



## HOW TO PUBLISH YOUR MANUSCRIPT

The publisher will print your book from a draft formatted by yourself. You have to hand it in as a postscript file (pdf). BIGSAS will check it formally and forward it to the publisher.

Further information about how to publish your manuscript can be found on [www.lit-verlag.de/autoren](http://www.lit-verlag.de/autoren) (only in German).

In order to avoid delays because of formatting mistakes, please hand in as soon as possible a few sample pages of your manuscript, so adjustments can be made before a lot of work has already been done.

### Formatting your manuscript:

see “BIGSAS STYLE SHEET”

### Structure of the book:

Dedication* <sup>1</sup>	
Preface*	followed or preceded by the Table of Contents
Acknowledgements	followed or preceded by the Table of Contents (Please do not forget BIGSAS!)
Table of Contents	
Abbreviations and Acronyms*	followed or preceded by the bibliography
List of Figures/Graphs/Tables*	followed or preceded by the bibliography
Main body	
Bibliography	
Appendices*	

The prelims and the main body of the book always start on a right-hand-page. (If necessary, add a blank left page.)

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<sup>1</sup> \*= optional



### **Page numbers:**

- distinction between Arabic and Roman numerals
  - Roman numerals for the prelims (until the beginning of the main body of your book)
- page numbers need to be placed alternating (even numbers appear on the left side, un-even numbers on the right side of the page)
- running headlines and page numbers are suppressed at the first side of any new chapter (also Table of Contents and other prelims)

Pages **i-iv** are always typeset by the publisher. Your pdf file starts with page **v**.

### **Book cover:**

If you want to have an illustration on the front cover (photo, line drawings, etc.), please note that it has to be chosen by yourself. (It is essential to make sure you have the legal right!) In case it is impossible to clear the question of copyright, please choose another illustration.

### **Blurb:**

Please hand in a blurb (600-750 characters including spaces) which will be placed on the back cover.

### **Short biography:**

Please hand in a short biography (200-300 characters including spaces) which will be placed on the inside of the back cover.

### **Procedure of production**

The publisher immediately starts the production, as soon as he receives the master copy (a reproducible/printable template) from BIGSAS. At this time, corrections are no longer possible. (In case you still want corrections to be made, the publisher would have to charge additional costs.) After the publisher has received the master copy, it will send the layout of the fly-title as well as the cover to BIGSAS. After proof-reading, the author has to confirm the permission to print (in writing) to BIGSAS. The publisher will also send a proof copy of the block to BIGSAS. The proof copy will be checked by the author and the editor in chief. The final permission to print can only be given by BIGSAS to the publisher.