

Guidelines for Submission of Papers – ABI Technik

1. Article

- Send as *Word Document*
- *Title* in both English and German
- *Abstract* in both English and German (60–80 words each)
- *Author's address, email-address* and ORCID-ID
- Three *Keywords* in English and German
- *Author's photograph* (min. 200 dpi, 205 x 252 Pixel, in color)

2. Text

- Send as continuous text (maximum signs per article: 35,000; other categories: 20,000; conference contribution: 10,000; ABI Technikfrage: 3,500, details including spaces)
- Correct *English spelling* (either BE or AE)
- *gendering* when referring to person of unknown/unspecified sex: use “she” (the author – she) or relative and interrogative pronouns (the author – who)
- *Do not insert any hyphenations*, do not use automatic hyphenation
- *Do not use any formatting functions* like anchors, frames, etc.
- The editors may shorten the manuscript and/or slightly change the wording of it, in order to adapt it to the ABI Technik style. Any fundamental change of the text will only be made with the approval of the author.
- Articles will be published both in a printed and an online version

3. Footnotes

- Footnotes with a *successive numeration*
- Footnotes *linked* in the manuscript

4. Consistent citation style (Chicago Manual of Style 16th edition)

- *Monographs*:
AUTHOR 1 surname, first name, AUTHOR 2 first name surname, AUTHOR 3 first name surname. *Book title*. Ed. City: publisher, year. x–y. <https://doi.org/10.10xx/xxx>.
- *Journal article*:
AUTHOR 1 surname, first name, AUTHOR 2 first name surname, AUTHOR 3 first name surname. “Title Article.” *Journal no.*, issue no. (year): x–y. <https://doi.org/10.10xx/xxxx>.
- *Book chapter*:
AUTHOR 1 surname, first name, AUTHOR 2 first name surname, AUTHOR 3 first name surname. “Title of book chapter.” In *Book title*. Vol. Ed. by AUTHOR 1 first name surname, AUTHOR 2 first name surname, AUTHOR 3 first name surname. x–y. City: publisher, year.
- *Website*
“Title article.” EDITOR, DD.MM.JJJJ. Accessed Month DD, YYYY. www.xyz.org.
For persistent identifiers such as DOI, URN, URI, Handle, ARK, which come from trusted providers, the “Accessed...” is omitted. The use of services such as Internet Archive (using the address of an independently generated snapshot) or perma.cc to cite web pages without persistent identifiers is welcomed.
- *Further citation*:
AUTHOR 1 surname, AUTHOR 2 surname, AUTHOR 3 surname year: x–y.

5. Figures

- Please mark, *where* they shall be inserted (approx.)
- *Number them consecutively* (fig. 1, fig. 2 or tab. 1, tab. 2, etc.)
- *Insert captions for photos or titles for tables*
- Send all figures in *separate files*, min. resolution 300 dpi (307 x 378 pixel)
- IMPORTANT: You have to be sure about the image rights and you have to specify your source (similar as with a citation of text).

Checklist for submission to ABI Technik

✓

Formal requirements	• title in English and German	
	• three English and three German key words	
	• abstract in English and German (60-80 words each)	
	• address und email address of the author as well as ORCID-ID	
	• author's photograph (resolution min. 200 dpi, 205 x 252 Pixel, in color)	
Format	• continuous text	
	• correct spelling (either AE or BE)	
	• gendering by using "she"	
	• no hyphenations, do not use automatic hyphenation	
	• no formatting functions like anchors, frames, etc.	
	• with a successive numeration	
	• <i>linked</i> in the manuscript	
Figures	• positioning in text	
	• numbered consecutively (fig. 1, fig. 2 or tab. 1, tab. 2, etc.)	
	• insert captions for photos or titles for tables	
	• min. resolution 300 dpi (307 x 378 pixel)	
	• image rights are clear – similar as with a citation of text – source given (photo: xy)	
	• all figures sent in separate files	