign language. (In German manuscripts: Use conventional German abbreviations (Bd., S., Hg., etc. ))
- In references to journal articles, give page numbers of beginning and end of articles.
- In references to articles in books no page number is necessary.

## Examples of bibliographic references (English manuscript)

*Alberch, P., Gould, S. J., Oster, G. F., Wake, D. B.* (1979): Size and Shape in Ontogeny and Phylogeny. *Paleobiology* 5 (3), pp. 296–317.

*Bohm, D.* (1976): Imagination, Fancy, Insight, and Reason in the Process of Thought. In: *Sugarman, S.* (ed.): *Evolution of Consciousness: Studies in Polarity* Middletown, CT.

*Dullo, W.-Ch.* (1999): Aktuelle Erfahrungen als Verständnisschlüssel für vergangene Entwicklungen – Aktualismus und Uniformitarismus. In: *Bockemühl, C.* (ed.): *Erdenentwicklung aktuell erfahren. Geologie und Anthroposophie im Gespräch.* Stuttgart.

*Howald-Haller, M.* (1964): Doppelspat und Polarisation. *Elemente d. N.* 1, pp. 12–14.

*Kuhn, T.* (1962): *The Structure of Scientific Revolutions: 50th Anniversary Edition*, Chicago 2012.

*Pigliucci, M., Müller, G.* (eds.) (2010): *Evolution - the extended Synthesis.* Cambridge MA.

*Steiner, R.* (1919): *Allgemeine Menschenkunde.* 10. Vortrag vom 1.9.1919. 5. Auflage, Dornach 1960, GA 293.

*Wells, J. W.* (1956): Scleractinia. In: *Moore R. C.* (ed.): *Treatise on Invertebrate Paleontology. Coelenterata.* Geological Society of America and University of Kansas Press, pp. 328–440.

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