

## **Layout-Guidelines for Contributors of the Handwoerterbuch der antiken Sklaverei**

The following print format is meant to simplify adherence to the length requirements. It will help you to arrange your article. A conversion is not necessary.

### **Text Characters and Paragraph Formatting**

#### **Head-Word**

Font: Times New Roman  
Font Style: Bold  
Font Size: 10 pt  
Line Spacing: 12 pt  
Special: None  
Alignment/Margin: Justified

#### **Author**

Font: Times New Roman  
Font Style: Italic  
Font Size: 10 pt  
Line Spacing: 12 pt  
Spacing Before: 6 pt  
Alignment/Margin: Right

#### **Body Text**

Font: Times New Roman  
Font Style: regular  
Font Size: 10 pt  
Line Spacing: 12 pt  
Special: None  
Alignment/Margin: Justified

#### **Captions for Figures, Photographs, Tables, Charts and Maps**

Font: Times New Roman  
Font Style: regular  
Font Size: 9 pt  
Line Spacing: 11 pt  
Special: None  
Alignment/Margin: Justified

#### **Heading**

Font: Times New Roman  
Font Style: Small Caps  
Font Size: 10 pt  
Line Spacing: 12 pt  
Spacing Before: 12 pt  
Special: None  
Alignment/Margin: Justified

#### **Bibliography**

Font: Times New Roman  
Font Style: regular  
Font Size: 9 pt  
Line Spacing: 11 pt  
Special: None  
Alignment/Margin: Justified

### **Column Lay-Out**

If contributors want to imitate the column lay-out, they should use the following specifications. Otherwise we recommend to compose a simple text (width: 7.5 cm / 2.95" height: 22.0 cm / 8.66"). Please do not use auto-hyphenation or any manual word division.

#### **Margins:**

Top: 3.7 cm / 1.46"  
Bottom: 4.0 cm / 1.58"  
Left: 2.75 cm / 1.08"  
Right: 2.75 cm / 1.08"  
Gutter: 0 cm / 0"  
Header: 2.7 cm / 1.06"  
Footer: 1.25 cm / 0.49"

#### **Paper Size:**

DIN A 4 (Width: 21 cm x Height: 29.7 cm)

#### **Columns:**

Columns: 2  
Width: 7.5 cm / 2.95"  
Spacing: 0.5 cm / 0.2"