Final Checklist for HSR submission

Are you ready to send your paper in? Great, we are looking forward to receive your submission, but please make sure that you have included all necessary details.

Please ensure you have included:

☐ Reference Address — The names of all authors, along with their email address and full institutional) postal address.

☐ Title — When possible, the title of the article is to be submitted in English and German.

☐ Abstract — English abstract briefly outlining the article's content and composition. The length of the abstract should be 900 to 1,300 characters, including spaces. If possible please provide a German version of the abstract.

☐ Keywords — 3 to 8 English keywords and, if possible, corresponding German keywords.

☐ Reference List — The bibliographical references at the end of the text and the in-text citations following the Chicago Manual of Style. Every citation in the text or substantive notes must have a corresponding reference entry, and every publication listed in the reference list must be mentioned in the text or notes. Please be sure that your reference list is arranged in alphabetical order. Please find examples for compilation at http://www.gesis.org/en/hsr/for-authors/guidelines/.

Please also ensure:

☐ Spellcheck — Please run a spellcheck on your article.

☐ Permission — Permission has been obtained for use of copyrighted material from other sources (including the Internet).

☐ Composition — Contributions are to be divided into sub-chapters using the decimal classification system (1. - 2. - 2.1 - 2.2 - 3. etc.). Subdivision should be at the most two decimal points.

☐ Tables, graphics and figures — The HSR format is 5.8 x 8.3 inches. When compiling tables, graphics and figures it should be considered that the type area is 10,7 cm (width) x 17,1 cm (height). Tables, graphics and figures should be numbered consecutively as they appear in the text. HSR does not print color graphics and figures; therefore, they are to be submitted in black-and-white-quality. Graphics are to be provided as tiff files, the resolution must be at least 300 dpi.